

Citizen Charter for Post-Harvest Machinery and Equipment Testing Centre, ICAR-CIPHET, Ludhiana

<i>Sr. No</i>	<i>Services/ Transactions</i>	<i>Success Indicator</i>	<i>Responsible officer</i>	<i>Service Standards (Working days)</i>
1.	Receipt of request letter to PHMETC for testing of post-harvest machine(s)/ equipment	Acceptance / rejection of request	Officer in-charge, PHMETC	02
2.	Submission of application along with all documents and testing fee	Scrutinised documents and fees receipt	Testing Engineer/ Officer-in-charge, PHMETC	05
3.	Intimation of position in Testing Roster Chart	E-mail	Officer-in-charge, PHMETC	-
4.	Intimation for random sampling of the post-harvest machine(s)/ equipment	E-mail	Officer-in-charge, PHMETC	30 days before testing turn as per Testing Roster Chart
5.	Testing of machine(s)/ equipment after submission at PHMETC, ICAR-CIPHET, Ludhiana	Data log sheet	Testing Engineer	30
6.	Data analysis and Draft Test Report compilation	Draft Test Report	Testing Engineer/ Officer-in-charge, PHMETC	15
7.	Soft copy of draft test report made available to Applicant, Director FMTTI-NR Hisar, and Testing Committee members for perusal and comments	E-mail	Officer-in-charge, PHMETC	01
8.	Scrutiny of received comments, if any	Proceedings of meeting of Testing Team, PHMETC	Testing Team, PHMETC	07
9.	Preparation of Final Test Report	Final Test Report	Testing Engineer/ Officer-in-charge, PHMETC	02
10.	Approval of Director, ICAR-CIPHET for issuing of Final Test Report to the applicant	Approval	Officer-in-charge, PHMETC	03