

Government of Himachal Pradesh  
Department of Transport.

No-TPT-B(15)-2/2001-Part-II

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NOTIFICATION

The Governor of Himachal Pradesh is pleased to order to notify the Job Profiles alongwith performance indicators of the Officers/Officials working in the Transport Department which has been uploaded on the official website by the Department and is annexed at Annexure-“A”.

By Order

Principal Secretary (Transport) to the  
Government of Himachal Pradesh

**JOB PROFILE**  
**DUTIES AND RESPONSIBILITIES**  
**OF**  
**VARIOUS POSTS IN THE**  
**DEPARTMENT OF TRANSPORT,**  
**HIMACHAL PRADESH**

**Contents**

<b>Sr. No.</b>	<b>Name of Category</b>
1.	Director Transport
2.	Addl. Commissioner Transport –cum- Secretary State Transport Authority, HP
3.	Joint Commissioner Transport-cum-Regional Transport Officer HQ, Shimla-4.
4.	Regional Transport Officers
5.	Regional Transport Officer, Flying Squad
6.	Assistant Commissioner Transport (Tech.)
7.	Supdt. Gr-I
8.	Asstt. Controller (F&A)
9.	Section Officer (SAS)
10.	Asstt. Regional Transport Officers
11.	Supdt. Gr-II
12.	Senior Assistant
13.	Motor Vehicle Inspector
14.	Personal Assistant
15.	Junior Auditor
16.	Jr. Asstt./Clerk
17.	Jr. Scale Steno
18.	Steno Typist
19.	Traffic Inspector
20.	Programmer
21.	Computer Operator
22.	Drivers
23.	Constables
24.	Daftri
25.	Peon
26.	Chowkidar
27.	Sweeper
28.	Home Guard

**Duties and responsibilities of various posts in the Department of Transport, Himachal Pradesh.**

**1. DIRECTOR TRANSPORT, HIMACHAL PRADESH**

- i) Director Transport being administrative head of the Transport Department in the State is responsible for the efficient working of Transport Department, shall exercise all administrative and financial powers as adjoined upon the heads of the department in the Himachal Pradesh Government.
- ii) He is also the Chairman of Regional Transport Authorities constituted by the Govt. of HP.
- iii) He shall submit to the Govt. budget and appropriation proposals in consolidated form for the department as a whole for consideration/approval.
- iv) He shall ensure the implementation of Central Motor Vehicle Act/Rules, HP Motor Vehicle Rules. HP Motor Vehicle Taxation Act/Rules in letter and spirit.
- v) He approves all kinds of models of vehicles to be allowed to be registered in the State.
- vi) He shall submit proposals regarding policy matters pertaining to the department to the Additional Chief Secretary (Transport) for finalization.
- vii) He shall ensure the achievements of financial targets set by the govt.
- viii) He also recommends the cases to the Govt. for allotment of Registration series to all the RTOs/RLAs in the Pradesh.
- ix) He has over all control over all the RTOs in the Pradesh and also exercise in direct control over R&Las for realization of taxes due the State under the Motor Vehicle Act/Rules and HP Motor Vehicle Taxation Act and as well as settlement of audit paras pertaining to them and issue directions thereof.
- x) He is also Chairman-cum-Chief Executive Officer of E-Governance Society of Transport Department, HP.
- xi) He shall exercise all the powers delegated to him by the State Govt. from time to time and is directly answerable to the Govt.

**2. ADDITIONAL COMMISSIONER TRANSPORT-CUM-SECRETARY, STATE TRANSPORT AUTHORITY, HIMACHAL PRADESH.**

- i) The Additional Commissioner Transport-cum- Secretary, STA, HP shall assist the Director Transport in the performance of his duties and responsibilities and all proposal shall have to be initiated through him to the Head of Department.
- ii) He has been delegated with the powers of Head of Offices in Directorate & he will be responsible for administrative matters of the Department.
- iii) He also acts as controlling officers of RTOs in Transport Department and issued necessary directions/clarifications to them.
- iv) He shall be required to inspect the working of all the RTO offices and after inspecting, the field offices will record inspection notes.
- v) He will also exercise financial power attached to his post in the capacity of being controlling officer.
- vi) He will act as Nodal Officer in respect of Transport Department for issues related to the preparation of Long Term Master Plan for HP.

- vii) He will act as Ex-officio-Vigilance Officer in respect of Transport Department.
- viii) He shall have to finalize the reciprocal agreements on behalf of HP Govt. with the adjoining states.
- ix) Public Information Officer under RTI Act, 2005 in Directorate of Transport, HP.
- x) Being a Secretary, STA, he is also looking after the following jobs :-
  - Registering authority for commercial vehicles such as Taxi/Maxi/ Contract carriage buses and also for non-transport vehicles under the HP 62 & HP 62 A series.
  - Grant of Taxi/Maxi Permits
  - Grant of National Permits of Trucks.
  - Grant of All India Permits for Contract Carriage Buses/within state permits.
  - Compounding challaning powers to streamline the traffic.
  - Appellate Authority under section 15(1) of Himachal Pradesh Motor Vehicle Taxation Act, 1972.
  - To co-ordinate and Regulate the activities and policies of RTA.
  - To settle all disputes and decide all the matters on which differences of opinion arise between RTAs.
  - Licensing Authority including International Driving License.
  - Member Secretary of E-Governance Society of Transport Department.
- xi) Any other job assigned by the Head of Department.

**3. JOINT COMMISSIONER TRANSPORT-CUM- REGIONAL TRANSPORT OFFICER (FLYING SQUAD) HEADQUARTER, SHIMLA.**

- i) Clarification/directions regarding Stage Carriage Permits/Time tables/Inter state agreements with Regional Transport Offices in the State through Additional Commissioner Transport.
- ii) To check the illegal plying of vehicles in all over he State and vested with Compounding/ Challaning powers to streamline the traffic in accordance with provisions of Motor Vehicle Act/Rules, HP Motor Vehicle Rules, HP Motor Vehicle Taxation Act/ Rules and also realize the taxes on the spot, due towards State of HP.
- iii) Power to renew/NOC of driving licenses issued earlier.
- iv) Any other job assigned by the Head of Department.

**4. REGIONAL TRANSPORT OFFICERS (SHIMLA/SOLAN/ SIRMOUR/ UNA/BILASPUR/HAMIRPUR/DHARAMSHALA/ MANDI/ KULLU & CHAMBA)**

- i) He is the Head of office and assigned the powers of DDOs being a Controlling officer.
- ii) To check the illegal plying of vehicles in his jurisdiction and Compounding/ Challaning powers to streamline the traffic as RTO.
- iii) Powers to issue (basic & National permits for goods vehicles, three wheeler/Stage Carriage/Taxi/Maxis as sanctioned by the STA/RTA.
- iv) Power to registration of vehicles (Taxi/Maxi/Personalized & Commercial vehicles).

- v) Power to issue temporary permit for carrying out repair of vehicle.
- vi) Power to issue special permit under section 88(8) of Motor Vehicle Act, 1988.
- vii) Power to convene the meeting of Stage Carriage/HRTC for joint time table and issuance of time tables.
- viii) To act as Public Information Officer.
- ix) Licensing authority in respect of Driving/Conductor licenses.
- x) He is the Secretary of Regional Transport Authority of the region concerned for preparation of agenda for the meeting of RTA.
- xi) Any other job assigned by the Head of Department.

**5. REGIONAL TRANSPORT OFFICER (FLYING SQUAD), DHARAMSHALA & KULLU**

- i) He is the Head of office and assigned the powers of DDOs being a Controlling officer.
- ii) To check the illegal plying of vehicles in his jurisdiction and Compounding challaning powers to streamline the traffic as RTO Flying Squad.
- iii) Any other job assigned by the Head of Department.

**6. ASSISTANT COMMISIONER TRANSPORT (TECHNICAL), HQ, SHIMLA.**

- i) He is the head of Technical Section in Headquarter.
- ii) He submits proposal for approval of models of different kind of vehicles to the Director Transport, HP through Additional Commissioner Transport, HP.
- iii) The work relating to Road Safety programme, Pollution Check Centers and Opening/inspection of Driving Training School have been done under his supervision.
- iv) Clarification to all the Motor Vehicle Inspectors in Technical matters..
- v) To check the illegal plying of vehicles in all over the State and Compounding challaning powers to streamline the traffic as Asstt. Commissioner Transport (Tech.).
- vi) To maintain data regarding vehicle inspection/driving test taken by the Motor Vehicle Inspector in the Pradesh.
- vii) Any other job assigned by the Head of Department.

**7. SUPERINTENDENT GRADE-I**

- i) He is working under the control of Head of Department/Head of office in HQ and power to grant short leave, casual leave to the subordinate staff posted in the section not exceeding a spell of four days at a time and to grant station leave.
- ii) To monitor receipts of letters and interim replies.
- iii) To issue ordinary reminders.

- iv) To supervise/give suggestions on important issues of the department.
- v) To send replies to routine queries in respect of decisions already taken, supply factual information and call for preliminary information in incomplete cases before submitting of cases to the officers.
- vi) Guide and advise all the dealing hands for immediate disposal of cases pending for over one week.
- vii) To check the illegal plying of vehicles in all over the State and Compounding challaning powers to streamline the traffic and realization of taxes on spot.
- viii) He will be all over In-charge of the Establishment and other branches given under his control.
- ix) Any other job assigned by the Head of Department.

**8. ASSISTANT CONTROLLER (F&A), HQ, Shimla.**

- i) Financial Advisor to the HOD
- ii) Branch officer of the following branch:-
  - **Budget Branch:-**
    - Receipts estimates(includes STA,RTOs,Barriers &R&LS)
    - -Expenditure estimates of Plan & Non-Plan (includes Directorate, STA,RTOs,Barriers,
    - HRTC, Retirees , ex-gratia to accident victims, Tribal Area Sub-Plan, Schedule Caste Component Plan )
    - Daily monitoring of increase/decrease in receipts figures of barriers.
    - Allotment of budget in accordance wit FD guidelines.
    - Decretal matters and inclusion thereof in SDG.
    - Budget estimates for HGT employees.
    - Additionality, Final Excess and Surrender Statement.
    - Appropriation.
    - Reconciliation with AGHP(A&E) for figures of the Directorate, RTOs/R&LAs.
- iii) **DDO**
  - DDO powers of Directorate, STAs & RTO,(FS) & Shimla.
- iv) **Accounts Branch:-**
  - Preparation of all kinds of bills, maintenance of subsidiary books, presentation thereof in the treasury under provision of HPFR.
  - TA/DA matters of non-official members
  - Reconciliation of figures with treasury & AG pertaining to branch
  - Refunds under Taxation Act of All RTOs&R&LAs
  - Loans and Advances to Govt. servant.
  - Grant of subsidy, loan etc. to HRTC
  - Tentative Tour Programme of RTOs and Countersignatures of their bills.
  - Cases of Medical claims transfer of retiree to another establishment.

**v) Cash Section-**

**Cash Counter for general public**

- Daily cash receipts at cash counter established for receipts of STA/RTO(FS)&Shimla (computerized cash book)under Motor vehicle Act.- Cashier -I
- Cash at chest: - Cashier-II
- Daily cash transaction, receipt and disbursement of establishments of the Directorate/STA/RTOs,Shimla&FS/
- retirees of Departmental and HRTC for MR and gratuity payments
- Deposit of cash into treasury/bank received from cashier-I.
- Deposit of bank drafts of SRT, Pollution check Centers, Driving Schools, National Permit, securities etc. through cashier-II,
- Accountal of PF deductions to employer for their employees on
- Secondment with Transport Department.

**vi) Pension Branch**

- All pension matters relating to HGT employees and Department.
- Action on Certificate & Report(C&R)of the AGHP(A&E)
- Ensure capitalized value from HRTC before releasing Pension and gratuity amount to HGT employees.
- Leave encashment,
- Retirement gratuity.
- Revision of pension cases.
- Arrear of DAs and due to revision of pension.

**vii) Composite Fee**

- Accountal of bank drafts received from other states under National Permit
- Scheme for composite fee on computerized cash book.
- Holding/attending the monthly meeting of northern states on bank draft exchange
- Meeting which is being held in rotation at level of the State Transport Directorate. .
- Accountal of bank drafts and process thereof which received after expiry date of validity.
- Reconciliation of bank drafts with treasury and Accounts.
- On receipt/accountal of bank drafts from other states, an intimation to this effect
- is sent to all the RTOs and barriers on CD,

**viii) Construction of bus stand**

- Transfer of land in favour of the Director of Transfer and then to Transfer to HTTC as per instructions of the H.P-correspondence/ final action. Evolves the responsibility with the branch.
- MLA's priorities
- Matters relating to grant of new permits, time tables, plying of buses as per thief recommendations,, construction of bus stand, rain shelters and complaints of the public received from them

**ix) Assurances of Assembly Questions**

**Budget Assurances.**

- General Development Committee on Departmental Activities.

- Committees on backward Class ,etc.
- Public Private Partnership
- Ex-gratia Passenger Accident Schemes

**x) Head of Audit Branch**

**xi) Review meeting**

- with Hon'ble CM
- With Hon'ble Transport Minister
- With the Addl. Chief Secretary(Tpt)
- With all the RTOs/field functionaries.

**9. SECTION OFFICER (SAS), HQ Shimla.**

- i) To conduct internal Audit of all RTOs&RLAs of the State.
- ii) Audit and Inspection Reports of AGHP(Audit) of all RTO/R&LA.
- iii) CAG Report
- iv) PAC matters
- v) Suo-moto, Report, ATR,FATRs.
- vi) Review notes of the Audit.
- vii) Recovery from defaulters.
- viii) ALR/Writing off cases.
- ix) Adhoc committee on civil and revenue.
- x) Store, Stock, Stationary.
- xi) Vehicle cases
- xii) Accommodation
- xiii) Rent
- xiv) Telephone
- xv) Physical Verification of Stocks
- xvi) E-Governance
- xvii) Role of Presenting Officer in the Inquires instituted against official of this department.
- xviii) Vidhan Sabha duty during budget and monsoon session.

**10. ASSISTANT REGIONAL TRANSPORT OFFICERS (PARWANOO/ BADDI/BAROTIWALA/ KALA AMB/ PAONTA SAHIB /MEHATPUR/ GAGRET/ SWARGHAT/ DAMTAL/ KANDWAL & TUNUHATTI).**

- i) All ARTO's are posted in Transport barrier as Incharge of Barriers.

- ii) To check the illegal plying of vehicles in his barrier and Compounding challaning powers to streamline the traffic at the entry point of the State.
- iii) To check the papers of vehicles entering in the state and collect taxes if any.
- iv) They are working under the control of concerned RTOs.
- v) Any other job assigned by the Head of Department.

**11. SUPERINTENDENT GRADE-II (ESTABLISHMENT)**

- To supervise all the works relating to the branch.
- Supervise all Class-III & IV staff on duties including Driver and checking up their day-to-day functions/disposal.
- To ensure all the dealing hands and diarist for maintaining all required registers and keep the same updated.
- To keep careful watch on the movement of Dak and files between branches and higher authorities.
- To ensure timely submission of time bound cases /court cases.
- To ensure that all manuals, rules instructions, guard file and precedent registers of the sections are kept up to date.

In the department of Transport, they are supervisory officer's. They not only to deal with routine work of dealing with files, as submitted to them by the dealing hands or handled by themselves but they have a crucial and specific role to play in ensuring efficiency, checking delays, and displaying drive and initiative to make systemic changes.

**SUPERINTENDENT GR-II (GENERAL)**

- I) Correspondence regarding weigh bridges.
- II) Project regarding JNNURM under Mass Transport System.
- III) Inland water Transport Development.
- IV) Statistical information of ferry/boats with seating capacity.
- V) Transport Development Council/State Transport Development Council.
- VI) Regulation of Traffic.
- VII) Complaints regarding Time Table.
- VIII) RTA meetings

- IX) Modification of route permits of State Carriages.
- X) Complaints regarding non-plying of buses.
- XI) Grant of auto rickshaw permits in State.
  
- XII) Employment Generation.
- XIII) Correspondence regarding concessional passes.
- XIV) State level Grievances Committee.
- XV) Inter State Agreement/Inter State Transport Council/Inter State Correspondence with all matters.
  
- XVI) Vidhan Sabha Business/ Vidhan Sabha Committees except PAC/Vidhan Sabha Assurance/ Budget Assurances.
  
- XVII) Fixing of Freight rates of goods carriages/Fare rates of Taxi/Maxi/Omni buses/ Stage Carriages.
  
- XVIII) Annual Administration Report.
- XIX) Employment General
- XX) Taxi Meter Scheme
- XXI) Metering of taxi/prepaid system.

**SUPERINTENDENT GR-II (ENFORCEMENT)**

- i) Implementation of all Act/Rules applicable in Transport Deptt.
- ii) Amendments in HP Motor Taxation Act/Rules.
- iii) Transport Policy.
- iv) Exemption of taxes/SRT.
- v) Notification under Motor Vehicle Act/Rules.
- vi) Allotment of Registration Marks.
- vii) Demand Charter of HRTC Employees Union & Private operators.
- viii) Settlement of challans of other states.
- ix) All court cases pertaining to Motor Vehicle Act/Rules.
- x) Misc circulars.

12.

**SENIOR ASSISTANTS**

**a) SENIOR ASSISTANT (ESTABLISHMENT):-**

- i) Deals with the matters relating to formulation of R&P Rules of all categories.
- ii) Court cases of Establishment section.
- iii) Continuation/creation of posts.
- iv) JCC meetings.
- iv) Allotment of govt. accommodation.
- Vi) Maintenance of service books/personal files.
- VII) Transfer & postings of staff.
- viii) Complaint against officials of Transport Department.
- ix) Disciplinary cases/confirmation/DPC meetings, fixation of pay.
- xi) Trainings matters.
- xii) Sanction of all kind of leaves.
- xiii) Efficiency in administration.
- xiv) Inspection of offices.
- xv) Correspondence regarding daily wages, contract/part time workers.
- xvi) Vigilance cases.
- xvii) Miscellaneous correspondence/ Vidhan Sabha/Lok Sabha matters.
- xviii) ACRs.
- xviii) Information under RTI Act, 2005, etc.

**b) SENIOR ASSISTANT-1 (ENFORCEMENT) :-**

- i) Deals with the matters relating to State level Grievance Committee.
- ii) Inter State Agreements.
- iii) Inter State Transport Council.
- iv) Inter State correspondence.
- v) Vidhan Sabha Business/ Vidhan Sabha Committee except PACs/Assurances/  
Budget Assurances.
- vi) Fixation of Fare/freight rates of Goods/Contract/ Stage carriage bus.

- vii) Annual Administrative Report.
- viii) Metering of taxis/pre-paid systems
- ix) RTI applications disposals.
- c) SENIOR ASSISTANT-2 (ENFORCEMENT) :**
  - i) Deals with implementation/clarification regarding the Central Motor Vehicle Act/ Rules, HP Motor Vehicle Rules, HP Motor Vehicle Taxation Act/Rules.
  - ii) Transport Policy.
  - iii) Cases of exemptions of taxes/SRT.
  - iv) Notifications issued under Act/Rules.
  - v) Forwarding of cases for allotment of registration series to the Govt.
  - vi) Demand charter of HRTC and private operators regarding Stage Carriage operation.
  - vii) Challan of other states, court cases under Motor Vehicle Act/Rules.
  - viii) Miscellaneous circulars and correspondence thereof.
- d) SENIOR ASSISTANT (STAGE CARRIAGE) :-**
  - i) Deals with the issues relating to the meetings of RTAs.
  - ii) Complaints regarding time tables.
  - iii) Modification of routes of the Stage Carriages.
  - iv) Complaints regarding non-plying of buses.
  - v) Grant of auto-rickshaws permits.
  - vi) Formulation of routes approval thereof.
- e) SENIOR ASSISTANT (BILL) :-**
  - i) Deals with the preparation of bills of officers/officials with the regard to their salary, arrears, TA, wages, RRT.
  - ii) Medical reimbursement and contingent bills.
- f) SENIOR ASSISTANT (CASHIER) :-**
  - i) Deals with the payments on account of all kind of bills, Maintenance of cash book.

**g) SENIOR ASSISTANT (STORE) :-**

- i) Deals with the purchase of stationery and store articles.
- ii) Maintenance of register thereof.
- iii) Passing of vouchers/sanction orders.

**h) SENIOR ASSISTANT (Two in each RTO offices):-**

- i) Deal with the maintenance of special road tax amount in r/o HRTC/private operators.
- ii) Assessment of Special Road Tax.
- iii) Maintenance of SRT registers.
- iv) Monthly information with regard to special road tax.
- v) Preparation of defaulters list in each month.
- vi) Preparation of ALR cases for recovery.
- vii) Audit paras settlement.
- viii) Issue of special permissions.
- ix) Deals with preparation of agenda for RTA meetings/ proceedings.
- x) To receive and scrutinize applications relating to Stage Carriages.
- xi) Court case of stage carriages.
- xii) Issue/renewal of permits and time tables.
- xiii) RTI information's.

**13. MOTOR VEHICLE INSPECTOR**

- i) To issue fitness certificate after checking the vehicle in a proper way.
- ii) To conduct driving test and issue certificates in this regard to the applicant.
- iii) To assist Assistant Commissioner Transport (Technical) as and when required.

**14. PERSONAL ASSISTANT**

- i) To take dictation in both English and Hindi Stenography, to transcribe the same on Computer and to present the transcribed dictation work to the officer concerned.
- ii) To type demi-official letters, secret, confidential and important letters.
- iii) To do other type of work as and when assigned by the concerned officer.
- iv) To attend the office telephones courteously and politely and to connect the outside calls with the officer, keeping in view the engagement of the officers and his directions.

- viii) To maintain the engagement diary and frame tour programme as per directions of the officers.
- ix) To ensure that the driver has obtained sufficient advance to meet expenses for the entire journey during tour.
- vi) To prepare tour diary/training allowance bill after the completion of the journey and to see that the pay and other bills are timely prepared.

**15. JUNIOR AUDITOR**

He is attached with the Section Officer (Audit) for the settlement of audit paras and to initiate action to audit recoveries pointed out by the audit against RTOs/RLAs in the Pradesh and also to prepare replies on behalf of Directorate in respect of PACs matters.

**16. JUNIOR ASSISTANT/CLERK**

**Clerk (HQ)**

- i) Correspondence regarding weigh bridges, project regarding JNNURM under mass rapid transport System in Shimla Town, Inland Water Transport Development, Statistical information of ferry/boats with seating capacity, Transport Deveopment Council/State Transport Development Council and Inter Model Transport Study.
- ii) Preparation of agenda for the STA meetings, forwarding of applications to Chairman, STA for grant of National Permits for goods and contract carriages received from all RTOs, registration of non-transport vehicles, registration of commercial vehicles (Taxi/Maxi Cab/ Contract Carriage buses) and renewal/ issue of permits of these vehicles, Court cases of STA, reports of overloading by Trucks/buses.
- iii) Deals with updation of accident dates, correspondence/issue/renewal of licenses of Driving Training schools, Pollution Check Centres, Technical specifications of all type of vehicles, model approvals, issue of trade certificates, drawings, high security number plates, road safety programmes/meeting correspondence thereof, Smart Card.
- iv) Deals with computerization of department and attends to complaints relating any problem/technical defect if occurred in the computers of the field offices/barriers. Purchase, install, repair, AMCs of computers of Department. Assist Supdt. (Accounts) for maintenance of E-Governance account and passing of bills/voucher of computer repairs.
- v) Deals with the accounts of bank drafts into the govt. account received on account of National Permit Composite fee from all over the State, monitoring of collection of SRT

at all District level RTO offices, to attend bankers committee meetings outside the State.

- vi) Deals with preparation of medical claims of retirees of erstwhile HGT employees and assist Superintendent (Accounts).

**Clerk (field offices)**

- vii) Deals with the issuance/renewals of National Permit, Goods Carriage permit, Auto Rickshaws permit, Stage Carriage Permits/ realization of Special Road Tax, assessment of Special Road Tax, Registration of commercial vehicles as well as non commercial vehicles, court cases, RTI information, accompany with RTO for challaning of vehicles, maintenance of challaning records, preparation of defaulter lists, issue of taxi/maxi/contract carriage permit, issue of no objection certificate for conversion of vehicles/transfer of vehicle to other states, typing work, issue of driver/conductor license, sending of cases for grant of contract carriage/national permits to STA Himachal Pradesh and other general correspondence.
- viii) The day to day receipt of cash from the general public and maintenance of cash book thereof.
- ix) Two Clerks deployed specifically with RTO Flying Squad Shimla to convene surprise checking/illegal operation.
  - i) To receive the dak from the Central registry, other sources, give acknowledgement for the same and submit the entire dak to the Superintendent Gr-I/II for marking.
  - ii) To distribute all dak after diarizing to the dealing hands as per marking by the Superintendent against proper receipts of the dealing hands.
  - iii) To maintain attendance register.
  - iv) To procure stationery articles for the section and to distribute the same.
  - v) To do type work of the section, neatly, cleanly and accurately. In many offices now, computers are being introduced. Clerks should learn word processing work as it saves a lot of time specially in column work or in re-typing fair drafts or making corrections and additions to drafts.
  - vi) To maintain casual leave account of the entire staff posted in the section and to forward applications for other type of leave to the administrative section.

- vii) Referencing and flagging of Papers Under Consideration and fresh receipts with reference to all the communications referred to in the PUC or FR and the Sr. No. and – page no. thereof in the current or closed file(s); locating and adding files, papers, reference books and their extracts to files to enable the dealing hand to process cases.
- viii) Properly maintain record and files as required in the Section/Office of posting and to maintain al register, prepare returns.
- ix) To receive letters/other communications for dispatch to various destinations, including local dak.
- x) To enter the letters/other communications in the dispatch register and place the same in respective Department-wise/address-wise compartments.
- xi) To ensure that, as far as possible, all communications, excepting secret/confidential or Demi-official letters meant for one office/officer/addressee are placed in one envelope to economies the use of envelopes and stamps.
- xii) To see that secret/confidential communications are dispatched in sealed covers.
- xiii) Besides this, in the department of Transport, some clerks are deployed in barriers/RTO offices to deal the day to day work as assigned to them by the respective Head of office i.e. registration of all types of vehicles, to collect taxes, composite fees, SRT amounts, driving license/conduct license fees, etc.

**17. JUNIOR SCALE STENOGRAPHER**

- i) To take dictation in both English and Hindi Stenography, to transcribe the same on Computer and to present the transcribed dictation work to the officer concerned.
- ii) To type semi-official letters, secret, confidential and important letters.
- iii) To do other type of work as and when assigned by the concerned officer.

**18. STENOTYPIST**

- i) To take dictation in both English and Hindi Stenography, to transcribe the same on Computer and to present the transcribed dictation work to the officer concerned.
- ii) To type demi-official letters, secret, confidential and important letters.
- iii) To do other type of work as and when assigned by the concerned officer.

**19. TRAFFIC INSPECTOR**

They are posted in the office of Regional Transport Officer Flying Squad. The work of Traffic Inspector in the department to check the illegal plying of vehicles and control the flow of vehicles during checking.

**20. PROGRAMMER**

- i) Identifying top management information needs and developing and implementing system to satisfy these needs, coordinate with external organization with respect to development of software, supply and installation of computer system etc.
- ii) To assist top management in framing policies on computerization.
- iii) Maintenance of the installed Software and confer with the users to gain understanding of needed changes or modifications of existing programs and to coordinate with the National Informatics Centre for related issues for updation of Software
- iv) Test and troubleshoot programs utilizing the appropriate hardware, database and programming technology. Troubleshooting at RTOs and ARTOs offices in Himachal Pradesh.
- v) To update the Department Web Site on regular basis.
- vi) Assist personnel of the Department as a Computer Resource.
- vii) Provide computer orientation to new Department staff.
- viii) Other duties as assigned from time to time.

**21. COMPUTER OPERATOR**

To feed the data (Back up)/registration data/accidental data in respect of vehicles in computer in the field offices/barriers.

**22. DRIVERS**

- i) To drive the assigned vehicle.
- ii) Accompany the Officer on tour with the vehicle.
- iii) Proper care and maintenance of the vehicle and maintenance of its log books up to date.
- iv) To implement economy measure instructions issued by the Government from time to time.
- v) To implement and maintain vehicle average according to the Government instructions.

**23. CONSTABLES**

They are posted with Regional Transport Officers, Flying Squad in the capacity of security purpose and help the staff to check the illegal vehicles plying in the state.

**24. DAFTRI**

- i) To mend, trim, stitch; bind etc., old records, files, etc., in Record Room and in the Sections.
- ii) To paste correction slips in the official reference books of various officers and those of the branches/sections.
- iii) To sort out and properly keep the record in the record section.
- iv) Besides this he is operating the photo state & stenciling machines.
- v) To arrange timely repair of machine.
- vi) Any other job assigned by the controlling officer.

**25. PEON**

- i) To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 kg.)
- ii) To ensure the cleanliness and general up-keep of the section/office wherein posted and of the furniture, fixture and equipment.
- iii) To perform miscellaneous and odd job for officers/officials.
- iv) To attend to any other work that may be assigned.
- v) To attend to officers at headquarters/field office and while on tour.

**26. CHOWKIDAR**

- i) To keep watch and ward during and after office hours.
- ii) To take precautionary measures relating to prevention of fire and damage to Government property.

**27. SWEEPER**

- i) To sweep, clean and mop the rooms, corridors, verandahs and compound.
- ii) To clean the lavatories, urinals, baths, wash basins, etc. daily and properly.

- ii) To light the stoves/angithieis and to perform the allied work relating to this job.
- iv) To collect and dispose off all waste in the office.

**28. HOME GUARD**

They are posted at Transport Barriers in the capacity of security purpose and help the barrier staff to check the vehicles entered in the state without paying composite fees/taxes.