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 withdrawal 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-D&M/PG dated 26.11.2012.

5. The Grievances Officer shall submit the status report by 25th 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

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.

(P.K. PANDEY)
DIRECTOR