



सिंचाई प्रबन्धन एवं प्रशिक्षण संस्थान

(राज्य सरकार का उपक्रम)
दादाबाड़ी रोड, कोटा (राज.)

IRRIGATION MANAGEMENT & TRAINING INSTITUTE
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No.I.M.T.I./F.No. 18/

Date:

OFFICE ORDER

In order to achieve efficient working with proper disposal of cases of the Institute, proper work distribution with effective monitoring with reliable database is necessary. So looking to this aspect, the faculty members/officials of IMTI will perform the task / dispose off the papers as per following work distribution and their output/progress/activities shall be routed through Jt. Dir(Trg.)/Jt. Dir(Ag.):-

S.No	Name of faculty Members	Assigned duties	Link Officer
1	Sh. R. C. Meena, DD	Action Research, HWMI Bikaner's correspondence (Sh. Abdul Saleem Ansari Asstt. Adm. Officer will assist the faculty)	Sh. Kedar Prasad Garg, DD
2	Sh. Chandrakant Sharma, DD	Training Cell, RACP Schemes, Action Research, D.D. (Mess)	Sh.Ramesh Chand Tak DD
3	Sh.Ramesh Chand Tak, DD	Command Area Development, Soil Lab, Library & Hostels@Hostel Arrangements	Sh.Chandrakant Sharma DD
4	Sh. Kedar Prasad Garg, DD	RWSLIP Schemes, Society Cell, Water Shed & JICA	Sh. R. C. Meena, DD
5	Sh. Hirendra Kumar Sharma DD	Action Research, Activities of Nanta Farm, ATMA scheme	Sh. Dhanpal Meena, DD
6	Sh:Dhanpal Meena DD	RACP (WRD), Vidhan Sabha, Audit/Inspection Notes (Sh. A.M. Nair will assist the faculty)	Sh.Hirendra Kumar Sharma , DD
7	Sh. Surendra Kumar Goyal , DD	D.D. Computer & Society Cell	-
8	Sh. Satish Kumar Dev, AD	A.D.(Estate), A.D. (Hostel Warden) Society Cell & Court Cases (Sh. Trilok Chand Jain will assist the faculty)	Sh.Bharat Ratan Gaur, AD
9	Sh. Bharat Ratan Gaur DD	AD (Stores), Publications, Vehicles, EUSPP Scheme (Sh. S.N. Dadhich Projector Operator will assist the faculty)	Sh. Satish Kumar Dev, AD
10	Sh.Ajay Singh Rathore Programmar	Computer Lab, O & M of computer related accessories and equipments	Informatic Assistant

The work shall be disposed off keeping in view following notes/paras:-

- All training activities shall be planned & routed through Jt. Dir(Trg.) as per monthly/yearly academic training calendar. Similarly agriculture activities related to Institute's campus and Nanta farm along with action research shall be dealt with through Jt. Dir(Ag.).
- Jt. Dir(Trg.) and Jt. Dir(Ag.) will review respective progress time to time and submit the concise progress report month-wise.
- The Course Coordinators are responsible for the progress reports of executed training courses to Training Cell, Scheme in-charge and Joint Dir(Trg.), which is very important as it affects in issuing of UCs' and adoption of other financial procedures. Similarly, submission of training accomplishment report (format will be made available from computer section to Training cell and individual faculty's mail site) be also ensured timely.

