

## **Manual -1**

### **Particulars of organization, functions and duties**

#### **(See-4 (1) (b) (i))**

#### **1. Aims and objective of the organization**

- 1) Improve skill management and transparency.
- 2) Enhance Additional Resource Mobilization in Transport Sector.
- 3) Develop user friendly transport Administration.
- 4) Ensure safe, secured and comfort mobility on roads.
- 5) Expedite modernization process in transport Administration and management.

#### **2. Mission/vision.**

STA is the apex body of road transport sector to look after the transport Regulation, management and M.V revenue collection for the State. The origination bears a strong human fact too. Its mission extends to a user friendly and environment friendly transport system in the State through constant process of transparency and modernization with the unbridled growth of vehicle population accompanied by manpower constraint in Government Sector, STA envisions a technology based administration, monitoring, enforcement information system in order to ensure a safe, comfort & efficient road transport mechanism and management for the people of the State.

#### **3. Brief history and background for its establishment.**

The first Indian Motor Vehicle Act was passed in 1914 with only 18 sections that conferred power of local Government to regulate the use of Motor vehicles by way of registration and licensing and punishment. The second M.V.Act was enacted with recommendation of Indian Railway Enquiry Committee headed by Wedge Wood in 1939. It laid the foundation for creation of STA and RTAs as administrative machineries to regulate control and enforce M.V.Act and Rules which functions till date. The functionaries of road transport have been reshaped, streamlined and improved with subsequent enactment of M.V.Act 1988. The recommendation of Transport Organization Committee under the Chairmanship of M.R.Mashani in 1959 led to the formal establishment of total administrative machinery of STA, Orissa under the Transport Commissioner during 1968-69. With well defined goals of protecting public interests and promoting best possible transport

system, S.T.A. plays vital role in the State economic activities and touches all most all Section of the Community. It plays important role in the smooth movement of passengers and freight in Orissa and generates sizeable revenue and creates employment opportunities for a large number of people

#### Manual –I

4. **Allocation of business**
5. **Duties to be performed to achieve mission and Details of service rendered**
6. **Existing officers and staff of STA**

| Sl.No | Name of the Officer  | Designation  |
|-------|--|--|
| 1     | Sri Surendra Kumar, IAS<br>Transport Commissioner, Orissa          | Transport Commissioner - cum-<br>Chairman, STA, Orissa, Cuttack.           |
| 2     | Sri A.K.Tarenia,<br>Addl. Commissioner Transport (Enf)(I/C)        | Transport Enforcement  |
| 3     | Sri A.K.Tarenia, OAS(SAG)<br>Addl. Commissioner Transport (Admn.). | Audit/Estt./General/Budget/Legal<br>Cell/Store/CCR/Record Room/<br>Misc... |
| 3     | Sri H.B.Singh Sardar,<br>Secretary, STA, Orissa, Cuttack           | Permit and Traffic Survey.   |
| 4     | Sri S,K Mohapatra,<br>Addl. Commissioner Transport (Tech)          | ACT(Technical)   |
| 5     | Sri Rabindra Kar, I/C<br>Jt. Commissioner Transport (Tax).         | Taxation/Audit/Hqr.Estt./RTI   |
| 6     | Sri P.C. Pati, Under Secretary                                     | Estt. Audit, Budget Section,<br>Permit                                     |
| 7     | Sri Karunakar Mohapatra,<br>Law Officer                            | Legal Matters  |
| 8     | Sri Rabindra Kar,<br>Asst.Secretary.                               | Tax  |
| 9     | Sri P. C Behera<br>Asst. Secretary.                                | Permit   |
| 10    | Sri T.K Mishra,<br>Asst. Director.                                 | Traffic Survey, PIO  |
| 11    | Sri B.N Rout,<br>Asst. Director.                                   | Road Safety & Traffic Survey   |

|                         |   |   |
|-------------------------|---|---|
| 12                      | Sri Nirmal Kumar Sahoo<br>Statistical officer             | P. D Cell and DDO                         |
| 13                      | LRMVI (Vacant)  | Technical Matters, Enforcement            |
| 14                      | Sri Sanjeeb Mohanty<br>Addl. Standing Counsel, Transport. | -Do-                                      |
| <b>Section Officer</b>  |   |   |
| 15                      | Sri Sarat Ch.Das,<br>Section Officer                      | Technical, Computer Section               |
| 15                      | Smt. K.B Panda,<br>Section Officer , Level-II             | General Section                           |
| 16                      | Sri Nirmal Ku.Mohapatra,<br>Section Officer, Level-II     | Permit Section                            |
| 17                      | Sri B. Mallick,<br>Section Officer , Level-II             | Store, Audit, Computer Section .          |
|                         | <b>Pvt. Secy. to T.C.</b>                                 | Vacant.                                   |
| 18                      | Sri S.C.Khandual,<br>P.A. to Transport Commissioner       | Personal Asst. to Transport Commissioner. |
| <b>Sr.Stenographer.</b> |   |   |
| 19                      | Smt. Manorama Panda. Sr.<br>Stenographer                  | Sr. Stenographer attached to T.C Orissa.  |
| 20                      | Sri Satyabrata Nayak, Sr. Steno                           | Sr. Stenographer attached to ACT(Tech).   |
| 21                      | Subasini Devi Sr.Steno                                    | Sr. Stenographer attached to ACT (Admn).  |
| <b>Jr, Stenographer</b> |   |   |
| 22                      | Sri Sarat Ch.Panda,Jr.Steno                               |   |
| 23                      | Sri Basant Ku. Mati, Jr.Steno.                            | Attached to Secretary                     |
| 24                      | Smt.Sipra Mohanty,Jr.Steno                                |   |
| <b>Auditor</b>          |   |   |
| 25                      | Sri S.A Gaffar  | Auditor                                   |
| 26                      | Sri S.P Das   | Auditor                                   |

| <b>Statistical Investigators.</b> |   |                                    |
|-----------------------------------|---|------------------------------------|
| 27                                | Sri L.P.K. Ray<br>Statistical Investigator  | Permit Section                     |
| 28                                | Sri L. Sahu<br>Statistical Investigator     | Estt. section                      |
| 29                                | Sri B.K. Mishra<br>Statistical Investigator | Planning & Development Cell        |
| 30                                | Sri M.K. Jena,<br>Statistical Investigator  | Road safety society                |
| 31                                | Sri A.B. Nayak<br>Statistical Investigator  | Computer section                   |
| 32                                | Sri P.K. Das,<br>Statistical Investigator   | Accounts Section                   |
| 33                                | Sri P.B. Das,<br>Statistical Investigator   | Technical Section                  |
| <b>Sr.Asst.</b>                   |   |                                    |
| 34                                | Sri P.C Biswal, Sr. Asst.                   | M.V Estt. And Confidential Section |
| 35                                | Sri Aurobinda Nayak, Sr. Asst               | Accounts Section                   |
| 36                                | Smt. Basanti Biswal                         | General Section                    |
| 37                                | Sri Manoj Toppo, Sr. Asst.                  | Hqr. Establishment Section         |
| 38                                | Smt. Reeta Mahakhud, Sr. Asst.              | Permit Section                     |
| 39                                | Sri Narayan Sethi , Sr. Asst.               | Permit Section                     |
| 40                                | Sri Subasis Ray, Sr. Asst.                  | Legal Section                      |
| 41                                | Sri Sachindra Nath Panda, Sr. Asst.         | Budget Section                     |
| 42                                | Miss Pramila Kansrali                       | Enforcement Estt. Section          |

|                        |                                       |   |
|------------------------|---------------------------------------|---|
| 43                     | Sri Debendra Nath Swain , Sr. Asst.   | Permit Section                                  |
| 44                     | Sri Laxmidhar Rout, Sr. Asst          | Taxation Section                                |
| 45                     |                                       |   |
| 46                     |                                       |   |
| 47                     | Sri Prasanna Kr. Rout, Sr. Asst.      | Store Asst.                                     |
| 48                     | Sri Srikanta Das                      | Accounts Section                                |
| 49                     | Sri Pravat Bhatta                     | General Section                                 |
| 50                     | Sri Bullei Mallick                    | Computer Section                                |
| 51                     | Smt. Suprava Sahoo                    | Head Qtr. Estt. Section                         |
| <b>Superintendent.</b> |                                       |   |
| 52                     | Superintendent Level II, (Vacant)     | Type Supdt.                                     |
| 53                     | Superintendent Level II, (Vacant)     | Type Supdt                                      |
| <b>Sr. Typist</b>      |                                       |   |
| 54                     | Smt. Binodini Sahu, Sr, Typist,       | Issue Section                                   |
| 55                     | Sri Dharendra Kr. Routray, Sr. Typist | Tyoin, Issue & Despatch,<br>Peskar to Secretary |
| 56                     | Sri Hemanta Ku.Sahoo                  | Attached to Legal Cell                          |
| 57                     | Sri Jugal Kishore Lakra, Sr. Typist   | Attached to Standing Counsel                    |
| 58                     | Sri Hemanta Kr. Sahoo                 | Attached to Legal Section                       |
| <b>Diarist</b>         |                                       |   |

|              |                              |  |
|--------------|------------------------------|--|
| 59           | Smt. Kalyani Dei             | Diarist                                |
| 60           | Vacant-(one)                 |  |
| <b>Peons</b> |                              |  |
| 61           | Sri Babrubahan Behera        | Peon, Issue Section                    |
| 62           | Sri Arjun Dash               | Peon, attached to ACT (Administration) |
| 63           | Sri Matal Soren              | Peon attached to Secretary, STA        |
| 64           | Narayan Gouda                | Peon attached to Permit Section        |
| 65           | Smt. Kanaklata Mohanty ,     | Peon, Attached to Asst. Secretary, Tax |
| 66           | Sri Kishore Gouda, Peon      | Computer Section                       |
| 67           | Sri Samarendra Mohapatra     | Traffic Inspector                      |
| 68           | Sri Satrugan Nayak           | Traffic Inspector, STA F/S             |
| 69           | Sri Sukuram Soren            | Follower Orderly.                      |
| 70           | Sri Matal Soren, Peon        | Secretary, STA                         |
| 71           | Sri S.S Patra, Peon          | Attached to ACT( Technical)            |
| 72           | Sri R.N Kar, Peon            | Attached to ATC(Enf)                   |
| 73           | Smt Salge Soren, Peon        | Attached to Transport Commissioner     |
| 74           | Sri Mohini Mohan Swain, Peon | Attached to General Section            |
| 75           | Smt. Rajani Nayak, Peon      | Attached to Store Section              |
| 76           | Smt Champabati Pradhan, peon | General Section                        |
| 77           | Smt. Bilasini Sahu, Peon     | VCR, Section                           |
| 78           | Sri Gadadhar Behera , peon   | Diary, B.D                             |
| 79           | Smt. Subasini Behera peon    | Attached to Establishment Section      |

|                  |                           |                            |
|------------------|---------------------------|----------------------------|
| 80               | Sri Kishore Gouda, Peon   | Computer Section           |
| <b>Constable</b> |                           |                            |
| 81               | Sri Kailash Mallick       | O.M.V.D Constable, STA F/S |
| 82               | Sri Laxman Sethi          | O.M.V.D Constable, STA F/S |
| 83               | Sri S.K Pradhan           | O.M.V.D Constable, STA F/S |
| 84               | Sri Bhaskar Panigarhi     | O.M.V.D Constable, STA F/S |
| 85               | Sri Laxmidhar Nayak       | O.M.V.D Constable, STA F/S |
| 86               | Sri Raidhar Mirdha        | O.M.V.D Constable, STA F/S |
| 87               | Sri Manoranjan Parida     | O.M.V.D Constable, STA F/S |
| 98               | Sri Sukuram Soren         | Follower Orderly.          |
| 99               | Sri Manohar Naik          | Chowkidar                  |
| 100              | Sri Umesh Mukhi,          | Sweeper                    |
| <b>TI</b>        |                           |                            |
| 101              | Sri Samarendra Mohapatra  | Traffic Inspector          |
| 102              | Sri Satrugan Nayak        | Traffic Inspector, STA F/S |
| <b>Driver</b>    |                           |                            |
| 103              | Sri Biswa Bhusan Moharan, | Driver                     |
| 104              | Sri Mahendra K. Das       | Driver                     |

## **7. Citizen interactions.**

This office has successfully released its aim and objectives for public through website heading [http://Orissa.Govt.in/Orissa\\_transport.nic.in](http://Orissa.Govt.in/Orissa_transport.nic.in). E-mail on transport comm @ nic.in.

## **8. STA Publications.**

(1) Quarterly new letter under the Gati Pragati quarters.(2) Citizens' charters in each year,(3) Compendium on Road Accidents 2003 by Dr. D. Ray Asst. Director and Dr. S.Pattanik,(4) Souvenir on Road Safety,2004,Edited by Dr. D.Ray and A.K.Panda. (5) Resource Book on basic orientation Training for Jr.IMVs-2003 Edited by Er.S.K.Mohapatra & Dr.D.Ray,(6) Drivers Manual entitled, Gadi chalanar (Oriya)2005. Edited by Dr.D.Ray Er S.K.Mohapatra & A.K.Panda (7) Buses in Orissa present and future-2005 (8) Research Study

report by Dr. D. Ray are published. (9) Resource Book on Orientation Training For Enforcement Officers of OMV Department – Edited by Sri T.K. Mishra, Asst. Director

### **9. Postal Address.**

Office of the Transport Commissioner, Orissa

6<sup>th</sup> Floor, Rajaswa Bhawan,

PO. Chandinichouk,

Dist. Cuttack,

PIN.753001, Orissa.

Ph.0671-2607042

FAX-0671-2607238.

e-mail-Ori-transprt comm.@ nic-in.

website-<http://Orissa.gov.in/Orissa transport Nic-in>.

### **10. Sub-Ordinate office.**

1. Dy. Commissioner Transport (C/Z), Cuttack-2.
2. Dy. Commissioner Transport (N/Z), Sambalpur.
3. Dy. Commissioner Transport (S/Z), Berhampur.
4. Principal, Driving Training School, Bhubaneswar.  
RTO, Balasore.  
RTO, Bhubaneswar.  
RTO, Bolangir  
RTO, Chandikhole.  
RTO, Cuttack  
RTO, Dhenkanal.  
RTO, Ganjam(Chatrapur)  
RTO, Kalahandi (Bhawanipatna).  
RTO, Keonjhar.  
RTO, Koraput.  
RTO, Mayurbhanj(Baripada).  
RTO, Phulbani.  
RTO, Puri.  
RTO, Rourkela.  
RTO, Sambalpur.  
RTO, Sundargarh.  
RTO, Baragarh

RTO, Rayagada.  
RTO, Angul.  
RTO, Gajapati.  
RTO, Jagatsinghpur.  
RTO, Bhadrak.  
RTO, Jharsuguda.  
RTO, Nabarangpur.  
RTO, Nayagarh.  
RTO, Nuapada.  
RTO, Kendrapara  
RTO, Deogarh  
RTO, Malkanagiri  
RTO, Sonepur  
RTO, Boudh

**11. Working Hours-(Office)** 10Amto 05 Pm.

Public Receipt of Account closed at 02.00Pm.

**12. Public Interaction.**

Placing of bill Board quoting the taxation slab of different vehicles, permit fees and fine thereon in front of STA office as well as instructed to RTOs to display it indicating their scope of work for public etc for public information as well as awareness.

**13.Grievances redress mechanism.**

A Grievance Cell is functioning in General Section, STA for public convenience. The Wednesday is meant for public Grievance before Transport commissioner.

**Manual-2**

**Powers and duties of officers and employees.**

**Section – 4(1) (b) (ii)**

**Powers and dutes of officers and staff.**

| <b>Sl.No</b> | <b>Designation of post</b> | <b>Power/duties attached.</b>  |
|--------------|----------------------------|--|
| 1            | Transport Commissioner     | Appointing Authority, pension sanctioning authority & Disciplinary authority of Class-III, Spl. Declared Gazetted Posts in case of his office as well as subordinate offices, Class-IV in his own office/Disciplinary authority Transferring authority of above except T.I., Approval of tour diaries of RTO/Addl.RTO/MVI. |
|              |                            | 1. Drawl of departmental proceeding against T.I./T.S.Is.<br>2. Sanction of GPF/Advance when the advance applied for exceeding half but within three forth of the amount at the credit of the subscriber in the fund and when   |

|  |  |  |
|--|--|--|
|  |  | <p>advance is required by head of office himself.</p> <p>3. Recommending to Govt. for Transfer and posting of other Class-II officers like Addl. RTO(non-Tech.)OPS Class-II,OS&amp;ES Class-II working under the control of Transport Commissioner as per Govt. in Commerce and Transport (Transport) Deptt. Lr. No. E-I-GF-19/91-4333/T.,dt.04.03.91.</p> <p>4. Power delegated by Govt. in Commerce &amp; Transport (Transport) Deptt. Lr.No. 139/T dt..03.01.2006.</p> <p>i) Sanction of E.L. leave without pay and allowances and grant of extra ordinary leave as per item 14 of Appendix-1 of Orissa Service code in respect of specially declared Gazetted and Gazetted Officers.</p> <p>ii) To make appointment in respect of class-III Govt. servants under his control and in RTA Officers.</p> <p>iii) Pass to sanction of increment, full power in respect of RTO, IMV &amp; T.I.</p> <p>iv) Power to approve tour programme and tour diaries in respect of RTO/Addl.RTO &amp; IMV on recommendation of Chairman, RTA fixing up of monthly target for collection for different RTOs during Financial Year. Approval of Budget Estimate for each year, Acceptance of monthly progress report in case of collection of M.V. Revenue. To make a special review of the progress report of collection. Issue of circulars for administration convenience. Check over interstate vehicles road safety and awareness measures and pollution control measures. Facilitating passenger services to the traveling public. Regulation of passengers and goods transport Traffic Survey. Grant of international Driving Licence, Deluxe approval to Stage Carriage, Installation and maintenance of Weigh Bridge. Authorization of Tractor/Lorry. Installation of Pollution Center and approval of Garage year wise.</p> |
|--|--|--|

**CCRS OF CLASS-III NON-GAZETTED EMPLOYEES OF TRANSPORT  
CADRE WORKING IN FIELD OFFICE UNDER AMINISTRATIVE CONTROL OF  
TRANSPORT COMMISSIONER EXCEPT-T.I.**

1. Enforcement.  
A. Constable.

|      |                                |                           |                         |            | Remarks |
|------|--------------------------------|---------------------------|-------------------------|------------|---------|
| i)   | Headquarter (Enf) Flying Squad | Sr. Most T.I. of the team | ATC (Enf.) Headquarters | ACT (Enf.) |         |
| ii)  | RTO office                     | Sr. Most T.I.             | RTO                     | ACT (Enf.) |         |
| iii) | DCT office<br>(B) T.S.I.       | ATC (Enf)                 | Dy. Comm. Transport     | ACT (Enf.) |         |
| i)   | RTO, Office                    | RTO                       | Dy. Comm. Transport     | ACT (Enf.) |         |
| ii)  | Dy. Comm. Transport Office     | Dy. Comm. Transport       | ACT (Enf.)              | T.C.       |         |
| iii) | STA                            | ATC (Enf.)                | ACT (Enf.)              | T.C.       |         |

|      |   |  |  |  |   |
|------|---|--|--|--|---|
| 3.   | Jr. Steno   |  |  |  |   |
| i)   | RTO, office   | RTO                                    |  | ACT (Admn.)                                |   |
| ii)  | Dy Commr.. Trans. Office  | Dy. Commr.<br>Transport                |  | ACT (Admn.)                                |   |
| iii) | DTS, BBSR   | Principal, DTS                         |  | ACT (Admn.)                                |   |
| iv)  | Sr. Steno   | Concerned Officer                      |  | Transport<br>Commissioner                  |   |
| 4.   | Head Clerk.<br>Transport Cadre<br>RTO, Office<br>i) RTO, Office<br>ii) Dy. Comm. Tr. Office | RTO<br><br>DCT                         | Dy. Commr.<br>Transport<br><br>Dy. Commr.<br>Transport | ACT (Admn.)<br><br>Dy. Commr.<br>Transport |   |
| 5.   | Sr. Clerk/Jr. Clerk<br>Transport Cadre  |  |  |  |   |
| i)   | RTO office  | RTO                                    | DCT  | ACT (Admn.)                                |   |
| ii)  | DCT office  | DCT                                    |  | ACT (Admn.)                                |   |
| 6.   | Treasury Sarkar   | RTO                                    | DCT  | ACT (Admn.)                                |   |
| 7.   | OTES Cadre Officer  |  |  |  |   |
|      | Jr. MVI   | RTO                                    | DCT  | Transport<br>Commissioner                  |   |
|      | D.I. DTS, BBSR  | Principal, DTS,<br>BBSR                | ACT (Tech.)  | Transport<br>Commissioner                  |   |
| 1.   | Addl. Commissioner<br>Transport Deptt.<br>Joint Commissioner<br>Transport                   | Transport<br>Commissioner              | C.S. of VSO<br>in charge of<br>the<br>department       |  |   |
| 2.   | Secretary-cum-Addl.<br>Commr., STA  | Transport<br>Commissioner              | C.S. of VSO<br>in charge of<br>the<br>department       |  |   |
| 3.   | Joint Commr. Tech.  | Transport<br>Commissioner              | C.S. of VSO<br>in charge of<br>the<br>department       |  |   |
| 4.   | Under Secretary (Tax)   | Jt. Commr. Tran.<br>(Tax)              | Transport<br>Commissioner                              |  |   |
| 5.   | Under Secretary (Gen.)  | a) Addl/ Jt. Commr.<br>Tr.             | Transport<br>Commissioner                              |  | The Transport<br>Commissioner<br>has to record<br>his remarks<br>on report of<br>both the TOs |
|      |   | b) Secretary-cum-<br>Addl. Commr., STA | Transport<br>Commissioner                              |  |   |
| 6    | a) Asst. Secy. (Estt.)  | Addl./Jt. Commr. Tra                   | Transport<br>Commissioner                              |  |   |
|      | b) Accounts Officer   | Addl./Jt. Commr. Tra                   | Transport<br>Commissioner                              |  |   |
|      | c) Statistical Officer  | Addl./Jt. Commr. Tra                   | Transport<br>Commissioner                              |  |   |
| 7.   | Asst. Secretary (Permit)  | Secretary-cum-ACT,<br>STA              | T.C.-cum-<br>Chairman,                                 |  |   |

|     |   |                                     |                                       |                                   |  |
|-----|---|-------------------------------------|---------------------------------------|-----------------------------------|--|
|     |   |                                     | STA                                   |                                   |  |
| 8-a | RTO   | Zonal Dy. Commr. Tran               | Collector-cum-Chairman, RTA           | Transport Commissioner            |  |
| b   | Addl. RTO   | RTO                                 | 1- DCT<br>2- Chairman, RTA (Collector | TC-cum-Chairman, STA              |  |
| 9   | Asst. RTO   | RTO or Addl. RTO                    | Chairman, RTA                         | TC-cum-Chairman, STA              |  |
| 10  | Inspector of Motor Vehicle                                  | i) RTO<br>ii) Jt. Commr. Tr (Tech.) | Chairman, RTA                         | TC-cum-Chairman, STA              |  |
| 11  | Inspector of Motor vehicles (LR)                            | Jr. Commr. Tr (Tech.)               | Transport Commissioner                |                                   |  |
| 12  | ATC (Enf.)  | i) RTO<br>ii) Dy. Comm. (Enf.)      | Transport Commissioner                |                                   |  |
| 13  | P.S. to T.C.  | T.C.                                |                                       |                                   |  |
| 14  | Principal, DTS  | JCT (Tech.)                         | Transport Commissioner                | CS or VSO in charge of the Deptt. |  |
| 15  | DCT, Zonal (Central/Northern/Southern)                      | JCT (Tax)                           | ACT (Tax)                             | Transport Commissioner            |  |
| 16  | Asst. Works Engineer, DTS                                   | Principal, DTS                      | Jt. Commr. Tr (Tech.)                 | Transport Commissioner            |  |
| 17  | JCT (Tax)   | TC.                                 | CS or VSO in charge of the Deptt.     |                                   |  |
| 18  | Asst. Director, Traffic Survey                              | Secretary, STA                      | Transport Commissioner                |                                   |  |
| 19  | Inspector of Motor Vehicles (Enf.), T.I. working in fields. | RTO/Addl.RTO/ATC (Enf.)             | Chairman, RTA/DCT (Enf.)              | Transport Commissioner            |  |
| 20  | IMV (Enf.)/T.I. attached to Headquarters                    | Dy. Commr. (Enf.)                   | Transport Commissioner                |                                   |  |
| 21  | IMV (Tech.)   | Dy. Commr. (Enf.)                   | Transport Commissioner                |                                   |  |
| 22  | DCT (Enf.)  | T.C.                                | CS or VSO in charge of the Deptt.     |                                   |  |
| 23  | State Transport Appellate Tribunal, Orissa, Cuttack         | Secretary, Transport                | CS or VSO in charge of the Deptt.     |                                   |  |

**Manual-2**  
**Column- IV**

Transport Commissioner, Orissa being the Heads of Department has been delegated Financial Powers for construction of residential and non-residential buildings electrical installation, water supply etc as indicated below vide F.D. Notification No. Codes-14/06-2006-18256/F dt.28.04.2006 read with sub-rule (13) of ODFR. 1978.

|          |   |                 |
|----------|---|-----------------|
| 1        | Residential Buildings   | Rs.1500000000/- |
| 2        | Non-residential Buildings   | Rs.20000000/-   |
| 3        | Circuit House, IB, Rest shed and office-cum-Residential Buildings | Rs.7500000/-    |
| <b>4</b> | <b>Sanitary and water supply installation</b>                     |                 |
| a)       | Non-residential   | Rs.2000000/-    |
| b)       | Residential   | Rs.750000/-     |
| <b>5</b> | <b>Electrical Installation</b>                                    |                 |
| a)       | Non-residential   | Rs.2000000/-    |
| b)       | Residential   | Rs.750000/-     |
| 6        | Rural water supply  | Rs.1200000/-    |
| 7        | Communications including culverts                                 | Rs.6000000/-    |
| 8        | Other Items   | Rs.900000/-     |

9. Re-appropriation.

Heads of Department i.e. Transport Commissioner can exercise his power u/r 9(2) of Orissa Delegation of Financial Power of re-appropriation as provision laid down in Appendix-X of Orissa Budget Manual.

R.10 (d) read with Notification No.32889/F date 08.08.2000.

**Sanction of Contingent expenditure.**

Recurring Rs.100000/- per annum each case.

Non-recurring Rs.500000/- in each case.

R.11. Grant Loan and Stipend.

Transport Commissioner shall be competent to sanction grant in - aid as per sub-rule-11 of Delegation of Finance Power rule-1978 read with amendment made by Finance Department Notification No.38595/F date 07.09.1992.

**Contract for purchase and work.**

Heads of Department i.e. Transport Commissioner can execute contracts and sanction expenditure on purchase to the tune of 200.00 lakhs subject to fulfill of provisions outlined rule-12 of ODFR-1978 read with Notification No.32889/F date 08.08.2000.

### **Power to refund revenues**

Transport Commissioner has power to refund revenues in the following circumstances i.e. wrong credit of revenue, over payment of revenue subject to fee has been realized for rendering any service. Which is actually not rendered and under provision outlined OGFR 166 to 169 and subsidiary rule 345 to 349-A of Orissa Treasuries Code read with ODFR-14-1978 Page-57 to as outlined in Annexure-C.

### **Maintenance of Government Vehicles**

The vehicle attached to Heads of Department and sub-ordinate office shall be under the control of Transport Commissioner its maintenance condemned and measure repairs shall be made u/r regulating control and use of Government vehicles rules-1978.

| <b>Sl No.</b> | <b>Item of expenditure</b>  | <b>Restriction/clarification/monetary limit subject to which expenditure can be incurred.</b>   |
|---------------|---|---|
| 1             | Petty works and repairs<br>Execution of petty works and repairs including special repairs to Government buildings, provisions of sanitary fittings, water supply and electricity and repair including special repairs to Government buildings, provisions of sanitary fittings, water supply and electricity and repair of the installations. | Subject to the provisions of Department rules if any expenditure on petty works and repairs, not exceeding Rs.10,000/- in each case, may be classified as contingent expenditure and sanctioned by the Transport Commissioner.                  |
| ii            | Repairs and alternation to hired and requisitioned buildings  | Subject to the terms of lease/requisition expenditure on repairs/alteration to hired/requisitioned buildings not exceeding Rs.5,000/- in each case be sanctioned by Transport Commissioner, Orissa.   |
| iii           | Building charges  | Transport Commissioner has full powers to sanction binding charges for registers, books, periodicals, reports etc, through local press or binders as the case may be.   |
| iv            | Publications  | Distribution of publication should be controlled by the Transport Commissioner, Orissa, Cuttack concerned with the publication.   |
| V             | Non-official publications and the publications of the Government of India and other State Government.   | Transport Commissioner may sanction expenditure on purchase of Non-official publications and publications of the Government of India and other State Government subject to availability of budget provision and observance of the normal rules. |

|      |  |  |
|------|--|--|
| Vi   | Hiring of accommodation for office, office-cum-residence and other official purposes like store, dispensary, hostel etc. | <p>In special unavoidable circumstances, Transport Commissioner, Orissa may hire accommodation for the office purposes at a rent not exceeding Rs.400/- per month without obtaining fair rent certificate. The rent for a hired building should not ordinarily exceed the certified fair rent, however Transport Commissioner may sanction rent up to 10% above the certified rent.</p> <p>Accommodation should not ordinary be hired for purely residential purposes. For office purposes the scale of accommodation on shall be as follows.</p> <p>A) Transport Commissioner, Orissa-250-300 Sqft.<br/> B) Class-I Officer-200-250 Sqft<br/> C) Gazetted Officer-100-175 Sqft.<br/> D) Head Ministerial- 500 Sqft<br/> E) Assistant/Clerk/auditors etc-40 Sqft<br/> F) Stenographer/Typist/Diarist/ Record Supplier etc-30 Sqft</p> <p>Transport Commissioner may sanction rent Rs.25,000/- for hired accommodation. For annum is each case where the Finance Department or the Administrative Department have concurred in the sanction of house rent renewal of sanction subject to production of fair rent certificate and certificate of non-availability of accommodation as provided under Para-1 may be accorded by the Transport Commissioner for a period of 3 years.</p> |
| Vii  | Supply of liveries, badges etc and grant of washing allowance  | Expenditure on supply of liveries and payment of washing allowance may be sanctioned by Transport Commissioner subject to the monetary limit, scales of supply, periodicity of renewal etc fixed by the Finance Department.  |
| Viii | Installation of Telephones   | Transport Commissioner may sanction installation of telephones in consideration of nature of duty and Transport Commissioner has full powers to sanction expenditure on telephone charges (including trunks calls) and rentals.  |
| Ix   | Purchase on instruments minor equipments and apparatus.  | Transport Commissioner may sanction expenditure up to Rs.7,500 per annum   |
| X    | Payments of custom duties and other expenses in respect of imported items.   | Transport Commissioner sanctions up to Rs.15000/- in each case.  |

|    |                                  |   |
|----|----------------------------------|---|
| Xi | Purchase of calculating machines | Transport Commissioner has full powers. |
|----|----------------------------------|---|

**Power to writer-off of losses.**

Transport Commissioner has power to writer off losses to the tune of Rs.7500/- in each case as per rule-15 of ODFR read with Finance Department Notification No.38595/F, date 07.09.1992.

**Local purchase of stationary is prohibited.**

In exceptional circumstances Transport Commissioner being the Heads of Department as well as Heads of Office may sanction local purchase of Rs.400/- at a time subject to maximum of Rs.1000/- in a financial year as per rule-16 of ODFR read with FD No.38595/F date 07.09.1992.

**Expenditure of sanction.**

Transport Commissioner being the Heads of Department may authorize expenditure on continuing non-plan schemes for which provision has been made in the Budget after pre-budget scrutiny subject to the restrictions and limitations in creation of posts, sanction of re-appropriation grant of loans sanctions of contingent and miscellaneous expenditure, grants in aid etc specified under the relevant rules.

**Insurance of Government property.**

Transport Commissioner shall have full powers to sanction expenditure for insurance of Government property movable or immovable as the case may be u/r-18 of ODFR-1978.

**Manual-2**

| SI No. | Name of the Officer   | Section  |
|--------|---|--|
| 1      | 2   | 3  |
| 1      | Sri H.B. Singh Sardar<br>Secretary, STA, Orissa,<br>Cuttack Vacant        | Permit & Traffic Survey  |
| 2      | Sri A.K.Tarenia<br>OAS (S.G.), Addl.<br>Commissioner Transport<br>(Admn.) | Audit/Estt./General/Budget/Legal/Store<br>/CCR/Record Room/Misc. |
| 3      | Joint Commissioner<br>Transport (Tax) (Vacant)                            | Taxation   |
| 4      | Asst. Secretary<br>Vacant   | Permit Section   |
| 5      | Sri P.C.Pati<br>OAS, Under Secretary                                      | General and Permit.  |
| 6      | AO-cum-Asst.<br>Secretary Vacant  | Audit/Budget Section.  |

|    |   |  |
|----|---|--|
| 7  | Sri R.Kar Asst. Secretary   | Taxation   |
| 8  | Sri P.C.Behera Asst. Secretary  | Headquarter Estt. EPBX, Store, Stationary, Type, Diary, Issue & Dispatch, Record Room along with issue of certified copy, Permit |
| 9  | DIG (Enf.) Vacant   | Enforcement work/VCR disposal  |
| 10 | Sri Sarada Prasan Patra, OPS, Asst. Transport Commissioner(Enf.), STA | Enforcement work/VCR disposal  |
| 11 | Statistical Officer Vacant  | Road Safety & PD Cell  |
| 12 | Sri T.K. Mishra Asst. Director  | Traffic Survey   |
| 13 | Sri B.N.Rout Asst. Director   | Traffic Survey   |

### Manual-3

#### Procedure followed in decision making process.

##### Section -4 (1) (b) (iii)

1. Transport Commissioner is the Chairman, STA the permit are being granted by Secretary, STA, Cuttack and Chairman, STA, Orissa, Cuttack.
2. Transport Commissioner-cum-Chairman, STA, Orissa is the Appellate Authority in respect of all permit under MV ACT-1988.
3. In case of tax recovery RTO in the tax recovery office and Chairman, RTA is the Appellate Authority under OMVT Act-1975.
4. Joint Commissioner Transport (Tax) is the tax recovery officer all Chairman, STA is the Appellate Authority under OMVT Act-1975.

### Manual-4

With reference to Orissa Record Manual.

### Manual-5

| SI No. | Name of ACT/Rules & Regulation   | Brief gist of contents  |
|--------|--|---|
| 1      | MV Act. MV Rules   | Enforcement of motor vehicle regulation, permit & issue of international license  |
| 2      | OMVT Act & OMVT Rules  | To realize motor vehicle tax for keeping inside State of Orissa.  |
| 3      | Issue of difference types of instruction, circulars in accordance with Orissa record manual. | Since Transport Administration is a rule based affair the centres as well as State Acts & Rules provide the frame work under which the MV |

|  |  |  |
|--|--|--|
|  |  | Administration is carried out. From time to time Circulars and Instructions from the office of Transport Commissioner to RTOs with a view of clarifying doubts and taking in to accounts changing penalties. |
|--|--|--|

### Manual-6

**A statement of the categories of documents that are held by it for under its control.**

| SI No. | Nature of record               | Details of information available | Unit/Section where available |
|--------|--------------------------------|----------------------------------|------------------------------|
| 1      | 2                              | 3                                | 4                            |
| 1      | Personal file service book     | Individual files of staff        | Establishment Section        |
| 2      | Permit                         | Vehicle wise report              | Permit Section               |
| 3      | Case Records                   | Individual Records               | Legal Cell                   |
| 4      | Audit Report                   | Audit Reports & Inspector Report | Audit Section                |
| 5      | International Driving Licences | All Technical matter             | Technical Section            |
| 6      | VCR report                     | Vehicle wise report              | Enforcement Section.         |

### Manual-7

|   | Facilities available  | Nature of information available & working hours    |
|---|---|--|
| 1 | Information   | All quarries<br>10 Am to 5 PM                      |
| 2 | Notice Board  | All other information relating to Transport matter |
| 3 | Website <a href="http://Orissa.gov.in/transportnic.in">http. Orissa gov.in /transportnic.in</a> | All information round the clock                    |
| 4 | Citizens charter  | All information<br>10 Am to 5 PM (Office hour)     |

### Manual – 8

**A statement of boards, council, Committees and other bodies constituted.  
(Section 4(1) (b) (viii))**

#### List of boards, councils, committees etc.

| SI No | Name & address of the body. | Main functions of the body | Constitution of the body          | Date of constitution. |
|-------|-----------------------------|----------------------------|-----------------------------------|-----------------------|
| 1     | 2                           | 3                          | 4                                 | 5                     |
|       | STA                         |                            |                                   |                       |
| 1     | Orissa Road Safety Society, | To undertake road safety   | Chairman, Transport Commissioner, | No. 20152/116/96-97.  |

|  |   |  |   |   |
|--|---|--|---|---|
|  | Cuttack, at 6 <sup>th</sup> Floor, Rajaswa Bhawan, P.O.- Chandinichawk, Cuttack | activities and recommend road measures to combat road accidents. | Member-Secretary, Addl. Commissioner Transport (Tech.), S.T.A.<br>Member : -<br>I. Sr. Officers from S.T.A.<br>ii . RTOs/MVIs<br>iii. NGO's<br>iv. State Bus /Truck Owner's Association | dt.05.10.96 under Registration of Society Act-XXI of 186 D. |
|--|---|--|---|---|

**Manual -9**  
**Directory of officers and employees section – 4(1)(b)(ix)**

| Sl. No | Name & Designation      | Name                     | Office                | PBX NO<br>2607292 | Residence / Mobile |
|--------|-------------------------|--------------------------|-----------------------|-------------------|--------------------|
| 1      | 2                       | 3                        | 4                     | 5                 | 6                  |
| 1.     | T.C.Cum-Chairman, S.T.A | S.Kumar IAS              | 2607042/2607238 (FAX) | 100               |                    |
| 2.     | Addl. Commr.Tr. (Admn)  | Sri A.K.Tarenia OAS(SAG) | 2607266               | 101               |                    |
| 3.     | Addl. Commr.(Enf.)      | Vacant                   | 2607256               | 102               |                    |
| 4.     | Secretary, S.T.A.       | Sri H.B. Singh Sardar    | 2607256               | 103               |                    |
| 5.     | Addl.Commr. Tr. (Tech.) | S.K.Mahapatra, OTES      | 2609026               | 105               |                    |
| 6.     | Jt. Commissioner (Tax)  | Vacant                   | 2607176               | 104               |                    |
| 7.     | Standing Counsel        | Sri J.Pal                |                       |                   |                    |
| 8.     | Addl.Standing Counsel   | Sri S. Mohanty           |                       |                   |                    |
| 9.     | Under Secretary         | Sri P.C.Pati, OAS        |                       | 109               |                    |
| 10.    | Asst. Secy (P)          | Vacant                   | PBX                   | 120               |                    |
| 11.    | A.O.-Cum-Asst.Secy      | Vacant                   |                       | 112               |                    |
| 12.    | Statistical Officer     | Sri N.Sahu OSES          | 2607292               | 110               |                    |
| 13.    | Asst. Director          | Sri T.K.Mishra OSES      |                       | 111               |                    |
| 14.    | Asst. Secretary         | Sri P.C. Behera          |                       | 115               |                    |

|     |                         |                      |            |     |  |
|-----|-------------------------|----------------------|------------|-----|--|
|     | (F.E.)                  |                      |            |     |  |
| 15  | Asst. Secretary (Gen)   | Sri R. Kar           |            | 108 |  |
| 16  | Pvt. Secretary to T.C.  | Vacant               |            | 113 |  |
| 17  | P.A. to T.C.            | Sri S.Khandual       |            | 113 |  |
| 18. | A.T.C.(Enf.)            | Sri S.P.Patra<br>OPS |            | 114 |  |
| 19. | .L.O.                   | K.K.Mahapatra        |            | 123 |  |
| 20  | S.O(Esst.)              | Sri S.C.Das          |            | 115 |  |
| 21. | S.O. (General)          | Smt. K.Panda         |            | 116 |  |
| 22. | S.O. (Store)            | Sri<br>N.Mohapatra   |            | 117 |  |
| 23. | S.O. (Permit)           | Sri<br>N.Mohapatra   |            | 122 |  |
| 24. | S.O.(Enf.)              | Sri S.C.Das          |            | 121 |  |
| 25. | S.O. Accounts           | Sri B. Mallick       |            | 124 |  |
| 26. | Technical Director. NIC | Sri B.Panda          | (Internet) | 118 |  |
| 27. | Computer Cell           |                      |            | 118 |  |
| 28. | Type Superintendent.    | Vacant               |            | 119 |  |

Email- [Ori-Transportcomm@nic.in](mailto:Ori-Transportcomm@nic.in)  
Web : [www.Orissa.gov.in/transport](http://www.Orissa.gov.in/transport).

List of A.P.I.O.

| Sl.No | Designation of officer                      | Postal Address  | Telephone No             |
|-------|---|---|--------------------------|
| 1.    | Asst. Director, S.T.A.,<br>Orissa, Cuttack. | T.C.-Cum-Chairman,<br>S.T.A., Orissa, At-<br>Rajaswa Bhawan,<br>P.O-Chandini<br>Chawk, Cuttack-2. | 0671-2607292<br>Ext. 110 |

List of Appellate Authority within the Department.

| Sl.No | Designation of officer                 | Postal Address  | Telephone No                             |
|-------|--|---|--|
| 1.    | Secretary, S.T.A.,<br>Orissa, Cuttack. | T.C.-Cum-Chairman,<br>S.T.A., Orissa, At-<br>Rajaswa Bhawan,<br>P.O-Chandini<br>Chawk, Cuttack-2. | 0671-2607292<br>Ext. 103<br>0671-2608288 |

### **Manual -10**

**The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.**

**(Section – 4(1)(b) (x))**

| Sl.No | Name & Designation | Pay Scale / monthly remuneration |
|-------|--------------------|----------------------------------|
|       |                    |                                  |

| 1. | 2   | 3                                 |
|----|---|-----------------------------------|
| 1. | Sri Surendra Kumar, I.A.S.<br>Transport Commissioner      | 37400-67000,GP-10,000<br>BP-49790 |
| 2. | Sri A.K.Tarenia, OAS(SAG)<br>Addl. Commr. Tr. (Admn)      | 37400-67000, GP-8800<br>BP-37,400 |
| 3. | Sri H.B. Singh Sardar OAS(SAG)<br>Secretary, S.T.A.       | 37400-67000, GP-8800<br>BP-37,400 |
| 4. | Jont. Commissioner Transport (Tax)<br>Vacant              |                                   |
| 5  | Sri S.K.Mohapatra,OTES(I)<br>Addl. Comm. Transport (Tech) | 15600-39100, GP-7600<br>BP-27950  |
| 6  | Sri P.Pati,OAS(I)<br>Under Secretary, OAS                 | 9300-34800, GP-5400               |
| 7  | Sri S.P.Patra,OPS(I)<br>Asst. T.C.(Enf)                   | 9300-34800, GP-5400<br>BP-19600   |
| 8  | Sri B.N. Rout<br>Asst. Director                           | 9300-34800, GP-4600<br>BP-15400   |
| 9  | Sri Purna Ch. Behera,<br>Asst. Secy.                      | 9300-34800, GP-4600<br>BP-17370   |
| 10 | Sri R. Kar,<br>Asst. Secretary                            | 9300-34800, GP-4600<br>BP-16650   |
| 11 | Sri T.K. Mishra,<br>Asst. Director (T.S.)                 | 9300-34800, GP- 4600<br>BP-18230  |
| 12 | Sri Nirmal Ku. Sahoo<br>Statistical Officer               | 9300-34800, GP-4600<br>BP-15220   |
| 13 | Sri K.K. Mohapatra<br>Law Officer                         | 9300-34800, GP-4600<br>BP-15750   |
| 14 | Sri S.C. Khandual,<br>PA to TC                            | 9300-34800, GP-4200<br>BP-15610   |
| 15 | Sri S.C. Das,<br>Section Officer                          | 9300-34800, GP-4200<br>BP-15580   |
| 16 | Sri N.K. Mohapatra,<br>Section officer                    | 9300-34800, GP-4200<br>BP-15200   |
| 17 | Sri B. Mallick ,<br>Section officer                       | 9300-34800, GP-4200<br>BP-13900   |

|    |  |                                 |
|----|--|---------------------------------|
| 18 | Smt. K.Panda,<br>Section officer       | 9300-34800, GP-4200<br>BP-14450 |
| 19 | Sri Sukuram Soren,<br>T.I.             | 9300-34800, GP-4200<br>BP-11280 |
| 20 | Sri Samarendra Mohapatra,<br>T.I       | 9300-34800, GP-4200<br>BP-11750 |
| 21 | Sri S.Gantayat<br>T.S.I                | 9300-34800, GP-4200<br>BP-13610 |
| 22 | Sri S.N. Panda ,<br>Sr. Asst.          | 9300-34800, GP-4200<br>BP-12340 |
| 23 | Sri P.K. Rout<br>Sr.Asst.              | 9300-34800, GP-4200<br>BP-9300  |
| 24 | Sri A. Nayak,<br>Sr. Asst.             | 9300-34800, GP-4200<br>BP-12340 |
| 25 | Ms. Basanti Biswal,<br>Sr. Asst.       | 9300-34800, GP-4200<br>BP-12340 |
| 26 | Sri S. Roy,<br>Sr. Asst                | 9300-34800, GP-4200<br>BP-11290 |
| 27 | Smt. R. Mahakudha<br>Sr. Asst          | 9300-34800, GP-4200<br>BP-11290 |
| 28 | Smt. P. Kansarali<br>Sr. Asst          | 9300-34800, GP-4200<br>BP-11290 |
| 29 | Sri M. Toppo<br>Sr. Asst               | 9300-34800, GP-4200<br>BP-11290 |
| 30 | Sri P. Pradhan<br>Sr. Asst             | 9300-34800, GP-4200<br>BP-11290 |
| 31 | Sri L.Rout<br>Sr. Asst                 | 9300-34800, GP-4200<br>BP-13110 |
| 32 | Sri D.N.Swain<br>Sr. Asst              | 9300-34800, GP-4200<br>BP-12020 |
| 33 | Sri N.Sethy<br>Sr. Asst                | 9300-34800, GP-4200<br>BP-10550 |
| 34 | Sri Purna Chandra Biswal,<br>Sr. Asstt | 9300-34800, GP-4200<br>BP-13110 |
| 35 | Sri S.A. Gaffar,                       | 9300-34800, GP-4200             |

|    |   |                                 |
|----|---|---------------------------------|
|    | Auditor                                     | BP-13620                        |
| 36 | Sri S.P. Das,<br>Auditor                    | 9300-34800, GP-4200<br>BP-13620 |
| 37 | Sri L.P.K. Ray<br>Statistical Investigator  | 9300-34800, GP-4200<br>BP-12330 |
| 38 | Sri L. Sahu<br>Statistical Investigator     | 9300-34800, GP-4200<br>BP-11280 |
| 39 | Sri B.K. Mishra<br>Statistical Investigator | 9300-34800, GP-4200<br>BP-13750 |
| 40 | Sri M.K. Jena,<br>Statistical Investigator  | 9300-34800, GP-4200<br>BP-14700 |
| 41 | Sri A.B. Nayak<br>Statistical Investigator  | 9300-34800, GP-4200<br>BP-14700 |
| 42 | Sri P.K. Das,<br>Statistical Investigator   | 9300-34800, GP-4200<br>BP-14390 |
| 43 | Sri P.B. Das,<br>Statistical Investigator   | 9300-34800, GP-4200<br>BP-15420 |
| 44 | Sri H.K.Patra<br>Statistical Investigator   | 9300-34800, GP-4200<br>BP-13540 |
| 45 | Smt. M. Panda,<br>Sr. Steno                 | 9300-34800, GP-4200<br>BP-15270 |
| 46 | Smt. S. Devi,<br>Sr. Steno                  | 9300-34800, GP-4200<br>BP-14150 |
| 47 | Sri S. Nayak,<br>Sr. Steno                  | 9300-34800, GP-4200<br>BP-13240 |
| 48 | Sri Madhu Sudan Sabat,<br>Jr. Accountant    | 5200-20200, GP-2400<br>BP-10120 |
| 49 | Sri S.C. Panda,<br>Jr. Steno                | 5200-20200, GP-2800<br>BP-12600 |
| 50 | Smt. Sipra Mohanty,<br>Jr, Steno            | 5200-20200, GP-2800<br>BP-12150 |
| 51 | Sri B.K.Mati,<br>Jr, Steno                  | 5200-20200, GP-2800<br>BP-12330 |
| 52 | Sri H.K.Sahoo,<br>Sr. Typist                | 5200-20200, GP-2400<br>BP-9700  |

|    |                                     |                                 |
|----|-------------------------------------|---------------------------------|
| 53 | Smt. B.Sahoo<br>Sr. Typist          | 5200-20200, GP-2800<br>BP-11890 |
| 54 | Sri D.K.Rouray<br>Sr. Typist        | 5200-20200, GP-2400<br>BP-9240  |
| 55 | Smt. Kalyani Dei,<br>Sr. Dyrist     | 5200-20200, GP-2000<br>BP-9270  |
| 56 | Sri Srikant Das<br>Jr.Asstt         | 5200-20200, GP-1900<br>BP-5420  |
| 57 | Sri Bulei Mallick,<br>Jr.Asstt      | 5200-20200, GP-1900<br>BP-5420  |
| 58 | Sri P.K.Bhatt,<br>Jr.Asstt          | 5200-20200, GP-1900<br>BP-5420  |
| 59 | Smt.Suprava Sahu,<br>Jr.Asstt       | 5200-20200, GP-1900<br>BP-5420  |
| 60 | Sri J. Lakra,<br>Jr. Typist         | 5200-20200, GP-1900<br>BP-7200  |
| 61 | Sri Biswa B. Mohapatra,<br>Driver   | 5200-20200, GP-1900<br>BP-8210  |
| 62 | Sri N. Mohapatra,<br>Driver         | 5200-20200, GP-2000<br>BP-9090  |
| 63 | Sri M. Kulu,<br>Driver              | 5200-20200, GP-1900<br>BP-8210  |
| 64 | Sri N. Samal,<br>Treasury Sarkar    | 4440-7440, GP-1650<br>BP-7260   |
| 65 | Sri L.N.Nayak,<br>Constable         | 5200-20200,GP-2000<br>BP-9620   |
| 66 | Sri Bhaskar Panigrahi,<br>Constable | 5200-20200,GP-1900<br>BP-7880   |
| 67 | Sri S. K.Pradhan .<br>Constable     | 5200-20200,GP-1900<br>BP-7720   |
| 68 | Sri Satrughan Nayak,<br>Constable   | 5200-20200,GP-2000<br>BP-8930   |
| 69 | Sri Kailash Mallick,<br>Constable   | 5200-20200,GP-1900<br>BP-7230   |
| 70 | Sri Laxman Sethy,                   | 5200-20200,GP-1900              |

|    |                              |                               |
|----|------------------------------|-------------------------------|
|    | Constable                    | BP-7390                       |
| 71 | Sri B. Behera,<br>Peon       | 4440-7440, GP-1400<br>BP-7040 |
| 72 | Sri M.M. Swain,<br>Peon      | 4440-7440, GP-1400<br>BP-6790 |
| 73 | Smt. C. Pradhan,<br>Peon     | 4440-7440, GP-1400<br>BP-6790 |
| 74 | Smt. S. Behera,<br>Peon      | 4440-7440, GP-1400<br>BP-6530 |
| 75 | Smt. Bilasini Sahu,<br>Peon  | 4440-7440, GP-1300<br>BP-7020 |
| 76 | Sri A. Das,<br>Peon          | 4440-7440, GP-1400<br>BP-6790 |
| 77 | Sri N. Goud,<br>Peon         | 4440-7440, GP-1300<br>BP-6520 |
| 78 | Sri M. Soren,<br>Peon        | 4440-7440, GP-1300<br>BP-5620 |
| 79 | Smt. K. Mohanty,<br>Peon     | 4440-7440, GP-1400<br>BP-6930 |
| 80 | Smt. S. Soren,<br>Peon       | 4440-7440, GP-1300<br>BP-6490 |
| 81 | Sri U.K. Behera,<br>Peon     | 4440-7440, GP-1300<br>BP-6390 |
| 82 | Sri K.K. Goud,<br>Peon       | 4440-7440, GP-1300<br>BP-6880 |
| 83 | Sri A.Nayak,<br>Peon         | 4440-7440, GP-1300<br>BP-6400 |
| 84 | Sri D. K. Sahu,<br>Peon      | 4440-7440, GP-1300<br>BP-6880 |
| 85 | Sri S.SPatra,<br>Peon        | 4440-7440, GP-1300<br>BP-5850 |
| 86 | Sri G.Behera<br>Peon         | 4440-7440, GP-1400<br>BP-6930 |
| 87 | Sri Raghunnath kar ,<br>Peon | 4440-7440, GP-1400<br>BP-7030 |

|    |                            |                               |
|----|----------------------------|-------------------------------|
| 88 | Rajani Nayak ,<br>Peon     | 4440-7440, GP-1300<br>BP-7020 |
| 89 | Sri M.Nayak,<br>Watchman   | 4440-7440, GP-1300<br>BP-4440 |
| 90 | Sri P.C. Das,<br>Watch Man | 4440-7440, GP-1300<br>BP-7020 |
| 91 | Sri U. Mukhi,<br>Sweeper   | 4440-7440, GP-1300<br>BP-6770 |

**Manual -11**

**The Budget allocation to each agency.  
Section 4(i) (b) (xi)  
Non-Plan Budget (in TRs)**

| Major Head  | Activities to be performed  | Sanctioned budget for 2010-11    | Budget estimate 2010-11 | Revised estimate 2010-11 | Expenditure for the last year i.e.2009-10 |
|---|---|----------------------------------|-------------------------|--------------------------|---|
| 1.  | 2   | 3                                | 4.                      | 5                        | 6   |
| 2041-Taxes on vehicles                                  | 001) Enforcement Estt.<br>001-TC and S.T.A.<br>101- Regional Transport Authority<br>102- Technical inspection ( inspection of Motor Vehicles) | 60055<br>32861<br>86295<br>11918 |                         |                          | 48930<br>29471<br>83604<br>10796          |
| 2045-Other Taxes and duties on commodities and services | 104-Collection charges-Taxes on goods and passenger S.T.A. 104-Taxes on passengers R.T.A.   | 970<br>4565                      |                         |                          | 769<br>3871                               |
| 2235-Social Security and Welfare                        | Special Employment programme – Crash programme for Educated Unemployed.   | 1340                             |                         |                          | 1168                                      |

**Plan Budget.**

| Name of the | Activities to be undertaken | Date of | Expected date | Amount sanction | Amount disbursement |
|-------------|-----------------------------|---------|---------------|-----------------|---------------------|
|-------------|-----------------------------|---------|---------------|-----------------|---------------------|

| Plan              |  | Commencement | of completion | 2010-11 | / spent |
|-------------------|--|--------------|---------------|---------|---------|
| State Plan Scheme | 21-2041 State Plan 001-0368 –Enf. Estt.-20002 – Other Charges      |              |               | 1800    | 4402    |
|                   | ii) 212041 State Plan 001 -1497 TC &STA - 20002 – Other Charges    |              |               | 73178   | 68420   |
|                   | iii) 21-2041 State Plan - 101-1175 RTA                             |              |               | 8922    | 3909    |
|                   | iv) 21-2041 State Plan 789 SCP-SC-1497 TC STA 20002 Other Charges  |              |               | 7941    | 7858    |
|                   | v) 21-2041 State Plan 789 SCP-SC-1175 RTA                          |              |               | 3159    | 2044    |
|                   | vi) 21-2041 State Plan 796 TSP-1497 TC STA 20002 Other Charges.    |              |               | 10736   | 10605   |
|                   | Vii) 21-2041 State Plan 789 SCP-SC-1175 TC STA 20002 Other Charges |              |               | 4264    | 1979    |

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**The manner of execution of subsidy programme.**

1. List of institution given subsidy-Does not applicable.
2. List of individual given subsidy-Does not applicable.

**Manual - 13.**

Particulars of recipients of concessions permits or authorizations granted.  
Does not applicable.

**Manual – 14.**

**Information available as electronic forms (Section 4 (1)(b)(xiv) Detail information.**

| Sl No | Activities for which electronic data available | Nature of information available | Can it be shared with public | Is it available on web site or is being used as back and Data base. |
|-------|--|---------------------------------|------------------------------|---|
| 1     | 2  | 3                               | 4                            | 5   |
| 1.    | About us.                                      |                                 |                              |   |
| 2.    | Organ gram                                     |                                 |                              |   |

|     |                         |  |     |    |
|-----|-------------------------|--|-----|----|
| 3.  | Citizen Charter.        |  |     |    |
| 4.  | Telephones              |  |     |    |
| 5   | Road Signal             |  |     |    |
| 6.  | Acts and Rules          | (a) C.M.V. Acts.<br>(b) C.M.V.Rules.<br>(c) O.M.V.Rules.   |     |    |
| 7.  | Forms                   | a) C.M.V.Forms.<br>b) O.M.V.Forms.<br>c) Departmental Forms.<br>i) Revenual Deartment<br>ii) Income Tax<br>iii) Food and Civil supplies & consumer Welfare.<br>iv) Public grievances and pension administration.<br>v) General | Yes | No |
| 8.  | Circular issued by T.C. | vi) G.A.<br>Vii) Culture<br>viii) Home Department  |     |    |
| 9.  | Road Signal             | i) Road & High ways.<br>ii) Road Safety<br>iii) Rules of road<br>iv) road signal.  |     |    |
| 10. | Permit                  | i) Route Vacancy   |     |    |
| 11. | V.C.R.                  | i) Pending of V.C.R. list  |     |    |

**Manual - 15**

**Particulars of facilities available to citizens obtaining information.  
Facilities available for obtaining information.**

| Sl.No | Facility available | Nature of Information available.       | Working hours     |
|-------|--------------------|--|-------------------|
| 1.    | Information Center | All Enquiry                            | 10 A.M. to 5 P.M. |
| 2.    | Notice Board       | Office order related to S.T.A matters. | 10 A.M. to 5 P.M. |
| 3.    | Web site.          | All information                        | Round the clock.  |
| 4.    | Citizen Charter.   | All information                        | 10 A.M.to 5 P.M.  |

**Manual - 16**

**Name, designation and other particulars of public information officers.  
List of public information officers.**

| Sl.No | Designation of officer   | Postal address  | Telephone No. |
|-------|--|---|---------------|
| 1.    | Sri Tapan Kumar Mishra, Asst. Director, S.T.A., Orissa, Cuttack. | T.C.-Cum-Chairman, S.T.A., Orissa, At- Rajaswa Bhawan, P.O-Chandini Chawk, Cuttack-2. | 0671-2607176  |

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**Other information as may be prescribed.**

All other information as may be prescribed for dissemination shall be obtained tabulated.

Compiled, collected and provide in the form of manual from time to time.  
For any other information please refer.

1. Citizen charter (Nagarika Sananda) of S.T.A., Orissa.
2. Log on to far web site – E-mail: [Ori-transprtcomm@nic.in](mailto:Ori-transprtcomm@nic.in)

Website : [www.Orissa.gov.in/transport](http://www.Orissa.gov.in/transport).