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**Government of Himachal Pradesh
Department of Transport**

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No.TPT-A(1)-1/2015

Dated Shimla-171002, the

4-3-2022.

NOTIFICATION

In supersession of this Department's all previous Notification(s), the Governor, Himachal Pradesh, is pleased to publish the records and other activities of the Transport Department at Administrative Department level at Secretariat as required under the provisions of Section 4(1) (b) of the Right to Information Act, 2005 as under:-

(i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:

Hon'ble Industries Minister is the Minister-in-charge of Transport Department and the organization set-up of the Department is as under:-

GOVERNMENT/ SECRETARIAT LEVEL

1. Additional Chief Secretary/Principal Secretary/ Secretary (Transport) to the Government of Himachal Pradesh.
2. Special/Additional /Joint/ Deputy /Under Secretary to the Government of Himachal Pradesh (as the case may be).
3. Section Officer as Section In-charge.
4. Superintendent.
5. Senior Assistants.
6. Junior Assistants.
7. Clerks.
8. Personal Staff i.e. Private Secretary/ Personal Assistants/Sr.& Jr. Scale Stenographers/Steno-typists.
9. Peons.

FUNCTION AND DUTIES:-

At Secretariat level, the Transport Department has one section. Principal Secretary (Transport) is the administrative head of the Department and discharges the following duties of the Department:-

1. Motor Vehicle Acts and the Rules made thereunder.
2. Himachal Pradesh Motor Vehicle Taxation Act, 1972.
3. SRT in lieu of Passenger and Goods Tax.
4. Road Transport Corporation Act.
5. Himachal Pradesh Bus Stands Management and Development Authority Act, 1999.
6. Rules & Regulations of Ropeways and Rapid Transport System Development Corporation, H.P. Ltd.
7. Railways.
8. State Transport Authority and Regional Transport Authority.
9. Transport Corporation.
10. Routes and routes permits.
11. Road Transport.
12. Bus Stands
13. Allotment of Series to RTO's and RLA's.
14. Central and Regional Motor Workshops.
15. Fixation and enhancement of SRT/Token Tax and other taxes and fees etc.



16. Framing Rules/Policies/Schemes under Motor Vehicle Act/Rules/Taxation Act.
17. Road Safety.
18. Free Travel Facility.
19. Tax exemption cases relating to all Transport vehicles.
20. Water Transport/Ferries.
21. Transport Policy.
22. Regarding fixation and enhancement of bus/taxi/truck fare rates.
23. Motor Accident Claim Tribunal Rules.
24. Correspondence relating to Red/Blue light etc. to high dignitaries.
25. Electric Vehicle Policy

This Department is administrative Department in reference to Directorate of Transport, Himachal Road Transport Corporation, Himachal Pradesh City Transport & Bus Stand Management & Development Authority and Ropeways and Rapid Transport System Development Corporation.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

Secretary/Principal Secretary/ Additional Chief Secretary (Transport) to the Government of Himachal Pradesh:-

Additional Chief Secretary/Principal Secretary/ Secretary (Transport) is the Administrative head of the Department and maintains overall control of the Department.

Special/Additional /Joint/ Deputy /Under Secretary (Transport):-

To assist the Additional Chief Secretary/Principal Secretary/Secretary(Transport) to the Government of Himachal Pradesh on the issues as stated above.

Section Officer:-

The Section Officer is the in-charge of the section. He/she performs following duties:-

1. Supervise all the work of Section and marking dak to the Assistants.
2. Ensure timely submission of time bound cases/court cases.
3. Ensure all the Dealing Asstts. and Diarist are maintaining all required registers and keep the same updated.
4. To keep carefully watch on the movements of dak /files between Section and higher authorities.

Superintendent Gr-II:-

Superintendents Grade-II working in the Secretariat supervises work of the dealing assistants posted in the Section and submits their cases through the Section Officer. In the absence of Section Officer, the Superintendent Grade-II supervises the work of entire Section.

Senior/Junior Assistants:-

Senior/Junior Assistants deal with receipts and submit cases to the Section Officer through Superintendent. They are required to compile data or information and deal with matters including Cabinet Memorandums/Court Cases/ replies of Vidhan Sabha Question, so as to present complete cases with all relevant data and information with past precedents and viable/ feasible solutions to facilitate the authorities to arrive at a definite decision. They are also required to maintain record/registers.

Clerks:-

Clerk posted in the Section perform duties and functions as assigned to them by the Section Officer/Superintendent including the Diary/Dispatch work, maintain leave account, distribute dak after diarying to dealing assistants in the Section and open new files and also do the dealing of miscellaneous subjects.

Personal Staff: -

The general function of Personal staff i.e. Spl. Private Secretary/Private Secretary/Personal Assistant/Senior and Junior Scale Stenographers/Steno Typists is to assist the Secretary and other Middle level Officers in their day-to-day disposal of work and carry out such duties officially assigned to them. They have to handle files/records of confidential or secret nature and as such, they have to retain the faith reposed in them by maintaining secrecy. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand and typewriting to assist the authorities in quick decision-making through dictation and typing. Further they have to perform the duties of Receipt of dak, preparation of notes and drafts. Attendance of telephones, Maintenance of Engagement Diary, Control over Vehicle/Driver, Arrangements for tours/pay etc., and also for maintenance of records.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

All the cases received in Transport Section are submitted on files by the concerned dealing assistants, supervised by the Superintendent and submitted to the Section Officer. He/She submits it further to the Special/Additional /Joint/ Deputy /Under Secretary (Transport) and then to the Additional Chief Secretary/Principal Secretary/ Secretary (Transport) to the Government of Himachal Pradesh. Routine matters and informatory references are disposed of at Section Officer/Under/Deputy/Joint/Addl./Special Secretary level.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;

As stated at point (iii) above.

(v) THE RULES, REGULATIONS, INSTRUCTIONS MANUALS & RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;

The following various rules, regulations, instructions are followed while functioning the different works:—

- Rules of Business of Govt. of H.P.
- Standing Order of the Transport Department.
- RTI Act, 2005 and Rules framed thereunder.
- Office Manual.
- CCS (conduct) Rules, 1964.
- CCS (Leave) Rules, 1972.
- CCS (CCA) Rules, 1965.
- TA/ LTC Rules.
- GPF Rules.
- H.P. Financial Rules.
- CCS (Pension) Rules, 1972.
- FR & SR.
- Motor Vehicle Act, 1988 and rules thereunder formed by State Government Himachal Pradesh
- Motor Vehicle Rules 1999.

- Central Motor Vehicle Rules, 1989
- Himachal Pradesh Motor Vehicle Taxation Act, 1972.
- Himachal Pradesh Motor Vehicle Taxation Rules, 1974.
- Handbooks Volume-I, II & III on personnel matters issued by the Department of Personnel.
- Vigilance Manual.
- Instructions regarding maintenance of ACRs. Instructions regarding pay fixation, Stepping up of pay, granting of ACPS benefits and removal of anomaly in pay of senior and junior officers and other relevant instructions issued by the advisory departments from time to time.

(vi) **A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;**

Personal files of Class-I & II Departmental Officers, all files relating to service/establishment matters of all categories of employees and other files relating to subject matters of Transport Department.

(vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;**

The policy formulation matters are sent to the Cabinet for decision in consultation with advisory Departments i.e. Deptt. of Personnel, Finance and Law and H.P. Public Service Commission (if needed be).

(viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;**

N.A

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;**

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|---|----------------------|
| ➤ Principal Secretary (Transport)
to the Govt. of H.P. | Ph. No. 0177-2621586 |
| ➤ Under Secretary (Transport) to the
the Govt. of H.P. | Ph. No. 0177-2627259 |
| ➤ Section Officer, Transport Section | Ph. No. 0177-2880478 |
| ➤ Superintendent, Transport Section | Ph. No. 0177-2880478 |

(x) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;**

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|--------------------------------------|---|---|
| 1. Principal Secretary (Transport) | = | Level-15: Rs 182200-224100
(All India Administrative Services Rules) |
| 2. Under Secretary (Transport) | = | Level -21: Rs 64500-198300 |
| 3. Section Officer/Private Secretary | = | Level-18: Rs. 56100-177500 |

4.	Supdt./ P.A.	=	Level-15: Rs.48200-152400
5.	Sr. Assistant/ Sr. Scale Steno.	=	Level 13: Rs 46000-146500
6.	Jr. Asstt./ Jr. Scale Steno.	=	Level-10: Rs 38100-120400
7.	Clerk	=	Level-3: Rs. 20200-64000
8.	Peon	=	Level-1: Rs. 18000-56100

No compensation is being provided to the officers/ officials.

(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

N.A.

(xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

N.A.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;

N.A.

(xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

At Secretariat level only Refnic system is available.

(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

The office of the Principal Secretary (Transport) to the Govt. of H.P. and other offices of this department are open for general public for collection of any type of information from 10 AM to 5 PM on every working day. To visit the offices as well as section, the gate entry passes are issued to the general public on every working day by the Secretariat Administration (Reception Section).

(xvi) The names, designations and other particulars of the Public Information Officers:-

Name and Designation	Office Address	Office telephone No.	E-mail address	Jurisdiction
Sh. Jeet Singh Section Officer, Transport Section	Room - No. Armsdale 413, Govt. Secretariat, Shimla-2	0177- 2880478	transportsecti on 413@gmail.c om	Administrative Deptt. level in the Secretariat in respect of Transport Section.

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(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;

Nodal Officer Nominated for the implementation of the of all provisions (including section 4) contained in RTI Act, 2005 as well as RTI module of Transport Department at Government level.

Special/Additional /Joint/Deputy/Under Secretary to the Government of Himachal Pradesh (as the case may be).

By Order

R.D.Nazeem
Principal Secretary (Transport) to the
Government of Himachal Pradesh

Endst. No. As above Dated Shimla-171002, the
Copy forwarded for information and necessary action to:-

2022.

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. The Director, Transport, H.P. Shimla-171004 with the request to kindly upload the notification in the Departmental Website to have access.
3. The Managing Director, Himachal Road Transport Corporation, Shimla-03.
4. The Chief Executive Officer, HP City Transport & Bus Stand Management & Development Authority, Shimla-171004.
5. The Director, Ropeways and Rapid Transport System Development Corporation, U.S. Club, Shimla-171001.
6. The Joint Secretary (AR) to the Government of Himachal Pradesh, Shimla-171002.
7. The Controller, Printing & Stationery, H.P.Shimla-5 for publication in the Rajpatra (through E-Gazette).
8. Guard file.



(P.L. Masta)
Under Secretary (Transport) to the
Government of Himachal Pradesh
Ph. No. 0177-2627529