

Manual -1

Particulars of organization, functions and duties

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

1. Aims and objective of the organization

- a. Improve skill management and transparency.
- b. Enhance Additional Resource Mobilization in Transport Sector.
- c. Develop user friendly transport Administration.
- d. Ensure safe, secured and comfort mobility on roads.
- e. 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 trendily 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 sectors 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 (Allocation of business)
Duties to be performed to achieve mission and Details of service rendered

Existing officers and staff of STA

1	Dr Chandra Shekhar Kumar, IAS.	Transport Commissioner-cum-Chairman, STA, Odisha, Cuttack.
2	Sri Ignesh Hasda, Secretary, STA, Ordisha, Cuttack	Additional Charge of ACT (A) & ACT (E)
3	Sri Ignesh Hasda, Secretary, STA, Ordisha, Cuttack	Permit and Traffic Survey.
4	Sri S. K. Panigrahi, Addl. Commissioner Transport (Tech)	ACT(Technical)
5	Dr. (Ms) Banani Mohanty, Joint. Commissioner Transport (Tax).	Taxation/Audit/ 1st Appellate R.T.I.
6	Sri R.K. Shastri, Under Secretary	Establishment, National Permit, General Section.
7	Mrs. Sadaf Suab Accounts Officer	Accounts, budget, Audit, Store
8	Sri P. K. Jalli	ATC (Enforcement)
9	Sri P. C Behera,Asst. Secretary.	Permit,
10	Sri T.K Mishra, Asst. Director.	Traffic Survey, RTI, All Important letters, Assembly Question
11	Smt. Arati Nayak, Asst. Director.	Taxation, P&D Cell
12	Sri Nirmal Kumar Sahu, Statistical officer	D.D.O.
13	Sri Sambit Kumar, L.R. MVI	Technical Matters
Section Officer		
14	Sri Sarat Ch.Das, Section Officer	Permit, Issue, Diary & e-despatch.
15	Smt. Pramila KansaraliSection Officer	Audit, Budget, Computer.
16	Smt. Rita Mahakhud, Section Officer	General.
17	Sri B. Mallick, Section Officer	Tax, Store, Tech.
18	Sri N. Sethy, Section Officer	Establishment, Resnalisation, Enf (Important return.)
19	Sri S.C. Khandual,	Pvt.Secy.to Transport Commissioner

20	Smt. S. Dei P.A. to Transport Commissioner	Personal Asst. to Transport Commissioner.
Sr. Stenographer.		
21	Smt. Sipra Mohanty	Sr. Stenographer attached to ACT (Admn) & JCT (Tax)
22	Sri Sarat Ch. Panda	Sr. Stenographer attached to Secretary.
23	Sri Sitanhu Ranjan Behera,	Traffic Inspector
Statistical Investigators.		
24	Sri B.K. Mishra	Road Safety Cell, Modernisation, Store, Computer.
25	Sri G. Parida	RTI, Assembly, Asist in Budget Work.
26	Sri P.K. Das	Accounts Section on leave.
27	Sri A.B. Nayak	RTA Estt. Section
28	Smt. Minati Mahapatra	Budget Section.
Sr. Assts.		
29	Sri Prasanna Kr. Rout,	Account Section.
30	Sri Tapilal Mugri	Audit Section.
31	Sri Srikanta Das	Head Qtr. Enf. Estt.
32	Sri Pravat Bhatta	VCR Section
33	Sri Bullei Mallick	Accounts Section (Cash).
34	Smt. Suprava Sahoo	General.
Accountant		
35	Sri Madhusudan Sabat	National Permit Section.
Jr. Assistants		
36	Sri Sripati R.	Inter State Permit .
37	Sri Aditya	Inter Region Permit Section.
38	Miss Ritu Baral	Technical Section.
39	Sri Dillip Ku. Sahu	Tax Section.

Sr. Typist-05.		
40	Smt. Binodini Sahu, Sr, Typist,	Issue Section
41	Sri Dharendra Kr. Routray, Sr. Typist	Typing, Issue & Despatch, Peskar to Secretary
42	Sri Hemanta Ku.Sahoo	Attached to Legal Cell
43	Sri Jugal Kishore Lakra, Sr. Typist	M.V.Esst. Section.
44	Sri Niranjan Samal	Treasury Sarkar.
Peons		
45	Sri Babrubahan Behera	Peon, attached to ACT (Administration)
46	Sri Matal Soren	Peon, Store Section.
47	Narayan Gouda	Peon attached to JCT Tax.
48	Smt. Kanaklata Mohanty ,	Peon, Attached to Account Officer. Will be rtd. On 31.07.2015
49	Sri Kishore Gouda, Peon	Permit Section
Constable-03		
50	Sri Niranjan Das.	O.M.V.D Constable, STA F/S
51	Sri Pabitra Mohan Sahoo.	O.M.V.D Constable, STA F/S
52	Sri Amulya Kumar Jena.	O.M.V.D Constable, STA F/S
53	Sri S.S Patra, Peon	Attached to ACT(Technical)
54	Smt Salge Soren, Peon	Attached to Transport Commissioner
55	Sri Mohini Mohan Swain, Peon	Distribution of local Daka.
56	Smt Champabati Pradhan, peon	Peon, Attached to Secretary.
57	Smt. Bilasini Sahu, Peon	VCR, Section
58	Smt. Subasini Behera peon	Attached to Establishment Section
59	Sri Manohar Naik	Choukidar
60	Sri Umesh Mukhi,	Sweeper
61	Umakanta Behera	Attached to Transport Commissioner
62	Riazul Haque	Attached to Under Secretary.
63	Raghunath Kar	Attached to ATC.
64	B.Ashok Naik.	Secy. SYA & Audit Section.
Driver		
65	Sri Biswa Bhusan Moharan,	Driver, STA F/S

66	Nishamani Mahapatra.	Under Secretary
67	Motiram Kulu	Transport Commissioner.
68	M.K.Das (Contractual)	Commissioner Residence.
69	Doctor Gouda (Contractual)	ACT (Tech)
70	Panchanana Behera (Contractual)	Secretary.
71	P.K.Sahu	JCT (Tax)

Citizen Interactions.

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

STA Publications.

(1) Quarterly new letter under the Gati Pragati quarters.(2) Citizens' charters in each year,(3) Compendium on Road Accidents 2003 4) Souvenir on Road Safety,2004,. (5) Resource Book on basic orientation Training for Jr.IMVs-2003,(6) Drivers Manual entitled, Gadi chalanar (Oriya)2005. (7) Buses in Orissa present and future-2005. (8) Resource Book on Orientation Training For Enforcement Officers of OMV Department 9) Manual for Learner's License both in English and Odia,

9.Postal Address.

Office of the Transport Commissioner,Orissa

6th Floor, Rajaswa Bhawan,

PO. Chandinichouk,

Dist. Cuttack,

PIN.753001,Orissa.

Ph.0671-2507042

FAX-0671-2507238.

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

website-[http://Orissa.gov.in/Orissa_transport Nic-in](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.
5. RTO, Balasore.
6. RTO, Bhubaneswar. –I
7. RTO, Bhubaneswar - II
8. RTO, Bolangir
9. RTO, Chandikhole
10. RTO, Jajpur
11. RTO, Cuttack
12. RTO, Dhenkanal.
13. RTO, Ganjam(Chatrapur)
14. RTO, Bhanjanagar
15. RTO, Kalahandi (Bhawanipatna).
16. RTO, Keonjhar.
17. RTO, Koraput.
18. RTO, Mayurbhanj (Baripada).
19. RTO, Phulbani.
20. RTO, Puri.
21. RTO, Rourkela.
22. RTO, Sambalpur.
23. RTO, Sundargarh.
24. RTO, Baragarh
25. RTO, Rayagada.
26. RTO, Angul.
27. RTO, Talcher
28. RTO, Gajapati.
29. RTO, Jagatsinghpur.
30. RTO, Bhadrak.
31. RTO, Jharsuguda.
32. RTO, Nabarangpur.
33. RTO, Nayagarh.
34. RTO, Nuapada.

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.

Sl.No	Designation of post	Power/duties attached.
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. 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 advance is required by head of office himself. 3. Recommending to Govt. for Transfer and posting of other Class-II officers like Addl. RTO(non-Tech.)OPS Class-II,OS&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. 4. Power delegated by Govt. in Commerce & Transport (Transport) Deptt. Lr.No. 139/T dt..03.01.2006. 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. ii) To make appointment in respect of class-III Govt. servants under his control and in RTA Officers. iii) Pass to sanction of increment, full power in respect of RTO, IMV & T.I. iv) Power to approve tour programme and tour diaries in respect of RTO/Addl.RTO & 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.
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**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.

i)	Headquarter (Enf) Flying Squad	Sr. Most T.I. of the team	ATC (Enf.) Headquarters	ACT (Enf.)	Remarks
ii)	RTO office	Sr. Most T.I.	RTO	ACT (Enf.)	
iii)	DCT office (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 Comm.. Trans. Office	Dy. Commr. Transport		ACT (Admn.)	
iii)	DTS, BBSR	Principal, DTS		ACT (Admn.)	
iv)	Sr. Steno	Concerned Officer		Transport Commissioner	
4.	Head Clerk. Transport Cadre RTO, Office i) RTO, Office ii) Dy. Comm. Tr. Office	RTO DCT	Dy. Commr. Transport Dy. Commr. Transport	ACT (Admn.) Dy. Commr. Transport	
5.	Sr. Clerk/Jr. Clerk 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 Commissioner	
	D.I. DTS, BBSR	Principal, DTS, BBSR	ACT (Tech.)	Transport Commissioner	
1.	Addl. Commissioner Transport Deptt. Joint Commissioner Transport	Transport Commissioner	C.S. of VSO in charge of the department		
2.	Secretary-cum-Addl. Commr., STA	Transport Commissioner	C.S. of VSO in charge of the department		
3.	Joint Commr. Tech.	Transport Commissioner	C.S. of VSO in charge of the department		
4.	Under Secretary (Tax)	Jt. Commr. Tran. (Tax)	Transport Commissioner		
5.	Under Secretary (Gen.)	a) Addl/ Jt. Commr. Tr.	Transport Commissioner		The Transport Commissioner has to record his remarks on report of both the TOs
		b) Secretary-cum- Addl. Commr., STA	Transport Commissioner		
6	a) Asst. Secy. (Estt.)	Addl./Jt. Commr. Tra	Transport Commissioner		
	b) Accounts Officer	Addl./Jt. Commr. Tra	Transport Commissioner		
	c) Statistical Officer	Addl./Jt. Commr. Tra	Transport Commissioner		
7.	Asst. Secretary (Permit)	Secretary-cum-ACT, STA	T.C.-cum- Chairman, STA		
8- a	RTO	Zonal Dy. Commr. Tran	Collector- cum- Chairman, RTA	Transport Commissioner	
b	Addl. RTO	RTO	1- DCT 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 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 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	Joint Commissioner concerned	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/-
4	Sanitary and water supply installation	
a)	Non-residential	Rs.2000000/-
b)	Residential	Rs.750000/-
5	Electrical Installation	
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 fulfillment 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.

Sl No.	Item of expenditure	Restriction/clarification/monetary limit subject to which expenditure can be incurred.
1	Petty works and repairs 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. B) Class-I Officer-200-250 Sqft C) Gazetted Officer-100-175 Sqft. D) Head Ministerial- 500 Sqft E) Assistant/Clerk/auditors etc-40 Sqft 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	Secretary, STA, Orissa, Cuttack Vacant	Permit & Traffic Survey
2	Sri M.Mishra OAS (S.G.), Addl. Commissioner Transport	Audit/Estt./General/Budget/Legal/Store /CCR/Record Room/Misc.

	(Admn.)	
3	Sri B.Patra OAS- (SG) Joint Commissioner Transport (Tax)	Taxation
4	Asst. Secretary Vacant	Permit Section
5	Sri A.K.Panda OAS-I (JB), Under Secretary	General and Permit.
6	AO-cum-Asst. 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
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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 10 Am to 5 PM
2	Notice Board	All other information relating to Transport matter
3	Website http. Orissa gov.in /transportnic.in	All information round the clock
4	Citizens charter	All information 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.

Sl 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	Odisha Road Safety Society, Cuttack, at 6 th Floor, Rajaswa Bhawan, P.O.- Chandinichawk, Cuttack	To undertake road safety activities and recommend road measures to combat road accidents.	Chairman, Transport Commissioner, Member-Secretary, Addl. Commissioner Transport (Tech.), S.T.A. Member : - I. Sr. Officers from S.T.A. ii . RTOs/MVIs iii. NGO's iv. State Bus /Truck Owner's Association	No. 20152/116/96-97. 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 2607292	Residence / Mobile
1	2	3	4	5	6
1.	T.C.Cum-Chairman, S.T.A	Sri M.Akhaya, IPS	2607042/2607238 (FAX)	100	2536162
2.	Addl. Commr.Tr. (Admn)	Sri P.C. Pathy. OAS(SAG)	2607266	101	2305763 2300210
3.	Addl. Commr.(Enf.)	Vacant	2607256	102	
4.	Secretary, S.T.A.	Sri I.Hansda.	2607256	103	
5.	Addl.Commr. Tr. (Tech.)	S.K.Panigrahi, OTES	2609026	105	2590436
6.	Jt. Commissioner (Tax)	Ms.B.Mohanty.	2607176	104	9437150502
7.	Standing Counsel				
8.	Addl.Standing Counsel				
9.	Under Secretary	Sri R.K.Sastri, OAS		109	
10.	Asst. Secy (P)		PBX	120	9437270762

11.	A.O.-Cum-Asst.Secy	Mrs.Sadaf Suab	0671	112	9337181366
12	Statistical Officer	Sri T.K. Mishra OSES	2607292	110	
13.	Asst. Director	Smt. Arati Nayak.		111	
14	Asst. Secretary (F.E.)	Sri P.C. Behera		115	
15	Asst. Secretary (Gen)			108	
16	Pvt. Secretary to T.C.	Sri S.C.Khandual.		113	
17	P.A. to T.C.	Smt.S.Dei.		113	
18.	A.T.C.(Enf.)	OPS		114	
19.	.L.O.	K.K.Mahapatra		123	
20	S.O(Esst.)	Sri B.Mallick.		115	
21.	S.O. (General)	S.C.Das		116	
22.	S.O. (Store)	Smt.R.Mahakud.		117	
23.	S.O. (Permit)	Smt. P.Kansarali.		122	
24.	S.O.(Enf.)	Sri S.C.Das		121	
25.	S.O. Accounts			124	
26.	Technical Director. NIC	Sri B.Panda	(Internet)	118	
27.	Computer Cell			118	
28.	Type Superintendent.			119	

Email- ori-transportcomm@nic.in

Web : www.Orissa.gov.in/transport.

List of A.P.I.O.

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

List of Appellate Authority within the Department.

Sl.No	Designation of officer	Postal Address	Telephone No
1.	J.C.T. (Tax), S.T.A., Orissa, Cuttack.	T.C.-Cum-Chairman, S.T.A., Orissa, At- Rajaswa Bhawan, P.O-Chandini Chawk, Cuttack-2.	0671-2607292 Ext. 103 0671-2608288

Sl.No.	Name & Designation	Pay Scale /Monthly remuneration
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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))

1	Chandrashekhar Kumar, IAS, Transport Commissioner, Odisha.	74,170	
2	Sri I. Hasda, Secretary, STA.	37,400-67000 BP - 37400	GP-8800
3	Dr. Banani Mohanty, Joint Commissioner, (tax) STA.	GP-7600 27370	BP -
4	Rajkishore Sastri, Under Secretary, STA	15600-39100 BP - 15600	GP-5400
5	Mrs. Sadaf Suab, Accounts Officer		
6	P.K. Jali, ACT (Enf)		
5	Tapan Kumar Mishra, Asst. Director, STA	GP-4600 19620	BP -
6	Arati Nayak, Asst. Director, STA	15600-39100 BP - 17720	GP-4800
7	Sri Purna Chandra Behera, Asst. Secretary STA.	9300-34800 BP - 20130	GP-4600
8	Sri Nirmal Kumar Sahoo, Statistical Officer, STA.	GP-4800 17720	BP -
9	Sri Sarat Chandra Das, Section Officer, STA	9300-34800 BP - 18090	GP-4600
10	Sri Balaram Mallick, Section Officer, STA	9300-34800 BP - 16200	GP-4600
11	Smt. Reeta Mahakuda, Section Officer	9300-34800 BP - 14330	GP-4600
12	Smt. Pramila Kansarali, Section Officer, STA	9300-34800 BP - 14330	GP-4600
13	Sri Narayan Sethi, Section Officer, STA	9300-34800 BP - 13440	GP-4600
14	Sri Sarat Chandra Khandual, Private Secretary to Transport Commissioner	9300-34800 BP - 18820	GP-4800
15	Subasini Devi P.A. to Transport Commissioner	9300-34800	
16	Sri Pravakar Das, S.I.	9300-34800	
17	Sri Bijaya Kumar Mishra, S.I.	9300-34800	
18	Sri Gunduchi Parida, S.I.	9300-34800 BP - 16210	GP-4800
19	Sri Alekh Bihari Naik, S.I.	9300-34800	

20	Sri Prasana Kumar Rout, Asst.	Sr.	9300-34800 BP -9300	GP-4200
21	Sri Tapilal Mugri, Asst.	Sr.	9300-34800 BP -9301	GP-4200
22	Sri P.K. Bhatta, Sr.Asst.	Sr.Asst.	9300-34800 BP -9302	GP-4200
23	Sri Bulei Mallick, Sr. Asst.	Sr. Asst.	10130-34800 BP -10130	GP-4200
24	Srikanta Das, Sr.Asst.	Sr.Asst.	10130-34800 BP -10131	GP-4200
25	Smt. Suprava Sahoo, Asst.	Sr.	10130-34800 BP -10132	GP-4200
26	Sri Madhusudan Sabat, Asst.	Sr.	9300-34800 BP -12180	GP-4200
27	Sri Jugala Lakra, Asst.	Sr.	9300-34800 BP -11000	GP-4200
28	Sri Dharendra Kumar Routray, Typist.	Sr.	9300-34800 BP -10820	GP-4200
29	Binodini Sahoo, Typist.	Sr.	9300-34800 BP -14290	GP-4200
30	Sarat Chandra Panda, Steno.	Sr.	9300-34800	
31	Sipra Mohanty, Steno.	Sr.	9300-34801	
32	Hemanta Kumar Sahoo,		9300-34800 BP -11300	GP-4200
33	Biswa Bhusan Maharana, Driver	Driver	5200-20200 BP -9870	GP-2200
34	Sri Nishamani Mahapatra, Driver	Driver	5200-20200 BP -10900	GP-2400
35	Sri Motiram Kulu, Driver.	Driver.	5200-20200 BP -9870	GP-2200
36	Niranjan Samal, Sarkar.	TR.	4440-7440 BP -8710	GP-1800
37	Babru Bhusan Behera, Peon.	Peon.	4440-7440 BP -8430	GP-1750
38	Mohini mohan Swain, Peon.	Peon.	4440-7440 BP -8730	GP-1750

39	Champabati Pradhan,	Peon	4440-7440 BP -8430	GP-1750
40	Subasini Behera,	Peon.	4440-7440 BP -8370	GP-1600
41	Bilasini Sahoo,	Peon	4440-7440 BP -8370	GP-1600
42	Narayan Gouda,	Peon	4440-7440 BP -8430	GP-1750
43	Matal Soren,	Peon	4440-7440 BP -5620	GP-1300
44	Kanak Lata Mohanty,	Peon	4440-7440 BP -8880	GP-1750
45	Salge Sorren,	Peon.	4440-7440 BP -7770	GP-1600
46	Umakanta Behera,	Peon	4440-7440 BP -7920	GP-1600
47	Kishore Chandra Gouda,	Peon.	4440-7440 BP -8220	GP-1500
48	B.Ashok Naik,	Peon.	4440-7440 BP -1323	GP-267
49	Dilip Kumar Sahoo,	Peon.	4440-7440 BP -7390	GP-1300
50	Riazul Haque,	Peon.	4440-7440 BP -7610	GP-1600
51	Shyam Sundar Patra,	Peon.	4440-7440 BP -8080	GP-1500
52	Umesh Chandra Mukhi, Sweeper.		4440-7440 BP -8120	GP-1600

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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. 001-TC and S.T.A. 101- Regional Transport Authority 102- Technical inspection (inspection of Motor Vehicles)	60055 32861 86295 11918			48930 29471 83604 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 4565			769 3871
2235-Social Security and Welfare	Special Employment programme – Crash programme for Educated Unemployed.	1340			1168

Plan Budget.

Name of the Plan	Activities to be undertaken	Date of Commencement	Expected date of completion	Amount sanctioned 2010-11	Amount disbursement / 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			7941	7858

	STA 20002 Other Charges				
	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.

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

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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. (b) C.M.V.Rules. (c) O.M.V.Rules.		
7.	Forms	a) C.M.V.Forms.	Yes	No

		b) O.M.V.Forms. c) Departmental Forms. i) Revenual Deartment ii) Income Tax iii) Food and Civil supplies & consumer Welfare. iv) Public grievances and pension administration. v) General		
8.	Circular issued by T.C.	vi) G.A. Vii) Culture viii) Home Department		
9.	Road Signal	i) Road & High ways. ii) Road Safety iii) Rules of road iv) road signal.		
10.	Permit	i) Route Vacancy		
11.	V.C.R.	i) Pending of V.C.R. list		

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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.

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

Sl.No	Designation of officer	Postal address	Telephone No.
1.	Asst. Director, S.T.A., Odisha, Cuttack.	T.C.-Cum-Chairman, S.T.A., Orissa, At-Rajaswa Bhawan, P.O-Chandini Chawk, Cuttack-2.	0671-2507176

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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

Website : www.Orissa.gov.in/transport.