

# **ENGINEERING DEPARTMENT**

## **A. CORPORATE OFFICE**

### **1. Sr. General Manager (Engg.) /General Manager (Engg)**

(a) **Strategic and Monitoring Role:**

(i) **Planning**

- a) Finalization of Engineering Plan covering Agricultural Engineering operations, civil infrastructure development, procurement/replacement of Farm Machinery, Plants and Vehicles and absorption of new technologies.
- b) Finalization of Farm wise Engineering Activity Schedule.
- c) Continuous monitoring of the engineering operations undertaken by the Engineering division, be it in support of agricultural operations or to create infrastructure for the corporation.
- d) Extending all possible support and guidance to Farm Management for efficient water management, provision of irrigation facilities, watershed management, land development or OFD activities.
- e) Orient the whole Engineering Division towards efficient agricultural operations and creating the cost effective, reliable and long standing infrastructure.

(ii) **Supervision of Engineering activities**

- a) Visit the Farms regularly and supervise the implementation of the Engineering Plan.
- b) Monthly Serviceability Status and details of operating expenditure of the Farm Machinery and Vehicles.
- c) Quarterly Review of the ongoing Projects of capital nature.
- d) To ensure down gradation and disposal of obsolete/condemned engineering items and writing those off the inventory of Farms.

(iii) **Creation of Facilities and Provisions**

- a) Development of land/irrigation facilities/Farm structure & buildings etc.
- b) Complete mechanization of Farms operations.
- c) Cost optimization in operation/inputs.
- d) Adopting/introduction of new technology in all Farm operations.
- e) Ensuring the arrangements for cost-effective and timely repair of the Farm Machinery and effective maintenance of the civil infrastructure.
- f) Ensuring the availability of required inputs like tools, spare parts, fuel, lubricants and other consumables.
- g) Promote inter-farm cooperation in resource utilization.

(iv) **Technical Leadership and Problem Solving**

- a) Keeping abreast with latest trends in Agricultural Engineering, agri-processes, Irrigation techniques, water and soil conservation techniques and improvements in Farm Equipments and guide the Farm Managements and Engineering departments at Farm accordingly.
- b) Suggest the cost effective solutions for water conservation and increasing the irrigated area at the Farms.
- c) Communicating with the Heads of Farms and their immediate deputies with regard to any matter concerned with Engineering or OFD activities and updating CMD regarding any important point coming to his notice.
- d) Finalize/Encourage demonstration of new technologies or farming techniques to the farmers in the nearby areas of all Farms.
- e) To have good liaison and rapport with concerned Departments/Agencies/Universities/ICAR etc. for implementation and execution of new schemes and solving of inter related issues.

(v) **Ensuring Manpower availability**

- a) Periodical review of manpower to efficiently support the activities of Engineering Division at all Farms.
- b) Finalize Training Program schedule for the personnel of Engineering Division.

(vi) **Miscellaneous**

- a) To implement/achieve all related activities included in the annual MoU between Management & Ministry.
- b) Implementation of various Government Sponsored Schemes related to his Deptt.
- c) Find new sources of revenues for the Corporation from diversified avenues/initiatives.
- d) Ensure effective contribution to the CSR activities of the Corporation.
- e) To implement all ISO manuals/Policy manuals and to facilitate their periodical audit.
- f) This charter of duties does not take away or modify any of the existing powers of the GM (Engineering) with regard to his sphere of activities.
- g) To perform any other duty as may be assigned to him by Management from time to time.

(b) **Calendar of Activities**

<b>Sl. No.</b>	<b>Detailed Activities</b>	<b>Targets</b>
<b>1.</b>	<b>Finalization of Engineering plan:</b> (Finalization of Engineering Plan covering Agricultural	15 <sup>th</sup> January

	Engineering operations, civil infrastructure development, procurement/replacement of Farm Machinery, Plants and Vehicles and absorption of new technologies. The Plan would be prepared in such a manner that it efficiently supports the agricultural operations and promote the systematic land development and irrigation facilities to commensurate with the scale of operations each year. The Plan should be drawn up on a rolling pattern (i.e. for the current year and for next three to five years).	
2.	<b>Finalization of Engineering operations of activity schedule:</b> (This Plan will be linked with the Production activity schedule and complement the related agricultural & machinery operations described therein)	15 <sup>th</sup> January
3.	<b>Preparation of long term and short term budget for the Engineering Division covering each Farm:</b> (The short term budget is to cover all the activities pertaining to Engineering Division at all the Central State Farms. the long term budget should be in the form of long term planning for infrastructure development so that it can enhance the overall productivity and efficiency of the corporation). Copy of this budget should be sent to GM (F&A).	15 <sup>th</sup> March
4.	<b>Periodical assessment of the Engineering activities at all Farms.</b> (The approach to this activity may be similar to the Quarterly results preparation by the corporate houses. The performance of each Farm should be mapped against the targets assigned)	At the end of each quarter
5.	<b>Meeting with stakeholders to take stock of and plan for further CSR activities.</b> (These meetings will serve to help in effectively discharging the Corporate Social Responsibility as well as enhance the “Brand Image” of NSC. These meetings may be coordinated with the concerned GM)	At least once in every six months.
6.	<b>Review of Manpower</b> (To support the activities of Engineering division at HQ and at the Farms)	30 <sup>th</sup> June & 31 <sup>st</sup> December
7.	<b>Finalization of Training Program</b> (Technical Training and refresher courses for the Engineering personnel are to be organized/arranged at regular intervals in consultation with Leader of Training Deptt. the input for Training Needs should be taken from the past year’s Performance Appraisal Reports of the individuals)	30 <sup>th</sup> June
8.	<b>Methodological and Formal analysis of all activities undertaken during the year:</b> (An evaluator report describing the targets achieved, shortfall, reasons thereof, deviations if any, and future outlook etc. may be made out and the reasons for short fall should be analyzed. This exercise should be done from the	31 <sup>st</sup> July

	perspective of forming the basis of the declaration in the Annual Report of the Corporation)	
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(c) **Performance indicators:**

<b>Sl. No.</b>	<b>Indicator</b>
1.	Area of Land/irrigation facilities developed during the year
2.	Procurement/replacement/repair of equipment/machineries
3.	Civil infrastructure developed
4.	Extent of Implementation of related Govt. Sponsored Scheme
5.	Development/adoption of new Technologies
6.	To oversee power consumption on farms
7.	Cost optimization
8.	Improvement in productivity index of employees working in Engineering Deptt. at Farms
9.	Meeting the Corporate Social Responsibility Targets
10.	Responsible for proper capacity utilization of plants
11.	Implementation of MoU targets
12.	Revenue from diversified activities

(d) **Key Result Areas**

- a) Land/irrigation facilities development – Number/area of facilities developed.
- b) Infrastructure development – requirement, replacement, repair.
- c) Mechanization of Farms – number.
- d) Cost optimization in operations/inputs – percentage of savings.
- e) Successful adoption/introduction of new technologies – details.
- f) Finding opportunities in PPP sphere.
- g) Purchase, inspection, delivery and installation of seed processing plants – number.
- h) Maintenance of machinery/equipment and vehicles etc.

## **2. Addl. General Manager (E-5)/Dy. General Manager (Engg.) (E-4)**

- (a) To assist GM (Engg.) to effectively discharge the duties and responsibilities as Head of Engineering Division.
- (b) To discharge the duties and responsibilities of Head of Engineering Deptt. in the absence of a regular incumbent of the post of GM (Engg.).
- (c) To advise and guide Manager (Engg.)/AGM (Engg.) posted at Farms in effective discharge of their duties and for timely completion of the activities mentioned in the calendar of activities of the GM (Engg.)
- (d) Periodical monitoring and evaluation of the activities of the Engineering Division and providing appropriate feedback to GM (Engg.) in this regard.
- (e) Drawing the annual Training Programme for the personnel working in the Engineering Division.
- (f) To keep himself abreast with research about the latest trends in the Farm Engineering and other domains connected with the working of the Engg. Division.
- (g) Maintaining close coordination with the Farm Authorities for proper implementation and monitoring of the Engineering Plan laid down for efficient water management, provision of irrigation facilities, watershed Management, Land development or OFD activities.
- (h) Ensure proper implementation and monitoring of the Projects of capital nature.
- (i) Examination of Farm proposals in respect of civil/mechanical/land development works etc.
- (j) Visit Farms/ROs regularly and supervision of engineering plan/activity.
- (k) Review of various reports of Farms regarding repair, processing, condemnation, hiring and inventory etc.
- (l) To keep proper liaison with concerned Deptts./Agencies of Central State Govts. and other autonomous bodies/universities.

- (m) This charter of duties does not take away or modify any of the existing duties with regard to his sphere of activities.
- (n) To perform any other duties assigned to him by Management of the Corporation from time to time.

**Performance indicators:**

<b>Sl. No.</b>	<b>Indicator</b>
1.	Area of Land/irrigation facilities developed during the year
2.	Procurement/replacement/repair of equipment/machineries
3.	Civil infrastructure developed
4.	Extent of Implementation of related Govt. Sponsored Scheme
5.	Development/adoption of new Technologies
6.	To oversee power consumption on farms
7.	Cost optimization
8.	Improvement in productivity index of employees working in Engineering Deptt. at Farms
9.	Meeting the Corporate Social Responsibility Targets
10.	Responsible for proper capacity utilization of plants
11.	Implementation of CSR/MoU targets
12.	Revenue from diversified activities
13.	Timely finalization and execution of engineering plans for all farms
14.	Arrangement of inputs/funds for engineering division

**Key Result Areas**

- a) Land/irrigation facilities development – Number/area of facilities developed.
- b) Infrastructure development – requirement, replacement, repair.
- c) Mechanization of Farms – number.
- d) Cost optimization in operations/inputs – percentage of savings.
- e) Successful adoption/introduction of new technologies – details.
- f) Finding opportunities in PPP sphere.
- g) Purchase, inspection, delivery and installation of seed processing plants – number.

h) Maintenance of machinery/equipment and vehicles etc.

### **3. Assistant General Manager (Engineering) (E-3)**

1. Ensuring the required information is collected and analyzed before finalization of Engineering Plan covering Agricultural Engineering operations, civil infrastructure development, procurement/replacement of Farm Machinery, Plants and Vehicles and absorption of new technologies.
2. Ensuring implementation and monitoring of Farm wise Engineering activity schedule.
3. Preparation of the Half Yearly Manpower Plan for the Engineering Division in consultation with his superiors.
4. Maintaining close coordination with the Farm Authorities for proper implementation and monitoring of the Engineering Plan laid down for efficient water management, provision of irrigation facilities, watershed Management, Land development or OFD activities.
5. Ensure proper implementation and monitoring of the Projects of capital nature.
6. Ensure inter-farm cooperation in resource utilization.
7. Examination of Farm proposals in respect of civil/mechanical/land development works etc.
8. To assist GM (Engg.)/Addl. GM (Engg.)/Dy. GM (Engg.) on all Engineering matters.
9. Visit Farms/ROs regularly and supervision of engineering plan/activity.
10. Submission of replies of Audit objections.
11. Review of various reports of Farms regarding repair, processing condemnation, hiring and inventory etc.
12. To keep himself abreast with latest research in the field.
13. This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
14. Perform any other duties assigned to him by the competent authority.

#### **Performance Indicators**

1. Improved performance of the MIS related to the Engineering Division.
2. Timely availability of the required data for finalization of Engineering Plan.
3. Improvement shown in project execution activities.
4. Effective Performance Management of the Personnel belonging to the Engg. Division.

## **B. FARM**

### **4. Assistant General Manager (Farm) (Engg.) (E-3)**

1. To function as In-charge of Engineering Section at Farms and all matters pertaining to Engineering Department, including purchase, upkeep & maintenance of all Plants, Machinery & Equipment and automobiles etc., and to assist Farm Head in all matters pertaining to engineering side, mechanical section, its policy & execution.
2. Finalization of Farm's schedule of activities like Lank Development, Crop bed preparation, sowing, irrigation, pesticide and fertilizer application, harvesting, seed processing, warehousing etc. considering the requirements of different crop seasons and maturity cycles.
3. Finalization of Equipment and Machinery procurement/ replacement plan at the Farm Level.
4. Guiding the Farm on optimum utilization of water available for farming operations and give necessary guidance to the farm management for efficient use of water and other resources.
5. Advising the Farm for training programme/Refresher Courses organized by various institutions, Agri. University etc. and finalize the training program for cadres in Agri. Engg. discipline to keep them posted with the latest Agri. Engg. Techniques.
6. Creation of Facilities and Provisions at Farms.
7. Ensuring that arrangements are in place for pre and post harvest operations and there is adequate provision for preserving the harvested crops/produce.
8. Preparation/Review of annual budget of Engineering Deptt.
9. Submission of various reports of Farms regarding repair, processing, condemnation, hiring and inventory etc.
10. Organizing training programme schedule for engineering staff.
11. Submission of replies of Audit objections.
12. Preparation of various progress reports for submission to higher authorities etc.

## **5. Manager/Assistant Manager Engineering (Civil) (E-2/E-1)**

Manager (Civil)/Assistant Manager (Civil) will be In-charge of Civil Section at the Farm and will be responsible for planning and execution of works including construction, repair & maintenance of Farm Buildings, Land Development, irrigation work and soil conservation work. His scope of duties is defined as under:

### **A. Coordination Activities:**

- i. He should maintain liaison with State Irrigation Department/PWD/ Electricity Department/ Jal Nigam/Revenue authorities etc. regularly.
- ii. Regular Liaison with Head Office and timely submission of various reports as specified or as required.

### **B. Planning Activities:**

- i. Planning, supervision and execution of civil works including construction, repair and maintenance of Farm Buildings, land development, irrigation and soil conservation works etc.
- ii. Responsible for preparation of estimates for construction, land development, irrigation, repair and maintenance and other infrastructure development related to civil section.
- iii. Planning, design and execution of all the works related to land and water development such as construction of tube wells, construction of irrigation and drainage structure, reclamation and leveling of fields, soil conservation works etc.
- iv. He will be responsible for timely repairs of canals/minors/sprinklers and central pivoting system of irrigation, residential/non-residential building including kacha quarters, running and maintenance of water supply and electricity in the Farm premises, its repairs and alternative/contingency arrangements.
- v. Regular checking of all on-going construction repair works, leveling, micro irrigation systems, MB different works.
- vi. Preparation of annual budget & revised estimates of Civil Section.
- vii. Timely submission of requirement of concerned sections for arranging inputs/funds.

**C. Execution:**

- i. Execute appropriate control over subordinates.
- ii. To make system and fixation of moga's and outlets and timely repairs of canals, minors etc.
- iii. Repair of residential and non-residential buildings and Kaccha qtrs.
- iv. Running and maintenance of water supply & electricity in Farm colonies, its repair and alternative arrangements in case of its failure.
- v. Regular checking of construction/repair/leveling/micro management of irrigation works.
- vi. This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
- vii. Perform any other duty assigned to him by Management from time to time.

**D. Performance indicators:**

- i. Timely and appropriate input for finalization of engineering plan
- ii. Preparation of authentic estimates for Civil Construction works
- iii. Augmentation of Irrigation infrastructure
- iv. Provision for new buildings and storage facilities
- v. Repair & Maintenance of existing infrastructure
- vi. Land Development
- vii. Timely submission of reports to Corporate Office

## **6. Manager (Engg.) FM&P (E-2)**

He will be Overall In-charge of the Farm Machinery in all the blocks. His main duties will include the following:

- a) To supervise maintenance, repairs and preventive maintenance of block machinery. Personally check up for proper servicing according to prescribed maintenance schedule and report good and bad works done and ensure that the same is properly carried out.
- b) To provide technical guidance to all concerned during repairs and ensure quick and timely repairs.
- c) To check various adjustments on different machines for proper functioning and to meet the tillage requirements.
- d) He will be responsible for utilization of all the Farm machinery to the fullest extent for different crops and will take timely measures to avoid under utilization of machinery.
- e) The hiring proposals for the machinery in the case of shortage besides other proposal will be prepared by him and submitted to the Farm Management/Corporate Office well in time for approval.
- f) He will be responsible for submitting the various periodical/achievement reports well in time to Engineering Deptt., Corporate Office.
- g) He will prepare the requirement of spare parts and POL etc. for the repair and maintenance of all the Farm Machinery himself or through the Assistant Manager (Engg.) as the case may be and forward to the Store Section well in advance and ensure its timely procurement.  
In the absence of Store Officer, he may do additional work for procurements of Engineering Stores and spares of machinery.
- h) He will work under the administrative control of respective DGM (Farm) of the Farm, but for the technical/functional matters, he will be responsible to GM (Engg.).
- i) He will be responsible for implementation of annual physical verification of stores and equipments, replies of audit observations related to Engineering Deptt., preparation of annual budget estimates and revised estimates, machinery condemnation proposal and to exercise proper control for maintenance of records.
- j) He will maintain good liaison/rapport with concerned Deptts. of State Govt./University/other related organizations/Agencies in the interest of Farm works.
- k) To ensure quick investigations into the breakdowns due to any possible negligence or indiscipline.
- l) This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
- m) Perform any other duty assigned to him by Management from time to time.

### **Performance indicators:**

1. Repair work of Farm Machinery undertaken
2. Preventive maintenance & Scheduled Servicing of Farm Machinery undertaken.

3. Quantum of mechanical operations undertaken i.e. tillage/ thrashing/ cutting/ processing/ transporting etc.
4. Comparative decrease in idle machinery hours due to breakdown.
5. Comparative decrease in repair expenditure on Farm Machinery.

**6. Assistant Manager (Engineering-FM&P)**

1. Assistant Manager (Engg.-FM&P) will function under the direct control and supervision of Manager (Engg.-FM&P) and in his absence, he will be in charge of Mechanical Section of the Farm.
2. All the Farm machinery placed under his control will be maintained efficiently and made available in time for the Farm operations.
3. He will ensure prompt completion of running repair, periodical survey and overhauling of tractors and other Farm machinery including processing plants, etc. under his control.
4. He is responsible for indenting/arrangement of spare parts and POL for the repairs, maintenance and operation of machinery well in advance so that repair works do not suffer for want of spare parts.
5. He will be responsible for technical recommendation about the purchase of spare parts/stores and inspection of same received in the stores.
6. He will ensure timely preparation and submission of periodical reports and return of mechanical section as per the instructions issued by Corporate Office from time to time.
7. He will plan Farm machinery operations as per requirement of crops well in advance to minimize/avoid machinery hiring from outside organizations/parties.
8. He will submit proposals at proper time for condemnation, replacement and hiring of Farm equipment.
9. He will be responsible for optimum utilization of machinery and manpower.
10. General cleanliness of workshop premises and implementation of safety practices.
11. To exercise control for proper maintenance of block records as given underneath:
  - (i) Capital equipment registers
  - (ii) Tool Register
  - (iii) Attendance Register
  - (iv) Minimum wage register
  - (v) Field diary
  - (vi) Log books of the machine
  - (vii) P.O.L. Register
  - (viii) Block store accounts
  - (ix) Overtime and compensatory Leave records, Plot operation records
  - (x) Servicing records
  - (xi) Staff allocation register
  - (xii) Log books of Welder, Machine man, Electrician and Black Smith-cum-Carpenters etc.
12. To regular issue of spares and general stores items to be block keeping in view the stocks, issues rate and proportionate issues etc.
13. Arrange for clearing out the hold-ups of the block Chageman/Jr. Engineer for repairs to the machinery.

14. To ensure proper tillage operations.
15. This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
16. Any other duty assigned to him by his superiors from time to time.

#### **8. Junior Engineering (Civil) (Gr-I)**

1. Preparation and maintenance of maps of Farms and Buildings & Tracing of maps.
2. Preparation of estimates for construction of residential and non-residential buildings and other civil related works.
3. Supervision of all civil related works including construction, land development & leveling, irrigation & drainage, repair & maintenance of Farm estate, soil conservation structure and other infrastructure development works, electricity & water supply etc.
4. Surveying/Leaving work in Farm area.
5. Maintenance of Farm minor and other irrigation system including micro irrigation system.
6. Timely arrangement of input requirement for the Works.
7. Maintenance of MB of all types of works and preparation of bills.
8. Indenting the stores required for use.
9. This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
10. Perform any other duty assigned to him from time to time.

#### **Performance indicators:**

- i. Preparation of Blue Prints/Maps for the works to be undertaken.
- ii. Maintenance all Blue Prints/Maps in presentable form with index.
- iii. Preparation of estimates for the works.
- iv. Civil Works/Survey completed.

v. Repair Work completed.

### **9. Junior Engineer (Tech. Store) Gd-I**

- (a) Responsible for inventory management of all Capital Equipment, machinery and spare parts.
- (b) To arrange all purchases required by various indenters for the smooth working of Farms.
- (c) Organizing store in a systematic way and future planning.
- (d) Preparation of receipt vouchers.
- (e) Reconciling foreign supplies with the contract.
- (f) Verification of bills
- (g) Clearance of inspection notes.
- (h) To check the stock position and give it to the indenting authority.
- (i) Clearance of foreign invoices.
- (j) Issue of stores.
- (k) Issue of demand certificates.
- (l) Verification and comparison of stores along with the invoices and bills.
- (m) Maintenance of ledgers and records.
- (n) Correspondence relating to tech stores.
- (o) To explore new sources of supply.
- (p) In addition to above, he will be required to maintain various registers such as:
  - (i) Keeping record of F.Rs and number of packages received.
  - (ii) Foreign supply record register.
  - (iii) Unserviceable items registers.
  - (iv) Replacement of parts registers.
  - (v) Tool Registers.
  - (vi) Capital Plant register etc.
  - (vii) To open boxes in the presence of Assistant Store Keeper (Technical) as per rules and arrange inspection of items by the inspecting officers on regular basis.
- (q) Compilation of annual inventory.
- (r) This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
- (s) Perform any other duty assigned to him from time to time.

### **Performance indicators:**

1. Quality of Store Management
2. Timely updation of ledger and records.

3. Comparative efficiency in the stores utilization.
4. Comparative reduction in breakdown time by ensuring timely availability of spares and other outputs.

#### **10. Junior Engineer (General Stores) Gd-I**

Responsible for handling inventory items of General Stores i.e. electrical goods, tyres and tubes, iron and steel wood, coal and coke and other similar items. The following specific duties are performed by him:

- (a) Responsible for handling Capital Equipment, machinery and spare parts.
- (b) To arrange all purchases required by various indenters for the smooth working of Engineering Section.
- (c) Organizing store in a systematic way and future planning.
- (d) Preparation of receipt vouchers.
- (e) Maintaining of Gas cylinder account and its movement.
- (f) Verification of bills.
- (g) Clearance of inspection notes.
- (h) Giving of stock position to the indenting officer before the indents are placed on stores.
- (i) Issues of stores.
- (j) Compilation of Annual Inventory.
- (k) Issue of no demand certificate
- (l) Verification and comparison of stores.
- (m) Maintenance of ledgers and records.
- (n) To explore new sources of supply.
- (o) This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
- (p) Perform any other duty assigned to him from time to time.

#### **Apart from the above work, he has to maintain various register such as:**

- i. Keeping records of F.Rs.
- ii. Unserviceable items register
- iii. Tool Register
- iv. Ledgers of all items of General Stores.
- v. Replacement items Registers.

#### **Performance indicators:**

1. Quality of Store Management.

2. Timely updation of ledger and records.
3. Comparative efficiency in the stores utilization.
4. Comparative reduction in breakdown time by ensuring timely available of spares and other outputs.

#### **11. Jr. Engineer Grade-I (Foreman)**

- (a) To arrange and supervise general cleanliness of the sheds and surrounding areas every day.
- (b) Maintenance of essential services such as electrical installations for water supply to the colony, farms/plants/workshops and officers, maintenance of cranes and motor grader, scraper etc.
- (c) To ensure and regular timely attendance of the workshop staff and proper maintenance of records.
- (d) In-charge of Section for getting work from the staff efficiently by maintaining cordial relations, providing spares for repairs, carrying out scientific repairs and maintenance of repair records.
- (e) Proper inspection during dismantling of machinery for repairs so that defects or drawbacks could be noted and brought to the notice of the block staff for future avoidance.
- (f) Sorting out parts for replacement and repairs.
- (g) Maintenance of proper clearance and tolerances as per recommendations of the manufactures and maintain their record for future reference.
- (h) Indenting and drawal of spares and stores timely.
- (i) Coordinate repairs so as to meet the requirement of field.
- (j) Proper maintenance and utilization of the machines, tools, POL etc. under his charge.
- (k) Breakdowns should be investigated and reported to Assistant Manager (Engg.)/Manager (Engg.) or any other Supervisor immediately.
- (l) Maintenance of detailed accounts of repairs and submission of working diary and all types of reports/returns as required.
- (m) To maintain staff allocation register and other records introduced from time to time.
- (n) Timely repairs/procurements/drawals of spare parts and sub-assembles and their timely assemble.
- (o) Daily monitoring of outputs of machinery and repair.
- (p) Proper utilization of machinery and manpower & inspection of machinery working in fields.
- (q) This charter of duties does not take away or modify any of his duties with regard to his sphere of activities.
- (r) Any other work as and when assigned to him from time to time.

#### **Performance indicators:**

1. Quantum or repair activity undertaken.

2. Quantum of preventive maintenance and scheduled servicing.
3. Level of maintenance of proper records.
4. Comparative reduction in the breakdown time.
5. Timely availability of spares and other inputs.