

GOVERNMENT OF KARNATAKA

No.TRD 121 RIC 2008

Karnataka Government Secretariat,
M.S.Buildings,
Bangalore, Dated: 20.12.2008

NOTIFICATION

In exercise of the powers conferred under Section 4(1)(b) of The Right to Information Act, 2005 (Central Act No.22 of 2005), the detailed information relating to the Transport Department (Secretariat) was published in the official Gazette on 5.1.2006 by vide Notification No.TRD 197 RIC 2005 dated 22.12.2005 and by vide Notification No.TRD 20 RIC 2007 dated: 31.12.2007. Now in super session of the said Notifications dated: 22.12.2005 and 31.12.2007 the updated information of the same is published hereunder, for the information of general public.

Transport is one of the wings of Karnataka Government Secretariat. Transport Secretariat, is the Government with regard to Transport Sector in Karnataka. All activities relating to decision making pertaining to Transport are being carried out in Transport Secretariat.

The business of the Transport Department Secretariat is transacted through the following wings, viz.,

1. State Transport Undertakings Section
2. Motor Vehicles Section
3. Internal Financial Advisor
4. Legal Cell

(i) The particulars of Transport Department (Secretariat) functions & duties:

It has under it the Department of Transport, a Commissionerate and four State Transport Undertakings, viz; KSRTC, BMTC, NEKRTC, NWKRTC and a Truck Terminal called DDUTTTL.

The Transport Secretariat issues instructions etc. pertaining to Transport matters guidelines.

Government Policies, objectives meant for public are delivered through Transport Secretariat and implemented by Transport Department and through five State Transport Undertakings.

New scheme programs to be implemented by Transport Department will be with the previous approval of Government in Transport Department.

The functions in the Transport Secretariat are being carried out in accordance with the following Acts & Rules: -

- i) The Central Motor Vehicles Act, 1988 and Rules.
- ii) The Karnataka Motor Vehicle Rules, 1989.
- iii) The Karnataka Motor Vehicle Taxation, Act, 1957.
- iv) The Karnataka Motor Vehicle Taxation, Rules, 1957.
- v) The Road Transport Corporation Act, 1950.
- vi) The Karnataka State Road Transport Corporation Rules, 1961.

Government in Transport Secretariat carries out functions as per the powers exercisable in the above Acts & Rules.

The work regarding service matters of the employees and officers which cannot be discharged and which exceeds the delegated powers of the Transport Commissioner are dealt with in Transport Secretariat.

The functions of State Transport Undertakings, are governed by the Road Transport Corporation Act, 1950 and Karnataka Road Transport Corporation Rules, 1961, all issues involving finances and all functions to be carried out by Government as per the Road Transport Corporation Act, 1950 & Karnataka State Road Transport Corporation Rules, 1961 are being discharged in Transport Secretariat.

The Administrative head of Transport Secretariat is the Principal Secretary, who is assisted by three Officers of the grade of Class I (Senior Scale) viz;

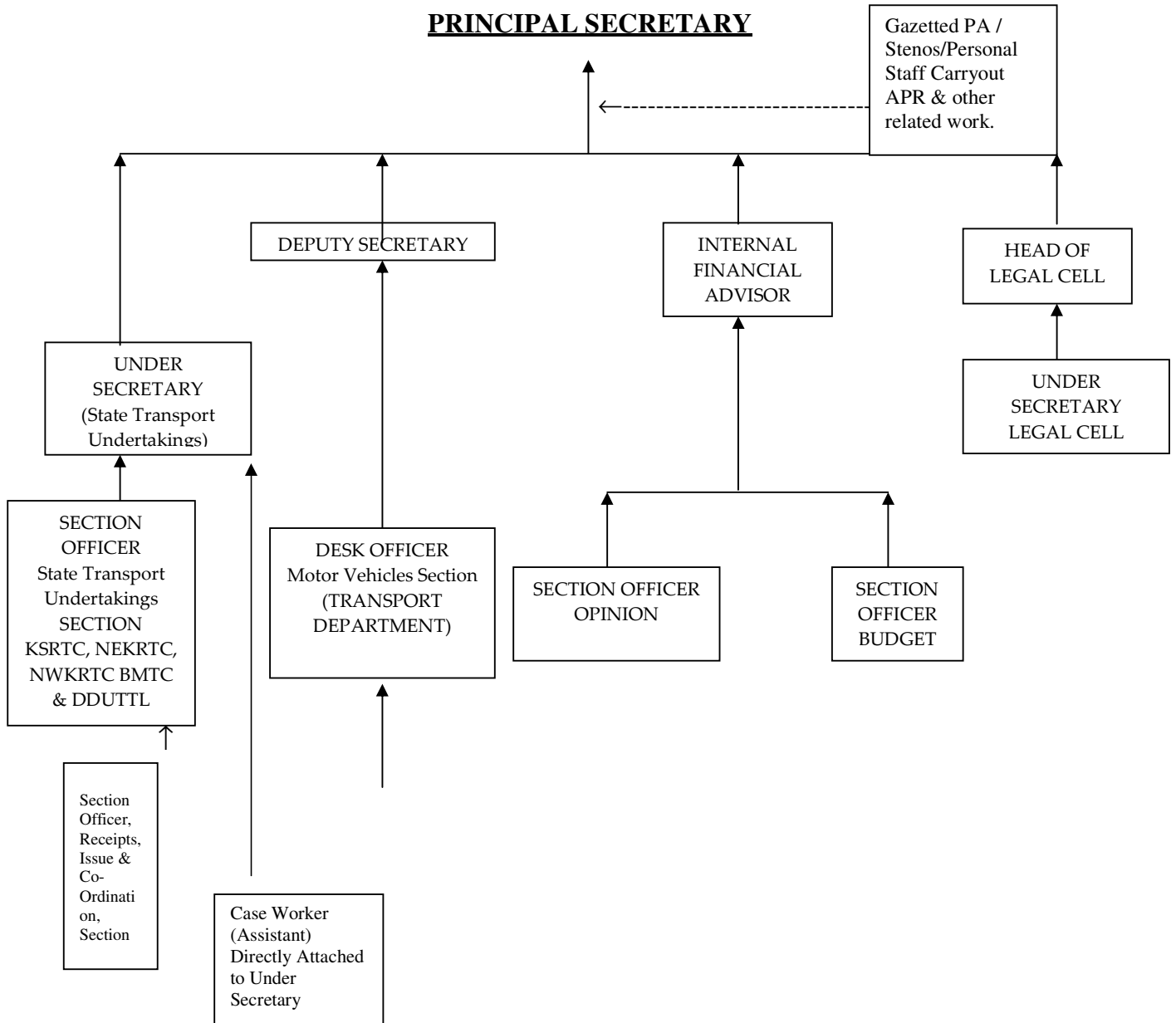
1. Deputy Secretary in matters pertaining to Transport Department Service Matters and Tender Bulletins and all other connected matters.
2. Deputy Secretary & IFA in financial matters &
3. Deputy Secretary & Head of Legal Cell in legal matters.

The Deputy Secretary has under him one Under Secretary (Class I Junior Scale) dealing with KSRTC, NEKRTC, NWKRTC, BMTC & DDUTTIL & one Desk Officer (Class II) dealing with the Transport Department.

The Deputy Secretary & Internal Financial Advisor is assisted by two SO's (i) in giving opinion in financial matters; & (ii) in budget and audit matters.

One Under Secretary assists the Head of the Legal Cell & Ex-Officio Deputy Secretary to Government.

Organization Chart of Transport Secretariat



(ii) The powers & duties of Officers & employees of Transport Secretariat:

- a) Principal Secretary to Government:** He is the administrative head of Transport Secretariat (Government). He is in charge of all matters of Transport Sector in Karnataka, especially in matters of Transport Department (Field Department), KSRTC, BMTC, NWKRTC, NEKRTC, and DDUTTL. He acts as per the directions and on the orders of Hon'ble Minister for Transport or Government or the case may be in the normal course. He is in overall charge of the work being discharged in Transport Department and the four STUs & DDUTTL coming under him. He assists and advises Hon'ble Minister for Transport or

Government as the case may be in taking decisions and in disposal of cases.

b) Deputy Secretary to Government: He assists Principal Secretary in discharge of work in matters connected with Transport Department

(Field Department) and he is in overall supervision of the Transport Secretariat.

c) Deputy Secretary & Internal Financial Advisor: Advises Principal Secretary in Financial matters. Prepares budget of the Transport Department. He is responsible in audit and accounts matters of Transport Department and the 5 organizations coming under Transport Department.

d) Deputy Secretary & Head of Legal Cell: Advises Principal Secretary in Legal matters.

e) Under Secretary to Government: Assists and submits files to Principal Secretary in matters connected with KSRTC, BMTC., NEKRTC, NWKRTC & DDUTTL. He acts as per the orders of Principal Secretary and of Deputy Secretary in general. He issues letters, circulars, Government Order's etc as per the orders in the files. He is responsible to see that the work allotted to him is discharged in accordance with the law and without loss of time and without causing delay. He discharges duties as enumerated in Karnataka Secretariat Manual. He is also the State Public Information Officer as per the Right to Information Act, 2005.

f) Under Secretary (Legal Cell): He assists Head of Legal Cell in putting up files of Transport Department pertaining to legal matters, Court matters. He discharges duties as enumerated in Karnataka Secretariat manual.

g) Section Officers:

i) Desk Officer (Motor Vehicles Section): He is in-charge of the Section. He scrutinizes the files/papers submitted by caseworkers as per the procedure prescribed in Karnataka Secretariat Manual. He assists and submits files to Deputy Secretary in matters connected with Transport Department (Field Department) and other Transport matters. He is in-charge of the section. He issues letters, circulars, Government Orders etc as per the orders in the files. He is responsible to see that the work allotted to him is discharged in accordance with the law. He discharges duties as enumerated in Karnataka Secretariat Manual. He is also the State Assistant Public Information Officer as per the Right to Information Act, 2005.

ii) Section Officer (State Transport Undertakings Section): He is in-charge of the Section. He deals with all matters connected with KSRTC, BMTC., NWKRTC, NEKRTC & DDUTTL. He scrutinizes the files submitted by

caseworkers and submits to Under Secretary. He discharges duties as enumerated in the Karnataka Secretariat Manual. He is also the State Assistant Public Information Officer as per Right to Information Act, 2005.

iii) Section Officer, Receipts, Issue & Co-Ordination: He is in-charge of the Section. He deals with all matters connected with Receipts, Issues & Co-ordination. He assists the Deputy Secretary and Under Secretary in conducting various meetings connected to Transport Secretariat. He also deals with the matters connected to more than one Section.

iv) Section Officer (IFA, Opinion): He assists the IFA in examining and putting up cases of the Transport wing with regard to financial matters referred to IFA by the Under Secretary or Deputy Secretary or Principal Secretary. He examines the cases with reference to the existing rules/laws and with regard to finances and submits the files to IFA. He discharges duties as enumerated in Karnataka Secretariat Manual.

v) Section Officer (IFA, Budget): He assists IFA in preparation of budget of the Transport Department. He also assists IFA in accounts and audit matters of all the units coming under Transport Secretariat. He discharges duties as enumerated in Karnataka Secretariat Manual.

h) Case Workers: One Assistant is directly attached to Under Secretary. And there is one Senior Assistant and one Assistant attached to the Desk Officer (Motor Vehicles Section). One Senior Assistant and two Assistants are attached to the Section Officer (State Transport Corporation Section). Two Senior Assistants and One Assistant are attached to the IFA Opinion & One Senior Assistant and Two Assistants are attached to the IFA Budget. They carry out the duties allotted to them. They examine the proposals/receipts as per the Rules/Regulations/Acts and the laws in force etc put up notes in the file as per Karnataka Secretariat Manual and submit them to Desk Officer. They also put up drafts as per orders in the file.

i) Junior Assistant: One Junior Assistant is attached to each of the Sections. i.e. Motor Vehicle Section & State Transport Undertakings Section. Junior Assistants are also attached to Deputy Secretary, Principal Secretary. They receive the tappal and file that come to the section, diaries and distributes to caseworkers, maintain movement of files, responsible for issue of letters etc. They carry out their duties as per Karnataka Secretariat Manual.

j) Stenographers: Stenographers are attached to Under Secretary, Deputy Secretary & Principal Secretary. They under take the typing work as dictated by the Officers, discharges duties as per the directions of the Officers. The Stenographers/Personnel Staff attached to Principal Secretary will also carryout the work related to APRs of class -I officers of Transport Department. They carry out the duties as per Karnataka Secretariat Manual.

k) Typists: Typists are attached to Sections. They are in charge of typing work in the section.

l) Dalayaths (Class IV): Dalayaths keep the Office neat and tidy. Deliver files/tappals to other sections/departments as per the instructions contained in

Karnataka Secretariat Manual. Stitch the closed files and deliver them to General Record Section.

(iii) The procedure followed in the decision making process, including channels of supervision & accountability:

(a) The procedure followed in the decision making process is as follows:

Case Worker: Opening of a new file on receipt of a proposal or process the receipt in the existing file.

Section Officer: Scrutinises the proposal with all relevant facts and mark the file to Under Secretary with a course of action to be adopted.

Under Secretary: Suggests the suitability or otherwise of the course of action suggested, and define the same in the light of the existing provisions of Rules or Acts, precedent cases or take appropriate decision under the delegated powers.

Deputy Secretary: Reviews the case with an overall view and submit the file to the Principal Secretary for approval of the ultimate course to be adopted on the proposal that is under consideration, or take appropriate decision under the delegated powers.

Principal Secretary: Decides on the course of action to be taken on a proposal under the delegated powers and, if necessary, will submit the file for final orders of the Hon'ble Minister for Transport Department or the Government as the case may be.

(b) Channels of Supervision: -

Motor Vehicles Section:

Case Worker: → Desk Officer: → Deputy Secretary: → Principal Secretary

Road Transport Corporation Section:

Case Worker: → Section Officer: → Under Secretary: → Principal Secretary

IFA (Opinion):

Case Worker: → Section Officer: → IFA: → Principal Secretary

IFA (Budget):

Case Worker: → Section Officer: → IFA: → Principal Secretary

Legal Cell:

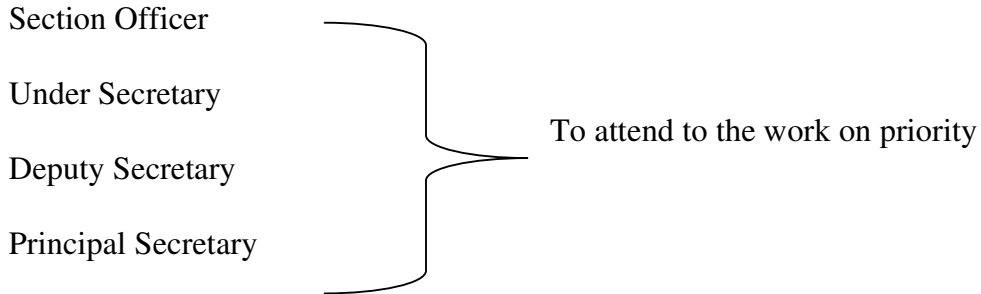
Case Worker: → Under Secretary: → Head of Legal Cell: → Principal Secretary

(iv) The norms set for the discharge of functions:

Dalayath: Carrying out the functions entrusted to him on the same day.

Junior Assistant: Carrying out the functions entrusted to him on the same day.

Case Workers: Up to 5 days for submission of files/tappals. (as per Karnataka Secretariat Manual)

**(v) The rules, regulations, instructions, manuals and records, held it or has under its control or used by the employees for discharging functions:**

- (1) The Central Motor Vehicles Act, 1988.
- (2) The Karnataka Motor Vehicle Rules, 1989.
- (3) The Karnataka Motor Vehicle Taxation, Act, 1957.
- (4) The Karnataka Motor Vehicle Taxation, Rules, 1957.
- (5) The Road Transport Corporation Act, 1950.
- (6) The Karnataka State Road Transport Corporation Rules, 1961.
- (7) The Karnataka Civil Services (Service & Kannada Language Examination) Rules, 1974.
- (8) The Departmental Promotion Committees.
- (9) The Karnataka Civil Services (General Recruitment) Rules, 1977.
- (10) The Karnataka Civil Services (Probation) Rules, 1977.
- (11) Reservation roster for Scheduled Castes, Scheduled Tribes & other backward Classes.
- (12) The Karnataka Civil Services (Performance Reports) Rules, 1994.
- (13) The Karnataka Public Service Commission (Consultation) Regulation, 2000.
- (14) Appointment to the dependents of Government Servants who die while in service on compassionate grounds.
- (15) The Karnataka Civil Services (Classification, Control & Appeal) Rules, 1957.
- (16) The Karnataka Civil Services (Conduct) Rules, 1966.
- (17) The Karnataka Government (Allocation of Business) Rules, 1977.
- (18) Karnataka Transaction of Business Rules, 1977.
- (19) The Karnataka Government Servants (Medical Attendance) Rules, 1963.
- (20) The Karnataka Civil Service Rules

(vi) Category of documents that are held by it or under its control:

All the files dealt and processed by the Transport Secretariat in so far as it relates to Transport Department, Karnataka State Road Transport Corporation, Bangalore Metropolitan Transport Corporation, North-West Karnataka Road Transport Corporation, North-East Karnataka Road Transport Corporation & Devaraj Urs Truck Terminal Limited.

(vii) Particulars of arrangements for consultation with or representation by the members of Public in relation to formulation policy or implementation thereof:

Policy decisions taken and implementation done are covered by the Motor Vehicles Act & Rules. If the Act & Rules provide for such a consultation action will be taken accordingly.

(viii) Statement of Boards, Councils, Committees etc for purpose of advice:

There are no such Boards, Councils or Committees in Transport Secretariat.

(ix) Directory of Officers and Employees:**Transport Department**

Sl. No.	Name of the Officer Sri / Smt	Designation	Telephone Number
1	2	3	4
1	Upendra Thiripathi, IAS	Principal Secretary to Government	080-22353912 080-26685922 ®
2	K.V.Prasad	Deputy Secretary to Government	080-22353962 080-22032213 080-23425819®
3	K.S.Sridhara	Under Secretary to Government	080-22032292
4	N.Sarvamangala	Gazetted PA to Principal Secretary to Government	080-22353912
5	M. Hariharaswamy	Section Officer, Transport –1 Section	080-22032914
6	M.R.Chandrashekhhararadhya	Desk Officer, Transport –2 Section	080-22032014
7	P.S.Prabhakara	Section Officer, Transport –R&I, C	080-22032336
8	T.N.Narasimharaju	Senior Assistant, Transport –2 Section	080-22032014
9	Chandrakantha	Senior Assistant, Transport –1 Section	080-22032914
10	H.Vanitha	Assistant, Transport –1 Section	080-22032914
11	Mahanthesh V chivutagundi	Assistant, Transport –1 Section	080-22032914
12	B.Krishnoji Rao	Assistant, Transport –2 Section	080-22032014
13	Shantha Kumar K.M	Senior, Assistant, office of the Principal Secretary	080-22353912
14	N.S. Gayathri Devi	Stenographer, Office of the Principal Secretary.	080-22353912 080-26665016 080-26716529
15	Vidya.H.Pai	Stenographer, Office of the Under Secretary.	080-22032292
16	Mallinath	Stenographer, Office of the Deputy Secretary.	080-22353962
17	N.Rajanna	Junior Assistant, Transport-2 Section	080-22032014
18	Girish Bhat	Junior Assistant, Transport, Deputy Secretary Section	080-22353962
19	Venugopala	Junior Assistant, Transport-1 Section	080-22032914

(x) Monthly remuneration received by each of the Officers and employees including the system of compensation:

Sl. No.	Name of the Officer with Designation	Total Remuneration (Gross Salary)
1	2	3
1	Upendra Thripathi, IAS Principal Secretary to Government, Transport Department	93,665.00
2	K.V.Prasad Deputy Secretary to Government, Transport Department	33,257.00
3	K.S.Sridhara Under Secretary to Government, Transport Department	21,379.00
	M. Hariharaswamy Section Officer,	22,413.00
5	M.R.Chandrashekhararadhya Desk Officer	18,208.00
6	P.S.Prabhakara, Section Officer	26,776.00
7	N.Sarvamangala Gazetted PA	21,800.00
8	T.N.Narasimharaju Senior Assistant	16,880.00
9	Chandrakantha, Senior Assistant	16,804.00
10	K.M.ShanthaKumar Senior Assistant	18,778.00
11	N.S. Gayathri Devi Stenographer	14,001.00
12	Vidya.H.Pai Stenographer	13,607.00
13	Mallinath Stenographer	12,691.00
14	H.Vanitha Assistant	14,171.00
15	Krishnoji Rao Assistant	12,272.00
16	Mahanthesh V Chivutagundi Assistant	12,596.00
17	N.Rajanna Junior Assistant	12,272.00
18	Girish Bhat	8917.00
19	Venugopala ,Junior Assistant	8,563.00
20	Mohan Singh .B., Dalayath	13,747.00
21	Shankar M.S., Jamadar	12,507.00
22	Shobha, Dalayath	9,361.00
23	Puttaningamma, Dalayath	8,637.00

Note: Officers and employees directory in respect of IFA section and Legal Head section published separately by Home Department.

(xi) The budget allocated to each of its agency, with particulars of all plans, proposed expenditure and reports on disbursements made:

Sl. No.	Department / Organization	Budget in the Year 2008-09 (Rs. In Lakhs)	
		S.C.Passes (Non Plan)	Capital Outlay on Road Transport (Plan)
1	2	3	
1	Transport	0.00	101.22
2	Karnataka State Road Transport Corporation	5110.64	3500.00
3	Bangalore Metropolitan Transport Corporation	4910.64	0.00
4	North-East Karnataka Road Transport Corporation	1946.88	3000.00
5	North-West Karnataka Road Transport Corporation	4947.84	8500.00
6	D. Devraj Urs Truck Terminals Limited	0.00	1000.00
7	Driving Testing Facilities	0.00	200.00
8	Basic Services for Urban Transport (JnNURM)	0.00	10000.00
Total		16916.00	26301.22

Sl. No.	Nomenclature (Non Plan)	Budget in the Year 2008-09 (Rs. In Lakhs)	
		Department / Organization	Capital Outlay on Road Transport
1	2	3	
1	Freedom Fighters	KSRTC	327.49
2	Free Bus Travel Facility to the Blind	KSRTC	959.30
4	Concession Bus Travel Facility to the Physically Handicapped	KSRTC	639.80

(xii) The manner of execution of subsidiary programs with amounts allocated and details of beneficiaries of such programs:

The Transport Secretariat does not directly execute any subsidy program. However it sanctions funds for the subsidy programs.

(xiii) Particulars of recipients of Concessions, permits or authorization:

The Transport Secretariat sanctions funds as explained in item No. (xii). Permits to Motor Vehicles as per Motor Vehicles Act are being granted by Transport Department (Field Department).

(xiv) Details in respect of the information held in electronic form:

-NIL-

(xv) Particulars of facilities available to citizens for obtaining information including library or reading room, if maintained for public use:

The Transport Secretariat maintains no library or reading room.

(xvi)

(1) The names, designations & other particulars of Public Information Officer:

Sri. K.S.Sridhara,Sri.

Under Secretary to Government,
Transport Department,
Karnataka Government Secretariat,
Room No: 125, 1st Floor, M.S. Buildings,
Bangalore – 560 001.
Telephone No: 080-22032292.

(2) The names, designations & other particulars of Assistant Public Information Officers:

(i) **Sri M.R.Chandrashekararadhya**

Desk Officer, State Transport – 2 Section
Transport Department,
Karnataka Government Secretariat
Room No.132 , 1st Floor, M.S. Buildings,
Bangalore – 560001
Telephone : 080- 22032014

(ii) **Sri M Hariharaswamy,**

Section Officer
State Transport Corporations Section – 1
Transport Department,
Karnataka Government Secretariat
Room No.101 , 1st Floor, M.S. Buildings,
Bangalore – 560001
Telephone : 080- 22032914

(iii) **Sri P.S.Prabhakara,**

Section Officer
Receipts, Issue & Co-ordination Section
Transport Department,
Karnataka Government Secretariat
Room No.101 , 1st Floor, M.S. Buildings,
Bangalore – 560001
Telephone : 080- 22032336

(xvii) **Such other information as may be prescribed:**

-NIL-

(K.V.PRASAD)

Deputy Secretary to Government,
Transport Department.

To:
The Compiler,
Karnataka Publication,, Bangalore.

Copy for information:

1. Karnataka State Information Commissioner, M.S.Buildings, Bangalore.
2. Private Secretary to the Chief Secretary to the Government of Karnataka, Vidhana Soudha, Bangalore.
3. GPA to Principal Secretary to Government, Transport Department, Bangalore.
4. The Transport Commissioner & Road Safety, Bangalore.
5. The Managing Director, KSRTC/BMTC/NWKRTC/NEKRTC/DDUTTL