



भारत सरकार

GOVERNMENT OF INDIA

उत्तरी क्षेत्र कृषि मशीनरी परिक्षण एवं परीक्षण संस्थान  
NORTHERN REGION FARM MACHINERY TRAINING & TESTING INSTITUTE  
कृषि एवं किसान कल्याण मंत्रालय (कृषि, सहकारिता एवं किसान कल्याण विभाग)  
MINISTRY OF AGRICULTURE AND FARMERS WELFARE  
(DEPARTMENT OF AGRICULTURE, CO-OPERATION & FARMERS WELFARE)  
ट्रैक्टर नगर, सिरसा-रोड, हिसार-125001 (हरियाणा)  
TRACTOR NAGAR, SIRSA ROAD, HISAR -125001 HARYANA  
(AN ISO 9001:2008 CERTIFIED INSTITUTION.)

No. 10-10/99-Misc.

Dated, the **16 JUN 2016**

**OFFICE ORDER**

Sh. R.K. Nema, Senior Agriculture Engineer of this Institute is hereby designated as Public/Staff Grievances Officer. He will be available to hear the grievances/suggestions of staff/public, personally as is required to redress the grievances and its expeditious settlement.

2. He is also declared as Nodal Officer for "pension grievance".
3. Every working Friday between 4 PM to 5 PM is fixed to hear the grievances and suggestions of staff/public. In case Friday happens to be holiday, officials/public may contact the Public/Staff Grievances Officer on the next working day at the appointed time.
4. The Public/Staff Grievances Officer would hear the grievances of the staff relating to normal service matters like completion of service records, timely drawal of increment, issue of correct seniority lists, fair promotion, proper medical facilities, transfer at the school session, provision of residential accommodation in accordance with the approved criteria, grant of timely pensionary benefits etc. He should ensure that the grievances of the employees are redressed as per guidelines and time line specified in the O.M. No.34-11/2012-O&M/PG dated 26.11.2012.
5. The Grievances Officer shall submit the status report by 25<sup>th</sup> of every month to Admn. Section.

The address and contact details of the Nodal Officer is as under:

Sh. R.K. Nema,  
Senior Agriculture Engineer,  
Northern Region Farm Machinery Training and Testing Institute,  
Tractor Nagar, Sirsa Road, Hisar (Haryana) Pin- 125001  
Mobile No. 9926314603

*Handwritten signature: USU - mshy*  
16/6/16  
(P.K. PANDEY)  
DIRECTOR

**Distribution:**

- ✓ 1. Sh. R.K. Nema, Senior Agriculture Engineer
2. All Officers
3. P.F. of Sh. R.K. Nema, SAE
4. Guard File
- ✓ 5. PA to Director

**Copy to:**

The Joint Secretary (M&T), Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi-110001.

*Handwritten signature: P.K. PANDEY*  
(P.K. PANDEY)  
DIRECTOR