



भारत सरकार
Government of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture and Farmers Welfare
कृषि एवं किसान कल्याण विभाग
Department of Agriculture and Farmers Welfare
दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,
Southern Region Farm Machinery Training & Testing Institute
ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)
Tractor Nagar, Garladinne, District: Anantapur (A.P.)- 515731

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File No. 8-7/2023-Cash.

Date: 21st September, 2023

CIRCULAR

Subject: Special Campaign 3.0 for disposal of pending matters during 15th September, 2023 to 15th October, 2023-reg.

As per DA & FW office e-mail dated 19.09.2023, regarding Special Campaign 3.0 for disposal of pending matters during 15th September, 2023 to 15th October, 2023.

It has been decided by the DA&FW to conduct Special Campaign 3.0 for disposal of pending matters. The action plan of this Institute in this connection is given with the following activities which will be carried out during the Special Campaign 3.0:-

Sl. No.	Date	Time	Activity	Action to be
1.	02.10.2023	9:30 am to 10:00 am	Cleaning of Admin. Building outside premises	H.O.O/A.O /AE (V)& (P)
2.	03.10.2023	8:30 am to 10:00 am	Weeding out of recorded files & Pending matters of Training Section	H.O.O/AE(V)/AO/OS/UDC
3.	04.10.2023	8:30 am to 10:00 am	Weeding out of recorded files and Pending matters of Testing Section	H. O.O/AO/AE(C)/OS/LDC
4.	05.10.2023	8:30 am to 10:00 am	Weeding out of recorded files of farm Section Removal of Scrap unused equipment items such as old printers/computers/Almirah/Plastic water tank, etc.	H.O.O/FS/AO/AE(V)/AE(C)
5.	06.10.2023	8:30 am to 10:00 am	Scrap items disposal Agriculture Machinery spare parts etc.	H.O.O/FS/AO/AE(V)/AE(C)
6.	07& 08.10.2023	Saturday and Sunday		
7.	09.10.2023	8:30 am to 10:00 am	Weeding out of recorded files and Pending matters in Cash Section	H.O.O/FS/UDC(k)/AO/OS/UDC
8.	10.10.2023	8:30 am to 10:00 am	Cleaning of surrounding/ inside area of Farm Godown	H.O.O/FS/AO/AE(V)/UDC
9.	11.10.2023	8:30 am to 10:00 am	Cleaning of surrounding area of New vehicle parking shed and Boundry side of Institute	H.O.O/FS/AE(V)/AO/UDC
10.	12.10.2023	8:30 am to 10:00 am	Cleaning of Trailer Test track.	H.O.O/AE(C)/FS/AE(V)& (P)
11.	13.10.2023	8:30 am to 10:00 am	Cleanness /inner space of Testing Section	H.O.O/AE(C)& (P)/STA/TA
12.	14 & 15.10.2023	Saturday & Sunday		
13.	16.10.2023	8:30 am to 10:00 am	Weeding out of recorded files of Admin. Section	H.O.O/FS/AE(C)& AO/AE(V)
14.	17.10.2023	8:30 am to 10:00 am	Disposal of Dry woods in farm section	H.O.O/FS/AE(C)& (P)/AA
15.	18.10.2023	8:30 am to 10:00 am	Cleaning of Residential colony Road and colony premises	H.O.O/FS/AE/AE(V),(C)& (P)/AA
16.	19.10.2023	8:30 am to 10:00 am	Cleaning of surrounding area and Lab of Training Sections	H.O.O/FS/AE(C)& (P)
17.	20.10.2023	8:30 am to 10:00 am	Cleaning of Children Park	H.O.O/FS/AO/OS/UDC

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान, ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)

18.	21 & 22.10.2023	Saturday & Sunday		
19.	23.10.2023	8:30 am to 10:00 am	Cleaning of Surrounding and inner side area of Boys hostel building.	H.O.O/FS/AE (C)& (P)/AE(V)
20.	24.10.2023	(Govt. Holiday)		
21.	25.10.2023	8:30 am to 10:00 am	Cleaness/ inner and outer side of Library	H.O.O/FS/AO/LIA /UDC
22.	26.10.2023	8:30 am to 10:00 am	Cleaning/inner space of training lab inside area	H.O.O/FS/AE (C)& (P)/AA
23.	27.10.2023	8:30 am to 10:00 am	Cleaning of Raod of farm in between of Mango orchard near Coconut Orchard and main road of Farm up to Farm house	H.O.O/FS/AE (C)& (P)/AA
24.	28&29.10.2023	Saturday & Sunday		
25.	30.10.2023	8:30 am to 10:00 am	Cleaning of Farm Plots / Orchard.	H.O.O/FS/AE(V)& (P)/AA
26.	31.10.2023	8:30 am to 10:00 am	Cleaning of surrounding area of Girls hostel cum Guest house and Closed ceremony	H.O.O/FS/AE(C)& (P)/AA

(BM. NANDEDE)
DIRECTOR

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