

MANUAL-4

No specific norm for the discharge of functions of the Head Office has been fixed. However its every wing discharges its duties and functions properly and in the minimum time required as per Govt. Instructions. However, as per requirement the additional staff is got sanctioned from the Govt.

**The posts in a depot i.e. Punjab Roadways are created as per the following norm approved by the Government.**

1 Traffic	a) Drivers	1.3 man per vehicle and additional
	1) For normal fleet.	16.2/3/for routes more than 240kms in length.
	2) For double shift.	One additional Driver per bus.
	3)	For yard 4 in each depot.
	4)	For staff cars one per vehicle and trucks.
	b) Conductors :	
	1) For normal fleet	1.3 man per vehicle plus 16.2/3/ for routes more than 240 Kms.
	2) For normal fleet shift.	One additional conductor per bus.
	3) For box duty	4 per depot
	ii) Workshop	1.1 man per vehicle.
iii) Ministerial	0.4 man per vehicle.	
iv) Supervisory (Non gazetted)	Station Supervisor Grade 11	At station where more than 20 vehicle originate.
		Two in each depot.
	3) chief Inspector	One in each depot.
	4) welfare "	do
	5) Section officer	Two for each depot.
	6) Junior Auditor.	one for sub depot
	7) Service station incharge	two for each depot.
	8) Head Mechanic.	Two for each depot & one for sub depot.
	9) Head Elect.	do
	10) Inspector	12% of strength of conductors
Gazetted staff per depot:		
1	General Manager	One
2	Works manager	One
3	Asstt. Mechanical Engineer.	One
4	Traffic Manager	One
5	Asstt. Controller (F&A)	One