

**MANUAL-2****DIRECTOR STATE TRANSPORT, PUNJAB, CHANDIGARH**

The Director State Transport, Punjab, Chandigarh being the Head of the Department is the Appointing and Punishing Authority of all Class-III category employees of the Department. In the case of Conductors and Drivers the appointing authority is the General Managers of Punjab Roadways. The punishing authority is vested in the Director State Transport, Punjab. In the case of workshop staff in whose case the appointing authority is the general manager, the appellate powers are vested with the Director State Transport, Punjab, Chandigarh.

**ADMINISTRATIVE OFFICER**

The Administrative Officer is the overall Incharge of the Administrative Wing of the Department.

**DEPTUY DIRECTOR STATE TRANSPORT, PUNJAB.**

The Deputy Director State Transport, Punjab is the Incharge of the bus operation and traffic rationalizations, operational matters relating to interstate routes, printing and supply of bus tickets, concessional traveling facilities to the various categories, fixation of fare and freight rates, control of bus stands and flying squads etc. of the Punjab Roadways.

**ADDL. DIRECTOR (F&A)**

The Additional Director (F&A) is the overall Incharge of the Account as well as G.F. Fund Wing of the Department.

**MECHANICAL AUTOMOBILE ENGINEER:**

Presently the post is lying vacant. However, the Mechanical Automobile Engineer is overall Incharge for vehicle maintenance, fabrication and re-fabrication of buses, condemnation of buses, body building etc. and layout of depots and sub depots and tyre retreating plants. Demand charters of strike and allied labour matters.

**CENTRAL STORE****Chief Stores & Purchase Officer: -**

- i) Officer incharge of store and purchase branch
- ii) Overall control of all officers in store and purchase branch.
- iii) Give the financial sanction for the payment to the firms against purchase order.

**2. Deputy Controller (F&A): -**

- i) Works as D.D.O. and perform all the duties pertaining to this.
- ii) To get the financial aspects of proposal regarding purchase of material checked.
- iii) Overall supervision of central store from financial and quantative point of view.

- iv) Prepare the agenda to purchase the spare parts from the firms approved by the A.S.R.T.U. New Delhi to get it approved from the Standing Purchase Committee / High Level Purchase Committee as the case may be through D.S.T.
- v) As per decision get the orders placed with the approved firms from the Director, State Transport through CSPO.
- vi) As per decision of the Purchase Committee, he gets the purchase orders signed from the DST through CSPO and issue the same.

**3. Assistant Controller (F&A): -**

- i) To check the work done by the Accounts Branch under the supervision of Section Officer-II before submitting to the D.C.(F&A).
- ii) To check the quantity and evaluation of material purchased before getting into accounts of store.

**4. Section Officer-I: -**

- i) Pre audit of comparative statement prepared by the Purchase Branch before submitting to the Purchase Committees.
- ii) Pre audit of purchase order to be issued to the firms as per decision of the Purchase Committee.
- iii) Pre audit of payments made to the firm against the material supplied by them and expenditure made by the office in this regard.
- iv) To check the reply of audit paras prepared by the Branch concerned before submitting to the Audit Agencies.

**5. Section Officer-II: -**

- i) Preparation of budget required for the various activities of the Central Store.
- ii) Preparation of bills regarding claim of staff and firms and get these cleared from the Punjab Treasury.
- iii) To see the work of Ledger Section.
- iv) To check the pro forma account prepared by the all Depots.
- v) To maintain the GIS accounts of all the employees working in Central Store.
- vi) To maintain the GPF accounts of Class-IV employees working in the Central Store.
- vii) To see the work of Cashier and Receipt & Dispatch.

To perform the above duties of the following categories of staff has been deputed to assist the Section Officer-II: -

- a) Auditors
- b) Bill Assistants
- c) Cashier
- d) Pension Assistant
- e) Dispatch Clerk

- f) Ledger Assistants
- g) Ledger Keepers
- h) GIS / GPF Assistants

**6. Manager (Store): -**

- i) To get the demand of spare parts from the depots for a year, get it compiled and it approved from the Technical Committee constituted for the purpose.
- ii) To take the material into account received from the various firms against the supply order issued by the Director State Transport.
- iii) To make it confirmed that the material received in the store are as per specifications mentioned in the supply order.
- iv) He will also see that the material received in the store is as per schedule. In case is not as per schedule he will get the approval of the competent authority before receiving the material.
- v) To monitor the material in the store and its distribution to the various depots as per their demand.
- vi) He will inform the ledger section about the quantity of the material issued to the depots, so that Ledger Section may evaluate the material and debit / credit the accounts of concerned depots.
- vii) To keep the quality standard upto mark, he will sent the sample of the material to the C.I.R.T. Pune at random for examination and report.
- viii) He will make sure that the store of inventory is being maintained at the level required by the inventory control system for this purpose, he will check the store of depots also.
- ix) He will also check whether the consumption of material in the depot is as per norms.
- x) He will get the claim settled against the firms raised due to various reasons.

To perform the above noted duties of the Manager (Store) the following categories of staff has been deputed to assist him: -

- a) S.S.I.
- b) C.S.K.s
- c) S.K.s
- d) Bilty Clerk
- e) Claim Assistants
- f) Store Attendants
- g) Driver

**7. Manager (Purchase): -**

- i) As per demand of material approved by the Technical Committee, he initiate the purchase process.

- ii) Get the Agenda Item along with comparative Statement on the basis of rates approved by the A.S.R.T.U. prepared for the approval of the Director through CSPO. After getting its approval from the Director State Transport, he submit the proposal regarding purchase of material for approval of Standing Purchase Committee / High Level Committee as the case may be through CSPO.
- iii) He will see whether the material is being supplied by the firm as per schedule specifications, nomenclature and part number etc. mentioned in the purchase order.
- v) He will initiate the proceeding against the firm who does not supply the material as per schedule mentioned in the purchase order.

To perform the above noted duties following categories of staff has been deputed to assist the Manager (Purchase): -

- a) Purchase Assistants
- b) Store Purchase Assistants

**8. Security Officer: -**

- i) He makes the arrangement to ensure safety of material stored in the Store of Central Store.
- ii) He checks the security arrangement made for cash and store in the depots.

To perform the above noted duties following categories of staff has been deputed to assist him: -

- a) Security Guards
- b) Steno
- c) Clerk
- d) Peon

## Functions of SV Branch

### Surprise checking of depots

The following items to be checked as under:-

- Diesel Pump
- Main Store & old store (Spare parts)
- The record of PMA, A & B Services of the buses, Tyre history sheets, Vehicle-wise expenditure, Engine, Batteries & Pump overhauling record, outside repair etc.
- Outstanding advances against different officials
- Store inventory
- Repeat issue.
- KMPL of buses and Mobil oil consumption.
- Stationary items (Nazir)
- Local Purchase at depot level.
- Scrutiny of purchase orders (Parts No., nomenclature, demand by the CSK).
- Permanent material issued, such as Tools, Jack, Tar pail etc.
- Checking of record of diesel pump & store so maintained to implement the instructions issued by the H.O. from time to time by SO/AC(F&A)/W.M./G.M.
- Monitoring the Auction of condemned buses, old parts & used oil.
- Enquiries relating to MACT cases.
- Accident cases, such as theft of the bus, tyre, tube & other spare parts.
- Excess and shortage of depot diesel pump. To take action against the report sent by SO/AC(F&A)/W.M./G.M of the depots.

## Process of Work

- The case/file is put-up by S.Asstt./Auditor to SVO, then SVO to CSPO.
- The Director State Transport Punjab is the final authority.

### LAW OFFICER

To give the opinion of all the Branches of DST Office, vett the Charge Sheets, Show Cause Notices. To draft the written statement. To look after all the Court Cases in the District Courts, Labour Court, Industrial Tribunal, High Court and Supreme Court etc.

#### a) DUTIES OF SUPERINTENDENT

Superintendent Is the Incharge of the Establishment Branch. All cases pertaining to service rules such as E/leave , increments, proficiency Step-up, placement in higher scale, ACR's , seniorities,

promotions of employees. He is also to ensure timely disposal of cases of pension and other retiral benefits to the retired employees as well as heirs of deceased employees. He is responsible for preparation of charge sheets to the delinquent Officer and Officials. He is to ensure proper receipt and despatch of dak and record and submission of monthly returns as well as all other informations required by the Govt.

## **1) DUTIES AND POWERS OF OFFICERS AND EMPLOYEES OF A DEPOT OF PUNJAB ROADWAYS .**

### **1) OFFICERS**

#### **a) DUTIES AND POWERS OF GENERAL MANAGER OF PUNJAB ROADWAYS**

General Manager being the Head of Office is the overall in charge of the depot. He is to ensure proper utilization of buses, monitoring of daily bus utilization and route receipt of PUNBUS, Punjab Roadways and Kilometer buses and effect control on the expenditure on various items in the depot. General Manager is the administrative and financial head of the depot. GM has the powers of DDO. He has Quasi Judicial powers in the case of workshop/class IV staff besides punishing authority in the case of drivers/conductors for minor punishments, whereas for imposing major penalties the process from suspension up-to that of completion of regular departmental inquiry is being got completed by the General Manager for disposal of the cases by the Director State Transport Punjab. General Manager is also conducting regular departmental inquiries as per instructions from the Directorate in the cases of employees of other depots. He issues final sanctions for the drawl of bills like spare parts, TA, HSD, Moil etc. To ensure timely disposal of increments, proficiency step up, earned leave, leave on medical grounds, process of GPF advance cases, pension and other retirement benefits to the retired employees and to the heirs of deceased employees. General Manager is to ensure proper maintenance and servicing of buses in the workshop, procurement of spare parts and accessories from the Central Store and from the local market from rate contract firms/authorised sources within the permissible limit fixed by the Director State Transport. General Manager is to ensure timely operation of bus service. The General Manager is responsible for checking of buses as per instructions of the Directorate. GM is also the Reporting Authority to record the ACR's of WM, TM, AME, AC (F&A), LO, Supdt., JE's and Stenographer and excepting and Reviewing Authority in the case of other categories.

#### **b) DUTIES AND RESPONSIBILITIES OF WORKS MANAGER.**

- 1) To ensure / proper and timely maintenance / servicing of vehicles
- 2) To enquire into each breakdown and fix responsibilities of negligence, if any
- 3) To verify the out side repair bills
- 4) To ensure punctuality by the workshop/store staff
- 5) Preparing of annual store demand and its transmission to Directorate
- 6) Purchase of spares/accessories to meet the urgent demand from local market, Rate contract firms and Authorized dealers and checking of their quantity and quality.
- 7) Ensuring of proper cleanliness of workshop premises/ buses and their washing
- 8) Making of buses available to the Duty section as per duty roster for operation after the issue of Fitness Certificate by the Workshop about their road worthiness
- 9) Making of arrangement for attending towing accident /breakdown buses from the site to workshop.
- 10) Condemnation of buses: Fair and timely disposal of condemned of buses unserviceable/ old parts/tyres/drums etc. through public auctions.
- 11) Prepare of duty rota of w/shop as per instruction.
- 12) Ensure timely removal of tyres from buses in view of milage covered by then for retreading purposes.
- 13) To ensure proper maintenance of Main store and old parts.
- 14) To ensure security of store w/shop and other property of the depot against theft/fire etc.

- 15) To make timely arrangements for the procurement of Diesel, Moil and Lubricants and then safe and correct receipt.
- 16) Checking of store at random to ensure its proper up keep to avoid shortage and bungling of material.

c) DUTIES OF ASSTT. MECHNICAL ENGINEERS

The Assistant Mechanical Engineer in a depot is responsible for all matters relating to procurement/consumption of Diesel and Lubricants, consumption of New tyres and retreaded tyres , consumption of batteries, pollution checking of buses and road accidents besides conducting inquries and to examine the reasons of the accidents.

d) DUTIES AND RESPONSIBILITIES OF ASSISTANT CONTROLLER (F&A)

- 1) Maintenance of all accounts (including those for cash and stores) strictly on accordance with the Accounting Rules Procedure for Govt. Transport Services, other and instructions issued from time to time. The results of various transactions should be depicted in a manner that it should provide check and safeguard against wasteful expenditure, extravagance, carelessness or fraud in realization or utilization of Govt. money and other assets.
- 2) To bring up-to-date all arrears in maintenance of accounts and clearance of liabilities.
- 3) A complete daily check of the transactions appearing in the Cash Book, and its subsidiaries, imprest and personal ledger and personal ledger accounts. The cash book should be closed daily and summary of unpaid items drawn up in the cash book at the close of each month along-with physical verification of cash checking of T.A/overtime bills.
- 4) To ensure that cash balance is kept at the minimum with the cashiers and also that all Govt. Revenue of Roadways collected by various agencies is deposited and reconciled promptly and also that all advances are adjusted without delay.
- 5) Compilation of Performa accounts, budgets and the Appropriation Accounts, and the control over expenditure against the sanctioned grant.
- 6) Maintenance of contingent registers up-to-date and expeditious clearance of O.B. items and audit paras of A.G./internal audit.
- 7) Maintenance up-to-date of stores/ticket master accounts, depreciation, vehicle-wise expenditure, ticket, stock and bill registers etc. Cash and Store daybooks, a revenue receipt book, and store ledgers, account for retrieved and old parts.
- 8) Clearance of Sundry debtors/Creditors. Timely raising of the bills against debtors.
- 9) To ensure that all service records with leave accounts, Stationary and uniforms accounts are kept up-to-date securities are obtained from all concerned all accounts and registers are kept on the prescribed forms.
- 10) To suggest ways and means for effecting economy in expenditure for improvement in the maintenance of accounts and for increase of Govt. Revenue.

e) DUTIES OF TRAFFIC MANAGER

Traffic manager is entirely responsible for the operation of buses. He is to keep liaison between duty section and workshop and likewise with other branches of Traffic. He is to perform / ensure the following:

- 1) Preparation of duty Rota according to condition of buses and significance of routes
- 2) To deploy smart/energetic drivers on long routes and display of duty rota daily
- 3) Supervision of early morning bus operation and change in the routes of drivers/ conductor's weekly/monthly and checking of norm register daily and to prepare cases against those bringing low route receipts.
- 4) Monitoring of route checking/surprise checking and change in duty rota of inspector after every three months. Analysis of reports detected by the inspectors
- 5) Control on Advance Booking
- 6) To Check illegal bus service by private operators/ other STU's
- 7) Control on booking section and to ensure that correct evaluation of the tickets sold by the conductor is made and monthly ticket master account is finalized regularly

- 8) Control on accidents. He is to ensure that all accidents occurred near the depot irrespective of the depots are to be attended immediately and to ensure treatment of injured and lodging of FIR with the police
- 9) Inspectors/Drivers/Conductors should be in proper uniform and have valid license. Drivers/Conductors have First aid box, flexible pipe, Tarpaulin, spare stepny, fan belt side mirror
- 10) To ensure that no conductor deposits short cash and only authorized punch is used by the conductors
- 11) He should ensure that all permits are renewed in time and should be according to state/interstate agreements and no bus be allowed to go on route without valid permit/RC. He should also ensure that proper route boards are displayed on the buses
- 12) He should ensure proper account of categories travelling free/on concessional basis is kept by the conductors and maintained in the booking branch
- 13) To relieve drivers/conductors for the refresher course as and when called by the Trg. Officer.

f) DUTIES AND RESPONSIBILITIES OF SECTION OFFICER.

- 1) To apply the prescribed checks necessary to effect economy and to guard against waste and loss of public money.
  - ii) To bring to the notice of Director State Transport, through the Accounts Officer all errors and irregularities of serious nature.
  - iii) Pre-audit of all quotations and vouchers relating to contingent and capital expenditure and the audit detailed bills.
  - iv) Internal audit of purchase, Cash and Stores Accounts, Stationary, Uniforms, Accounts and Stock ledgers, sanctions, Muster Rolls, Job cards etc.
  - v) Quantum of audit already entrusted excepting that specifically entrusted to AC (F&A).
  - vi) Test Audit of income from sale of tickets through way-bills and Conductor Ledgers, Police vouchers, Cash storage's, Rents, Adda fee, Special booking, Passes, Lost property and Auctions, Coolie license and Clock Room fees and Deposits into treasury.
  - vii) Test Physical verification of tickets and stores comparison of stores balances with Bin Cards
  - viii) Checking of fare tables monthly income and expenditure returns.
- ix) Test check of the following items:
- a) Tyres account with a view to see caused of premature failures with cases and claims, if any, and extent of utilization of retreated tyres.
  - b) Repeat issue of stores and premature overhauling of engines/pumps.
  - c) Excess consumption of diesel/Moil.
  - d) Batteries and other stores accounts
  - e) Missed and dead mileage.
  - f) Contract booking
  - g) Issue slips with store ledgers.
  - h) Post check of TA and overtime bills, service record of employees with leave accounts etc.
  - i) Submission of monthly arrears reports on the various accounts and to attend to auctions.

g) DUTIES OF LAW OFFICER

- 1) Preparation of written statements in the court cases in which instructions to the D.A. to defend the court cases have been issued and provide him necessary assistance as and when required.
- 2) To defend the cases up-to the level of Session Courts in which there are no instructions to DA.
- 3) To attend the cases in the Labour Court, Labour Tribunal, DRT, Commissioner payment of wages act, Commissioner Workmen Compensation Act and Asst. Labour Commissioner.
- 4) Preparation of written replies in the High Court cases and assistance to Advocate Generals to defend the cases in the High Court. To assist the Advocate on Records in the Supreme Court Cases.

**2) OFFICE STAFF.**

#### a) DUTIES OF SUPERINTENDENT

Superintendent is the Incharge of the Establishment Branch. All cases pertaining to service rules such as E/leave , increments, proficiency Stepup, placement in higher scale, ACR's , seniorities, promotions of employees. He is also to ensure timely disposal of cases of pension and other retiral benefits to the retired employees as well as heirs of deceased employees. He is responsible for preparation of chargesheets in the absence cases and other irregularities to the all categories of staff. He is to ensure proper receipt and despatch of dak and record and submission of monthly returns as well as all other informations required by the Head Office.

#### b) DUTIES OF SENIOR ASSTT./AUDITOR(IDENTICAL SCALE)

Service matter of staff, sending of daily working result to Head Office submission of monthly working results/return, coordination with other branches for the CO's meeting agenda, preparation of Performa accounts, provision of budget, re-appropriation of budget, checking of accounts by audit, reconciliation of exp. From AG Pb., checking of calculation of all bills, checking of cash books, store inventory, 100% phy. verification of stores, stationary, furniture, tickets, reply to the audit para and surprise checking of the depots by the SVO, checking of MACT bills and information to Head Office, Preventive Maintenance of buses, vehiclewise exp.,mileage,and services,used oil record,tyre history sheets, road tax, passing of vehicles,PUNBUS record, KM scheme, auction of old condemned material,spare parts and buses, engine,pump,battery record,outside repair bills processing, repair of machinery, tools and plants in the workshop and repair of computer,purchase of spare parts as per requirement within the permissible limits fixed by the Head Office, supervision of pay bills, arrear bills, working out of income tax and issue F-16 to the staff, receipt of reports against the conductor/drivers/workshop staff and disciplinary action against them under punishment and appeal rules 1970, preparation of annual store demand and submission to Head Office, procurement of spare parts from Central Store, preparing of GR notes, issue of material to the buses and keeping of their record, daily demand of store and sending of performance report of spare parts as per direction from Head Office, to ensure preparing of ticket boxes, tracing of way-bills, evaluation of tickets, daily norm of conductors, finalization of monthly ticket master account, realisation of shortages against conductors, reconciliation of traveling facilities to police personnel, students and women above 60 years etc. and filing of claims with the concerned departments for realisation of losses, sending of indent for the printing of bus tickets to Head Office, getting of supply of tickets from press, their verification and issue to the sub stock and posting thereof, issue of advance booking docket, adda fee receipt books, issue of family passes to the employees, junior auditor in the identical pay scale of senior asstt. is posted with the section officer to assist him in the entire audit.

#### c) DUTIES OF JE's (Civil/Electrical)

They are responsible for the repair and electrical works at bus stand, office and workshop and maintenance thereof. They are also responsible for the supervision of new works being undertaken by the various organizations at depot level as per approved plans and specifications.

#### d) DUTIES OF CLERK

Dealing of service matters of staff, GPF,GIS a/c, diary dispatch, preparation of pay bills, over time bills, arrears bills, TA bills, monthly returns and urgent information to Head Office, disposal of audit para, recoveries, purchase of HSD, engine oil, lubricants, assessment of passenger tax/SRT and timely payment, preparation and submission of store,HSD, Moil,addafees, road tax, permit fees, R&M, pay bills arrears bills TA/OT bills, gratuity,medical and DA bills to the treasury and collection of cheques for payment/adjustment, to ensure correct and proper supply of HSD to the buses and maintaining of bus wise KPL record and also to keep proper record of engine oil supply to the vehicles, taking of diesel supply in the presence of AME/SO, issue of bus passes to the student of various educational/technical institutions and maintaining of their proper record for realisation of losses. Issue of spare parts to the workshop for fitting in buses and maintaining of record of old parts, attendance of workshop staff, preparing of duty rota and maintaining of leave/rest account, posting of daily store issue in the ledger, receipt of store items in ledger and

their pricing as per bills, talliation and phy verification of stores, tickets, furniture, stationary, payment of telephone, water bill, electricity bill, deposit of lease money of building, renewal of factory license, arms license, purchase of stationary, printing of forms, petty repairs in office, workshop, bus stand, purchase of electric tubes, bulbs, etc. for workshop, bus stand and office, auction of shops and canteen and realisation of rent regularly, preparing of history sheet of tyre, vehicle exp./mileage, passing of vehicle, A/B/C records, job cards records, engine, pump, battery record, pollution checking of vehicles, sending e-mails to Head Office, codification of pay bills and different recovery schedules in computer section, preparing of daily statistical reports of PUNBUS, Punjab Roadways, KM scheme.

e) DUTIES OF CASHIER AND CASH BRANCH

- 1) Collection of cash from Conductors coming from route.
- 2) Daily account of route receipt
- 3) Cash book maintenance.
- 4) Checking of cashbook from Accountant, and AC (F&A).
- 5) Cash deposited daily in Banks.
- 6) Payment, Pay, G.P.F., Arrears, Contingency, Auction, Taxes of various states TA deposited in banks.
- 7) Daily information regarding income deposited sent to H.O.
- 8) Norm of route receipt and kilometers
- 9) Bill of adda fee, outside repair and HSD passing.
- 10) Maintenance of record of advances to various employees.
- 11) Expenditure of office and workshop.
- 12) Cash handling.

f) DUTIES OF PMA.

- 1) Preventive Maintenance of buses.
- 2) Vehicle wise expenditure, Mileage & services (A, B & C services)
- 3) Used oil record
- 4) Tyres history sheets
- 5) Road tax
- 6) Passing of vehicles
- 7) PunBus record
- 8) Kilometer scheme
- 9) Auction of condemned parts, condemned buses etc.
- 10) Engine, pump & batteries records
- 11) Outside repairs bills processing
- 12) Tool and Plants fitted in workshop repair of machinery
- 13) Maintenance of Computer

**OPERATION STAFF.**

a) DUTIES OF STATION SUPERVISOR GRADE- I/WELFARE INSPECTOR

SS-1 is mainly posted at the bus stand or Welfare seat. As incharge bus stand he is responsible for timely operation of buses as per time table, 100% advance booking and also hear minor complaints at the bus stand and their redressal at the spot. In the event of any dispute at the bus stand to bring into the notice of GM/TM immediately. To insure punctuality of staff posted at the bus stand and the presence of inquiry clerk at the bus stand to respond to the queries of public. As Welfare Incharge he is to insure attending of accidents, taking of buses on superdari. Dealing of public complaint correspondence with head office, checking of inspector return.

b) DUTIES OF TIME TABLE INSPECTOR

Preparation of time table of different routes, their approval and adjustments, filling of objection against the publication of routes in the Motor Transport Gazette, attending of meetings at the time

of hearing of objection, preparation of fare tables according to hike in fares, adjustments of timings with others state and all correspondence with Head Office.

c) DUTIES OF INSPECTORS

To carry out checking of buses and to ensure that proper tickets are used by the conductors while on duty and crew are in proper uniform and have valid license and First-Aid box/complaint book in the bus. Also to insure that the buses are parked at the proper and authorised places at night at out station. In case of any discrepancy to make entry to the effect on the way-bill under proper/full signatures and in case of serious complaints to inform the GM/TM on telephone immediately.

d) DUTIES OF DUTY INSPECTORS

Framing of daily duty rota of drivers/conductors and operation of buses accordingly. To insure attendance and punctuality of drivers/conductors, to ensure weekly rests to the staff and their leave application to be recommended keeping in view the urgency. Preparation of information regarding late/miss timing and its submission to officers and providing of extra buses as per requirement of SS bus stand.

e) DUTIES OF SUBINSPECTORS/ADDA CONDUCTORS.

They are posted in the bus stands and the booking branch for advance booking of the bus and also for issue of ticket boxes to conductors, preparation of norm statements, receipt of ticket boxes, maintenance of accounts of tickets, manning of the duty section etc.

f) DRIVERS AND CONDUCTORS.

Drivers and conductors are responsible for the operation of the buses. Drivers are deputed to drive the buses while the conductor is responsible for issue of tickets to the passengers and depositing the receipt earned in the cash branch of the depot. The driver is responsible for keeping his bus properly maintained and for giving kmpl of diesel as per norm. The conductor is responsible for earning the most optimum route receipt on a route.

**WORKSHOP STAFF.**

a) DUTIES OF SSI/HM/HE

Supervision of maintenance and repair of buses as per job cards, A/B/C service in time. To arrange staff for the retrieval of buses involve in accident and met with break down on route. Making of buses available after issue of fitness certificates of their road worthiness to the duty section. Insuring of cleanliness of buses and shops/workshop beside washing of buses at random.

b) DUTIES OF TG-1/2/3

They are responsible for the proper repair of buses so far as technical as well as other conditions of buses are concerned such as engine, gear, pumps, tyres etc. They are also responsible for the various services of the vehicles as per schedule and issue of fitness certificates before these are sent on routes.

c) DUTIES OF JT/HELPER

To assist the TG-1/2/3 in the day to day repair work of buses.

d) DUTIES OF CLEANERS/WASHING BOYS

To clean and wash the buses from in and out side according to requirement.

e) DUTIES OF:-

- i) Security Guards :- To ensure security of buses and workshop property and also make search of buses being outshedded from the workshop and on person of staff while leaving workshop premises.
- ii) Gunman :- To ensure security of Govt. cash received in the cash branch and to accompany the cashier while going to deposit/withdraw the cash

- from the bank.
- iii) Peon :- To attend to the officer's and to carry files/dak from one branch to other and deliver dak and record to other offices.
  - iv) Mali :- To maintain parks, plants and new plantation.
  - v) Sweepers :- They are to ensure proper cleanliness of buses, office, workshop and toilets.



## **2) PROCEDURE FOLLOWED IN DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The decision making in the depot is primarily on the following matters:-

- 1) Matters relating to operation
- 2) Matter relating to repair and maintenance of fleet.
- 3) Matter relating to account and finance
- 4) Legal matters
- 5) Matters relating to establishment

The line of authority is as shown in the chart on the previous page and decision making processes are discussed below

### **1) MATTERS RELATING TO OPERATION OF FLEET**

Matter relating to deputing of staff and fleet is being by Duty Section and supervised by Duty Inspector/Station Supervisor. Traffic Manager supervises the working of Duty Section and decision like deputing particular buses and staff and changing duties is taken at his level. These have already been discussed under duties of Traffic Manager. Reports relating to operational staff like poor performance, embezzlement, absence from duty etc. which are detected by Inspectors are forwarded to General Manager by the Traffic Manager who is the authority for taking decision on these matters.

### **2) MATTERS RELATING TO REPAIR AND MAINTENANCE**

Repair and Maintenance operation are being supervised by two officers i.e Works Manager and AME independently as shown in the chart and already discussed in duties of both these officer.

Works manager decides regarding staff to be deputed, requirement of spare parts, buses to be detained for Preventive maintenance control and supervision of store etc. Decision like number of buses to be operated in a quarter, annual requirement of spares, local purchase etc and matters relating to disciplinary action at against employees is taken at level of General Manager.

The Assistant Mechanical Engineer takes decision regarding matters relating to diesel and tyres. He is responsible for control on expenditure of lubricant and HSD and take decision regarding issue of diesel and Tyres . He conducts inquiry regarding poor KMPL and excess expenditure on tyres and matters relating to accident and forward to General Manager for taking action.

### **3) MATTERS RELATING TO FINANCE AND ACCOUNTS**

Matters relating to F&A are supervised by the Asstt. Controller (F&A) who is to act as Financial Adviser to the General Mnager. The AC(F&A) delegated the powers of Drawing and Disbursing Officer by the General Manager and he is responsible for financial matters. The AC(F&A) supervises the reparation Budgets, making of Ledgers, Performa Account, Tickets Stocks and Printing, maintence and checking of Cash Book, making payments and monitoring expenditure as per Budget .

The duties and responsibilities of Section Officer have been discussed and is responsible for pre-audit of all expenditure and monitors and controls financial transaction on behalf of Director State Transport.

### **4) LEGAL MATTERS**

All courts cases are prepared and followed up in courts on behalf of General Manager by the Law Officer. The Law Officer also gives legal opinion on matters having legal implication to the General Manager.

### **5) MATTERS RELATING TO ESTABLISHMENT**

Superintendent is to supervise the matters relating to establishment and forwards cases for final decision to the General Manager.