

राजस्थान राज्प पशु परिवहन निगम

क्रमांक-मु0/का0/प्रसु/एफ-28/2011/397

दिनांक- 29.7.2011

कार्यालय आदेश

निगम में विभिन्न अधिकारियों के लिये वर्ष 1996 में आदेश संख्या 1951 दिनांक 31.8.1996 के द्वारा प्रशासनिक शक्तियों के प्रदत्तीकरण की अनुरूक्तियां जारी की गई थी। उक्त प्रशासनिक शक्तियों में संशोधन करने के काम में निगम मण्डल के निर्णय संख्या 53/2011 की अनुपालना में इस कार्यालय से प्रसारित आदेश संख्या 1951 दिनांक 31.8.1996 के बिन्दु संख्या 1, 3, 6, 10, 16, 18, व 19 से 28 में संलग्न शिड्यूल अनुसार प्रशासनिक शक्तियों का प्रदत्तीकरण किया जाता है।

अध्यक्ष एवं प्रबन्ध निदेशक

28/7/11

क्रमांक-मु0/का0/प्रसु/एफ-28/2011/397

दिनांक- 29.7.2011

प्रतिलिपि-निम्न को सूचनाथ एवं आवश्यक कार्यवाही हेतु :-

1. निजी सचिव,अध्यक्ष/प्रबन्ध निदेशक,रापनि,मुख्यालय,जयपुर
2. समस्त विभागाध्यक्ष-----रापनि,मुख्यालय,जयपुर
3. समस्त महा प्रबन्धक-----रापनि,मुख्यालय,जयपुर
4. जोनल मैनेजर, राजस्थान परिवहन निगम -----
5. समस्त संयुक्त महाप्रबन्धक-----रापनि,मुख्यालय,जयपुर
6. सचिव निगम, राजस्थान परिवहन निगम,मुख्यालय,जयपुर
7. कार्यकारी प्रबन्धक (आई.आर) राजस्थान परिवहन निगम,मुख्यालय,जयपुर
8. लेखाधिकारी (बजट) राजस्थान परिवहन निगम,मुख्यालय,जयपुर
9. सहायक लेखाधिकारी (भुगतान) राजस्थान परिवहन निगम,मुख्यालय,जयपुर
10. समस्त मुख्य उत्पादन प्रबन्धक,रापनि,केन्द्रीय कार्यशाला-----
11. समस्त मुख्य प्रबन्धक,रापनि -----
12. आदेश पत्रावली।

कार्यकारी निदेशक (प्रशासन)

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

Sl. No.	Nature of Powers	Existing powers in order No. 1951 dated 31-08-1996	Authority to whom the powers are delegated	Extent of power delegated	Remarks
1	2	3	4	5	6
1	To make appointment	a) Chairman: Full powers in respect of officers of scale No. 18 and above.	a) Chairman	Full Powers	
1		b) M.D: Full powers in respect of officers of scale No 15 to 17 and Chief Manager / Chief Production Manager.	b) M.D.	Full Powers in respect of officers of Running Pay Band 15600-39100 + Grade Pay 5400 and above	
		c) HOD/G.M.: Full powers in respect of of scale No 9 to 14.	c) HOD/G.M.	Full Powers in respect of Running Pay Band 9300- 34800 + Grade Pay 3200 to Running Pay Band 9300-34800 + Grade Pay 4200	
		These Powers of HOD/G.M. can also be conferred upon Works Manager.(who are functioning as General Manager) by Chairman	These Powers of GM can also be conferred upon Jt.G.M. (who are functioning as General Manager) By Chairman		
		d) II Officer in individual Deptt. not below the scale of 3000-4500 authorised by M.D. Full powers in respect of of scale No 1 to 8	d) II Officer in individual Deptt. not below the Running Pay Band 15600-39100 + Grade Pay 6600 authorised by M.D	Full Powers in respect of Running Pay Band 4750-7440 + Grade Pay 1300 to running Pay Band 5200-20200 + Grade Pay 2400	
		In case II Officer of the scale 3000-4500 is not available, HOD himself shall exercise powers in respect of Supervisors Employees of the scale No. 6 to 8 and for the scale No. 1 to 5 M.D. may authorise an officer of the scale of the 2200-4000.	In case II Officer of the Running Pay Band 15600-39100 + Grade Pay 6600 is not available HOD him self shall exercise Powers in respect of Supervisors Employees of the Running Pay Band 5200-20200 + Grade Pay 2000 to Grade Pay 2400 and for Running Pay Band 4750-7440 + Grade Pay 1300 to Running Pay Band 5200-20200 + Grade Pay 1900 M.D. may authorise an officer of the Running Pay Band 15600- 39100 + Grade Pay 5400		
			<p>Note :</p> <p>(1) Appointments shall be made as per rules, regulations and policy laid down by the Corporation from time to time.</p> <p>(2) All appointments promotions (Ad-hoc or by DPC) shall be made through the Deptt. of personnel</p> <p>(3) List of HOD with cadres for which he shall be HOD is enclosed at Annexure "A" E.D. (Adm.) shall be HOD for Adm. Engg. & Stores Deptt. With the Estt. Work of their Employees.</p> <p>(4) ED(Engg.) shall be HOD for Engg. Deptt. for Technical work</p>		

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

S.No. 1	Nature of Powers 2	Existing powers in order No. 1951 dated 31-08-1996 3	Authority to whom the powers are delegated 4	Extent of power delegated 5	Remarks 6
2 3	Powers to Suspend & award Punishment other than dismissal removal & Demotion	I) M.D. Full Powers in respect of officers of Scale No. 17 and above plus officers working as Chief Managers / CPM.	I) M.D.	Full Powers in respect of officers of Running Pay Band 15600-39100 + Grade Pay 5400 and above Plus officers working as Chief Manager / CPM	
		II) HOD / G.M. These Powers of HOD / G.M. can also be conferred upon Works Managers (who are functioning as G.M.) by Chairman Full powers in respect of employees working in Scale No. 15 & 16 working under his department.	II) HOD / G.M. These Powers of G.M. can also be conferred upon Jt.G.M. (who are functioning as G.M.) by Chairman	Full Powers in respect of employees in Running Pay Band 4750 -7440 + Grade Pay 1300 to Running Pay Band 9300-34800 + Grade Pay 5400 working under his department	
		III) Chief Manager / Chief Production Manager Full Powers in respect of Scale No. 1 to 12 working under him.	III) Chief Manager / Chief Production Manager	Full Powers in respect of employee in Running Pay Band 4750- 7440 + Grade Pay 1300 to Running Pay Band 9300-34800 + Grade Pay 3200 working under him.	
		IV) Hnd Officer in individual Deptt. not below the Scale of 3000-4500 authorised by M.D. (as per clause 1(d) above Full powers in respect of of scale No 1 to 14. working in respective department.	IV) Hnd Officer in individual Deptt. not below the Running Pay Band 15600- 39100 + Grade Pay 6600 authorised by M.D. (as per clause 1(d).	Full Powers in respect of employees in Running Pay Band 4750-7440 + Grade Pay 1300 to Running Pay Band 9300-34800 + Grade Pay 4200. Working in respective department.	
			Note: The List of various cadres with their prevailing Running Pay Bands and Grade Pay is enclosed at Annexure "B". The posts/ Cadres not specified in the list should be covered under Adm. Deptt.		
3 6	Power to transfer	Chairman Full Powers	Chairman	Full Powers	
		M.D. Full Powers	M.D.	Full Powers	
		Appointing Authority Full Powers within their jurisdiction. Note - Chairman /M.D. may make changes in powers of transfers from time to time	Appointing Authority	Full Powers within their jurisdiction. Note - M.D. may make changes in powers of transfers from time to time	

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

Sl. No.	Nature of Powers	Existing powers in order No. 1951 dated 31.08.1996	Authority to whom the powers are delegated	Extent of power delegated	Remarks
4	Power to allow ad-hoc promotions subject to vacancy	Chairman (For Scale 18 & 19) Full powers	Chairman	Full Powers	
10		M.D. for other posts Full powers	M.D.	Full Powers	
5	To check the date of birth recorded in the service record	Chairman Full Powers	Chairman	Full Powers	
10	service book within five years of joining the service after recording reasons		M.D.	Full Powers	
6	Constitution of Service Recruitment Board as required U.S 105 (ii) of RSRIC Employees Service Regulation, 1965	For the posts having Pay Scale of Rs 2200-4000 and above 1) Chairman : Chairman 2) M.D. Member 3) HOD concerned Member 4) Executive Director (Adm.) Member Secretary	S.R.B. for all the posts for direct recruitment will be as under 1- Managing Director Chairman Or Representative Nominated by him 2- E.D.(Adm) Member Or Representative Nominated by him 3- E.D.(Tr) Member Or Representative Nominated by him 4- E.D. (Eng.) Member Or (For Tech- posts) Representative Nominated by him 5- Dy. General Manager (Adm) Member Secretary		

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

S.No.	Nature of Powers	Existing powers in order No. 1951 dated 31-08-1996	Authority to whom the powers are delegated	Extent of power delegated	Remarks
1	2	3	4	5	6
A	In case of Promotion a) for the post of Running Pay Band 15600-39100 + Grade Pay 5400 and above	1) In case of promotion of HOD GM the constitution of SRB shall be only of 3 persons viz Chairman as Chairman, M.D. as Member and F.D.(A) as Member Secretary 2) for all other posts (Other than Driver and Conductors)	1) M.D. Chairman 2) Concerning HOD Member 3) F.D.(Adm) Member Secretary		
	b) for the posts below the Running Pay Band 15600-39100 + Grade Pay 5400	1) M.D. Chairman 2) Head of Dept. concerned or his nominee Member 3) Executive Director (Adm.) Member 4) Dy.G.M.(Adm) Member Secretary	Note: In case of promotion of HOD GM the F.D.(Traffic) will participate as Member in the committee		
	In case where E.D (Adm.) is HOD, D.P.C. will be	For Drivers and Conductors 1) Executive Director (Adm.) or an officers nominated by him Chairman 2) Executive Director (H.) Member 3) General Manager (Op.) (concerned) Member 4) chief Manager (CPM) Member 5) AGM(Adm) Member Secretary	1) F.D.(Adm) Chairman 2) Concerning HOD Member 3) Dy.G.M.(A) Member secretary		
	a) for the post of Running Pay Band 15600-39100 + Grade Pay 5400 and above		1) M.D. Chairman 2) F.D.(Adm) Member 3) Dy.G.M.(A) Member Secretary		
	b) for the post below the Running Pay Band 15600-39100 + Grade Pay 5400		1) F.D.(Adm) Chairman 2) Dy.G.M.(A) Member 3) Astt.G.M.(A) Member secretary		

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

Sl. No.	Nature of Powers	Existing powers in order No. 1951 dated 31-08-1996	Authority to whom the powers are delegated	Extent of power delegated	Remarks
1	2	3	4	5	6
19	(i) to sanction creation of temporary post to be filled in through deputation only for a period not exceeding one year provided such posts are covered by the approved set up or norms fixed in the corporation	Chairman Full Powers	Chairman M.D.	Full Powers Full Powers	
	(ii) To take services on contract not more than six months	Chairman Full Powers	Chairman M.D.	Full Powers Full Powers	
8	To sanction installation of a new telephone	Chairman Full powers	M.D.	Full Powers	
20	to sanction write off excess wages paid for	Chairman Full powers	Chairman	Full Powers	
21	assume wage period				
10	Power to permit withdrawal of resignation already accepted and to waive the period of notice	Chairman Full powers	M.D. Chairman	Full Powers Full Powers	
22		M.D. Full powers	M.D.	Full Powers	
11	Power to grant special pay or personal pay as per service regulations/ standing orders	Chairman Full powers	Chairman	Full Powers	
23		M.D. Full powers	M.D.	Full Powers	
12	Power to grant initial pay at a higher stage than that of admissible under rules	Chairman Full powers	Chairman	Full Powers	
24		M.D. Full powers	M.D.	Full Powers	

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

S.No. 1	Nature of Powers 2	Existing powers in order No. 1951 dated 31.08.1996 3	Authority to whom the powers are delegated 4	Extent of power delegated 5	Remarks 6
13	Power to sanction pay in lieu of notice period	Chairman Full powers	Chairman	Full Powers	
25		M.D. Full powers	M.D.	Full Powers	
14	Power to with-hold amount of GPF + PF its interest and bonus in case of dismissal or resignation with less than three years service	Chairman Full powers	Chairman	Full Powers	
26		M.D. Full powers	M.D.	Full Powers	
15	Powers to grant concessions and privileges in relaxation of the rules of the Corporation employees	Chairman full powers (In respect of the individual cases of employees for whom M.D. is appointing authority subject to maximum limit of Rs.2000 -)	Chairman	Full Powers	
27		M.D. Full powers (For all other individual cases of employees subject to maximum limit of Rs.2000 -)	M.D.	Full Powers	
16	Power to take Officer Employee on deputation and relieve back to his parent department	Chairman Full powers	Chairman	Full Powers	
28		M.D. Full powers	M.D.	Full Powers	

- Note: 1. The Chairman is authorised to exercise any of the powers of the Corporation in emergent circumstances subject to report to the Board of Directors in next meeting
2. The Superior authorities shall have also full powers of all points to which any subordinate authorities shall have also full power of all point to which any subordinate Authority has powers
3. Procedure laid down or the guidelines issued by the Government from time to time as may be applicable to RSRTC would continue to be followed

Rajasthan State Road Transport Corpora.

No. Hqr/DOP/AR/F/96/1951

Dated: 31.8.96

Order

The Corporation vide its resolution No.41/96 dated 21.8.96 has approved amendments in the delegation of Administrative powers. Accordingly, in supersession of all previous orders in this regard, revised schedule of powers is appended herewith for further necessary action.

Under the revised pattern, all appointments/ promotions (ad hoc or substantive) shall be made through Department of Personnel. Procedures laid down or the guidelines issued by the Government from time to time as may be applicable to RSRTC would continue to be followed.

It will come into force w.e.f. 1.9.1996

T. 04/209

[Signature]
Managing Director

No. Hqr/Dop/AR/F/96/1951

Dated: 31.8.96

Copy to the following for information & necessary action:-

- 1. All Head of the Department, RSRTC, Jaipur.
- 2. All General Manager () RSRTC, Jaipur.
- 3. All Executive Manager ()/Secretary, RSRTC, Jaipur.
- 4. All Chief Production Manager, CWS, RSRTC -----
- 5. All Chief Manager
- 6. P.S. to Chairman/M.D. RSRTC, Jaipur.
- 7. PF/GF

[Signature]
Executive Director (Admin.)

DELEGATION OF ADMINISTRATIVE POWERS TO VARIOUS AUTHORITIES OF THE CORPORATION

Sr. No.	Nature of Powers	Authority to whom the powers are delegated	Extent of powers delegated	Remarks
1	2	3	4	5
1.	To make appointment	a) Chairman b) M.L. c) HOD/G.M.	Full powers in respect of officers of scale No. 18 and above Full powers in respect of Officers of scale No. 15 to 17 and Chief Manager/Chief Production Manager. Full powers in respect of Scale No. 9 to 14	
			These powers of HOD/G.M can also be conferred upon Works Manager (who are functioning as General Manager) by Chairman.	
		d) II Officer in individual Deptt. not below the scale of 3000-4500 authorised by M.D.	Full powers in respect of Scale No. 1 to 8	
			In Case II Officer of the scale 3000-4500 is not available, HOD himself shall exercise powers in respect of Supervisors/ Employees of the scale No. 6 to 8 and for scale No. 1 to 5 M.D. may authorise an officer of the scale of 2200-4000	
		e) Chief Production Mgr/Chief Manager	Full powers in respect of Scale No. 1 to 12 working under him.	

- Note: (1) Appointments shall be made as per rules, regulations and policy laid down by the Corporation from time to time.
(2) All appointments/promotions (Ad-hoc or by DPC) shall be made through the Deptt. of personnel
(3) List of HOD with cadres for which he shall be HOD ~~xxxx~~ is enclosed at Annexure 'A'. E.L (Adm.) shall be HOD for Engg. & Stores Deptt. till a separate HOD for Engg. and Stores Deptt. is declared.

2. Power to suspend & award punishment including dismissal, removal & demotion
Appointing Authority Full powers

Note: The Superior authorities shall also have full powers in respect of all posts to which any subordinate authority has powers to suspend and award punishment including dismissal, removal and demotion.

1	2	3	4	5
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3.	Power to suspend & award punishment other than dismissal, removal & demotion	I) M.D. II)HOD/G.M III)Chief Manager/ IV) IInd Officer	-	Full powers in respect of Officers of Scale No. 17 and above plus officers working as Chief Managers/CPM Full powers in respect of employees working in Scale No. 15 & 16 working under his department. Full powers in respect of Scale No. 1 to 12 working under him. Full powers in respect of Scale No. 1 to 14 working in respective department.
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also be conferred upon Works Managers(Who are functioning as G.M)by Chairman

3000-4500 authorised by M.D(as per Clause 1(d) above.

Note: The list of various cadres with their prevailing scales of pay is enclosed at Annexure 'B'.

The posts/cadres not specified in the list shall be covered under Adm. Deptt.

4.	Power to decide appeals in the matter of punishment awarded by appointing/disciplinary authorities	Chairman M.D. HOD/GM		Full powers in respect of punishment awarded by M.D. Full powers in respect of punishment awarded by HODs/G.M. Full powers in respect of punishment awarded by Chief Manager/Chief Prodn. Manager or Officers working under their direct control and authorised to take disciplinary action.
5.	Power to revision (Wherever provided for)	Chairman M.D.		Full powers (in case of order issued by M.D.) Full powers (in all other cases)
6.	Power to transfer	Chairman/MD Appointing Authority		Full powers Full powers within their jurisdiction <u>Note.</u> Chairman/M.D. may make changes in powers of transfers from time to time.
7.	Power to consider Corpn. employee as on duty in certain special circumstances	HOD of DOP ED(A)		Full powers
8.	Power to extend joining time U/R68 of the RSRTC Employees Service Regulation, 1965	Head of DOP		Full powers

1	2	3	4	5
9.	Power to make officiating arrangement from within working staff in respect of clear vacancy	Appointing Authority		Full powers
10.	Power to allow ad-hoc promotions subject to vacancy	Chairman (For Scale 18 & 19)		Full powers.
11.	Power to accept Medical Certificate given by authorised Medical Attendant	M.D. for other posts Appointing Authority		Full Powers
12.	To sanction expenditure incurred by Corporation employee for cancellation of journey	Controlling Officer		Full powers
13.	To permit the staff to travel in higher class (Air/Rail/Road) than his entitlement	Managing Director E.D.(T)		Full Powers Full powers in respect of his subordinate staff limited to next higher class for journey by train.
14.	To sanction disbursement of monthly salary to employees on last working day in case first two days of next month are holidays.	Managing Director		Full powers
15.	To sanction advance:			
	(a) of leave salary/ proceeding on training	Managing Director		Full powers
	(b) Of pay while proceeding on transfer	Appointing Authority		Full powers
	(c) Of Medical & Travelling Allowance	Appointing Authority		Full powers
16.	To alter the date of birth recorded in the service record/ Service book within 5 years of joining the service after recording reasons	Chairman		Full powers

Note:- "A cut off date may be fixed for the existing cases"

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 1 2 3 4 5

17. To accord administrative sanction in connection with the issue of pension, gratuity, compensation on retirement, sudden death, termination of service. Chief Pension & Fund Officer Full Powers

18. Constitution of Services Recruitment Board as required U/S 105(iii) of RSPIC Employees Service Regulation, 1965 For the posts having Pay scale of Rs 2200-4000 and above:
 1) Chairman - Chairman
 2) Managing Director - Member
 3) HOD concerned - Member
 4) Executive Director (Adm.) - Member Secretary

1) In case of promotion of HOD/GM, the constitution of SRB shall be only of 3 persons viz. Chairman as Chairman, M.D. as Member and E.D(A) as Member Secretary

For all other posts (Other than Drivers & Conductors):

1) Managing Director - Chairman
 2) Head of Deptt. concerned or his nominee - Member
 3) Executive Director (Adm.) - Member
 4) Dy. GM (Adm.) - Member Secretary

For Drivers and conductors-

1) Executive Director (Adm.) or an officer nominated by him - Chairman
 2) Executive Director (Op) or an officer nominated by him - Member
 3) General Manager (Op) (concerned) - Member
 4) Chief Manager/CPM - Member
 5) AGM (Adm.) - Member Secretary

19(1) To sanction creation of temporary post to be filled in through deputation only for a period not exceeding one year provided such posts are covered by the approved set up or norms fixed in the Corporation Chairman Full Powers

(2) To take services on contract not more than six months Chairman Full powers

20. To sanction installation of a new telephone Chairman Full powers

21. To sanction write off of excess wages paid for assumed wage period Chairman Full powers

1	2	3	4	5
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- 22. Power to permit withdrawal of resignation already accepted and to waive the period of notice
Chairman/MD Full powers
- 23. Power to grant special pay or personal pay as per service regulations/standing orders
Chairman/MD Full powers
- 24. Powers to grant initial pay at a higher stage than that of admissible under rules.
Chairman/MD Full powers
- 25. Power to sanction pay in lieu of notice period.
Chairman/MD Full powers
- 26. Power to with-hold amount of GPF/CPF, its interest and bonus in case of dismissal or resignation with less than 3 years service
Chairman/MD Full Powers
- 27. Powers to grant concessions and privileges in relaxation of the rules of the Corporation employees
Chairman Full powers
(In respect of the individual cases of employees for whom M.D. is appointing authority subject to maximum limit of Rs 2000/-)
M.D. Full powers
(For all other individual cases of employees subject to maximum limit of Rs2000/-)
- 28. Power to take Officer/employee on deputation and to relieve back to his parent department.
Chairman/MD Full powers
- 29. To prescribe proforma & level of reporting/reviewing officers for Annual Confidential Reports.
Chairman Full powers

Note: 1) The Chairman is authorised to exercise any of the powers of the Corporation in emergent circumstances subject to report to the Board of Directors in next meeting.
 2) The Superior Authorities shall have also full powers of all points to which any subordinate authority has powers.
 3) Procedure laid down or the guidelines issued by the Government from time to time as may be applicable to RSRTC would continue to be followed.

[Signature]
 Managing Director

3112/24

Departments & their Heads.

<u>Sr.No.</u>	<u>Name of Department</u>	<u>Head</u>
1.	Administrative & Personnel Department	Executive Director(Adm.)
2.	Traffic Department	Executive Director(Tr.)
3.	Finance & Accounts Department	Financial Advisor-cum- Chief Accounts Officer
4.	Civil Engineering Department	Superintending Engineer (Civil)
5.	Engineering & Stores Department	E.D.(A)till a separate HOB is declared.

Administrative & Personnel Department

1. Dy. General Manager(Adm.)
2. Dy. General Manager(P)
3. Asstt. General Manager(Adm)/(PR)
4. Personnel Officer
5. Labour Welfare Officer
6. Security Officer
7. Administrative Officer cum P.S.
8. Administrative Officer
9. Secretary to Corpn.
10. Sr. Personnel Assistant
11. Office Supdt.
12. Personnel Asstt.
13. Office Assistant
14. Asstt. Security Officer
15. Stenographer
16. Legal Assistant
17. Labour Welfare Inspector
18. Upper Division Clerk
19. Telephone Monitor
20. Teleprinter Monitor
21. Telephone Operator
22. Teleprinter Operator
23. Lower Division Clerk
24. Compounder
25. Head Security Guards
26. Security Guards
27. Care Taker
28. Staff Car Driver
29. Cook
30. Zamadar
31. IVth Class
32. Chowkidar
33. Cycle Sawar
34. Sweeper
35. Machineman-cum-Mechanic

Traffic Department

1. Dy. General Manager(Tr.)
2. Divl. Manager
3. Asstt. Divl. Manager
4. Depot Manager
5. Asstt. General Manager(St.)
6. Statistician
7. Asstt. Statistician
3. Asstt. Depot Manager/Traffic Inspector
- Computer
- Asstt. Traffic Inspector/Station Incharge
- Booking Clerk
- Conductor/Adda Conductor

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Finance & Accounts Department

1. Dy. General Manager(A/c)
2. Accounts Officer
3. Asstt. Accounts Officer
4. Press Superintendent
5. Accountant
6. Jr. Accountant
7. Rotary Press Printer
8. Binder
9. Press Machineman

Civil Engineering Department:

1. X.E.N(Civil)
2. A.E.N(Civil)
3. Asstt. Architect
4. J.EN(Civil)
5. J.E.N(Elec)
6. Overseer
7. Surveyor
8. Sr. Draughtsman
9. Draughtsman
10. Tracer
11. Ferroman
12. Gardner
13. Beldar
14. Mistry
15. Masson
16. Carpenter
17. Electrician
18. Fitter
19. Painter
20. Wireman

Engineering & Stores Department

Engineering Wing-

1. Works Manager
2. Divl. Mechanical Engineer
3. Asstt. Mechanical Engineer
4. J.E.N.(A)
5. Sr. Foreman
6. J.E.N.(B)
7. Jr. Foreman
8. Artisan Gr.I
9. Artisan Gr.II
10. Artisan Gr.III
11. Driver
12. Mechanic Cum Auto Fitter
13. Machineman-cum-Mechanic
14. Tyre Inspector

Stores Wing

1. C.O.S.
2. Stores Officer/Purchase Officer
3. Stores Supdt.
4. Stores Inspector
5. Stores Sub-Inspector
6. Stock Verifier

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		Traffic	Labour Welfare Inspector Asstt. Statistician Traffic Inspector/A.D.M.
		Accounts Engg. & Stores	Jr. Accountant Stores Inspector Stock Verifier Jr. Foreman J.E.N.(B) Driver (Selection Scale) Overseer Sr. Draughtsman U.D.C. Telephone Monitor Teleprinter Monitor Computer Station Incharge/A.F.I. Stores Sub Inspector
8.	1200-2050	Civil Engg. Admn.	
		Traffic Engg. & Stores	

Annexure 'B'

<u>Scale No.</u>	<u>Pay Scale</u>	<u>Cadre</u>	<u>Post</u>
19.	4100-5300	Engineering	General Manager
18	3450-5000	Engineering	Works Manager
17	3000-4500	Accounts Traffic Adm.	Dy. General Manager (A/c) Dy. General Manager (Tr.) Dy. General Manager (Adm.) Dy. General Manager (P) Corpn. Secretary
		Civil Engg. Engg. & Stores	Executive Engineer (Civil) Divl. Mechanical Engineer Controller of Stores
16.	2500-4250	Traffic	Divisional Manager
15.	2200-4000	Admn.	Asstt. General Manager (Adm.) Asstt. General Manager (PR) Security Officer Adm. Officer cum P.S. Personnel Officer
		Civil Engg.	Asstt. Engineer (Civil)
		Traffic	Asstt. Architect Asstt. Divisional Manager Asstt. General Manager (St.)
		Accounts	Accounts Officer
		Engg. & Stores	Asstt. Mechanical Engineer Stores Officer/Purchase Officer
14.	2000-3500	Traffic	Statistician
13.	2000-3200	Admn.	Adm. Officer Labour Welfare Officer Sr. P.A.
		Accounts	Press Supdt. Asstt. Accounts Officer
		Traffic	Depot Manager
		Engg. & Stores	Sr. Foreman Jr. Engineer (A)
12.	1640-2900	Admn.	Office Supdt. Personnel Asstt.
		Accounts	Accountant
		Engg. & Stores	Stores Supdt.

6-7	1025-1800	Accounts Civil Engg.	Notary Press Printer Mistry Masson Carpenter Electrician Fitter Painter Wireman Surveyor
		Engg. & Stores	Tyre Inspector Artician Gr.I Mechanic Gr.I Electrician Gr.I Turner Gr.I Vulcaniser Gr.I Black Smith Gr.I Tin-Smith Gr.I Welder Gr.I Painter Gr.I Carpenter Gr.I Mechanic Cum Auto Fitter Driver (Sr. Scale) L.D.S.
4-5	950-1680	Admn.	Telephone Operator Teleprinter Operator Compounder Chief Security Guard Machineman Cum Mechanic
		Traffic	Booking Clerk Adda Conductor Conductor
		Engg. & Stores	Driver Asstt. Mechanic Artician Gr.II Upholster Gr.II Tyre Fitter Asstt. Electrician Carpenter Gr.II Painter Gr.II Tin-Smith Gr.II Welder Gr.II Vulcaniser Gr.II Turner Gr.II Black Smith Gr.II Wireman Tracer
		Civil Engg.	
3	825-1350	Admn.	Security Guard
2.	800-1250	Admn.	Zamadar Cook
		Engg. & Stores	Artician Gr.III (Helper)
1.	750-940	Admn.	IVth Class Chowkidar Sweeper
		Civil Engg.	Gardner Beldar Ferryman Binder
		Accounts	
		Engg. & Stores	Cleaner Diesel Boy } Artician Gr.III Store Picker)

राजस्थान राज्य पथ परिवहन निगम, जयपुर ।


क्रमांक: सुख्या./कार्मिक/प्र.सु./96/1984

दिनांक:- 11.9.96

कार्यालय-आदेश

निगम के विभिन्न अधिकारियों को प्रशासनिक शक्तियों के प्रदत्तीकरण के सम्बन्ध में आदेश संख्या 1951 दिनांक 31.8.96 के क्रम में निम्न आदेश और प्रसारित किये जा रहे हैं :-

- §1§ आदेश के बिन्दु संख्या 1 के अन्तर्गत वर्तमान में महा प्रबन्धक {संचालन/उत्पादन/टायर/भंडार/दुर्घटना/बस बाँडी/गुणावत्ता} के रूप में कार्यरत कार्यवाह्यापकों को विभागाध्यक्ष/महा प्रबन्धक के समकक्ष वेतन श्रृंखला 9 से 14 तक के कर्मचारियों के लिए नियुक्ति अधिकारी घोषित किया जाता है ।
- §2§ आदेश के बिन्दु संख्या 1 {डी} के अन्तर्गत कार्मिक विभाग के लिए उप महा प्रबन्धक {प्रशासन} जिनका वर्तमान पदनाम कार्यकारी प्रबन्धक {प्रशासन} है, को प्रशासन एवं कार्मिक विभाग से सम्बन्धित वेतन श्रृंखला 1 से 8 तक के कर्मचारियों के लिए नियुक्ति अधिकारी-घोषित किया जाता है ।
- §3§ आदेश के बिन्दु संख्या 3 के अन्तर्गत महा प्रबन्धक के रूप में कार्य कर रहे कार्यवाह्यापकों को वेतन श्रृंखला 15 व 16 के कर्मचारी/अधिकारियों के लिए अधिकृत किया जाता है । इसी प्रकार उप महा प्रबन्धक {प्रशासन}- {कार्यकारी प्रबन्धक-प्रशासन} को प्रशासन एवं कार्मिक विभाग से सम्बन्धित वेतन श्रृंखला 1 से 14 तक के अधिकारियों/कर्मचारियों के लिए अनुशासनिक कार्यवाही हेतु अधिकृत किया जाता है ।
- अन्य विभाग के लिए जब तक द्वितीय अधिकारी के रूप में नियुक्ति अधिकारी/अनुशासनिक अधिकारी घोषित नहीं किये जाते हैं, तब तक सम्बन्धित विभागाध्यक्ष/महा प्रबन्धक वेतन श्रृंखला 1 से 8 तक के कर्मचारियों के लिए नियुक्ति एवं अनुशासनिक अधिकारी का कार्य करेंगे ।
- §4§ दिनांक 1.9.96 से लागू शक्तियों के आदेशों के अनुरूप वर्तमान में विभिन्न स्तरों पर चल रही अनुशासनिक कार्यवाही की पत्रावतियों का स्थानान्तरण वर्तमान शक्तियों के अनुरूप सक्षम अनुशासनिक अधिकारियों को किया जावे ।
- §5§ संशोधित शक्तियों के अनुरूप अधिकारियों/कर्मचारियों के सेवा संबंधी अधिलेख भी तदनुसार तत्काल प्रभाव से स्थानान्तरित कर दिये जावे ।
- एह आदेश अध्यक्ष महोदय की स्वीकृति से जारी किये जा रहे हैं ।


प्रबन्ध निदेशक

क्रमांक: स्फ/सु/कार्यवाही/प्र.सु./96/1984

दिनांक:- 11.9.96

प्रीतीलीप:- निम्न जो सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

- 1. समस्त विभागाध्यक्ष, राजस्थान परिवहन निगम, जयपुर।
- 2. समस्त महा प्रबन्धक, राजस्थान परिवहन निगम, जयपुर।
- 3. समस्त कार्यकारी प्रबन्धक, राजस्थान परिवहन निगम, रायपुर।
- 4. समस्त मुख्य उत्पादन प्रबन्धक, केन्द्रीय कार्यशाला, रायपुर।
- 5. समस्त मुख्य प्रबन्धक, राजस्थान परिवहन निगम, जयपुर।
- 6. निम्नी समिति, अध्यक्ष/प्रबन्ध निदेशक, रायपुर।
- 7. आदेश पत्रिका

कार्यकारी निदेशक प्रशासन

11/9/96

राजस्थान परिवहन निगम, जयपुर

सूचना

प्रति

विभागाध्यक्ष, राजस्थान परिवहन निगम, जयपुर

महा प्रबन्धक, राजस्थान परिवहन निगम, जयपुर

कार्यकारी प्रबन्धक, राजस्थान परिवहन निगम, रायपुर

मुख्य उत्पादन प्रबन्धक, केन्द्रीय कार्यशाला, रायपुर

मुख्य प्रबन्धक, राजस्थान परिवहन निगम, जयपुर

निम्नी समिति, अध्यक्ष/प्रबन्ध निदेशक, रायपुर

आदेश पत्रिका

सूचना

प्रति

विभागाध्यक्ष, राजस्थान परिवहन निगम, जयपुर

महा प्रबन्धक, राजस्थान परिवहन निगम, जयपुर

कार्यकारी प्रबन्धक, राजस्थान परिवहन निगम, रायपुर

मुख्य उत्पादन प्रबन्धक, केन्द्रीय कार्यशाला, रायपुर

मुख्य प्रबन्धक, राजस्थान परिवहन निगम, जयपुर

निम्नी समिति, अध्यक्ष/प्रबन्ध निदेशक, रायपुर

आदेश पत्रिका

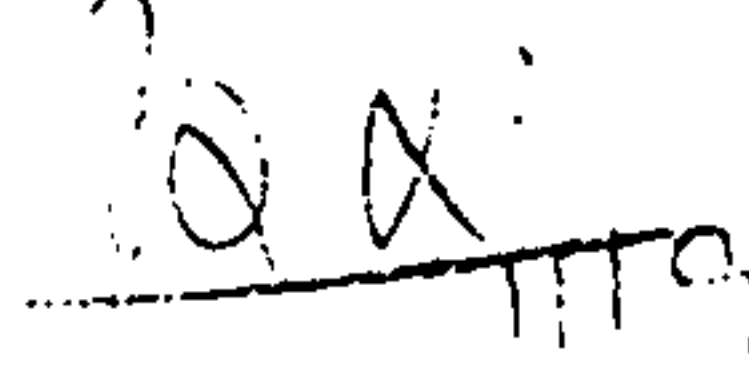
क्रमांक: - मुख्या/कार्मिक/प्र.सु./96/ 1985

दिनांक: - 11.9.96

कार्यालय आदेश

निगम के विभिन्न अधिकारियों को कार्यालय आदेश संख्या 1951 दिनांक 31-8-96 के द्वारा प्रशासनिक शक्तियों का प्रदत्तीकरण किया गया है। इस आदेश के बिन्दु संख्या 16 के अन्तर्गत सेवा भिलेख में जन्मतिथि संशोधन करने के सम्बन्ध में विद्यमान प्रावधान, जिसके अनुसार सेवानिर्वात से 5 वर्ष पूर्व तक जन्मतिथि में परिवर्तन करवाये जाने का प्रावधान था, के स्थान पर अब यह परिवर्तन सेवा में आने के 5 वर्ष तक की अवधि तक के लिये ही उपलब्ध रहेगा।

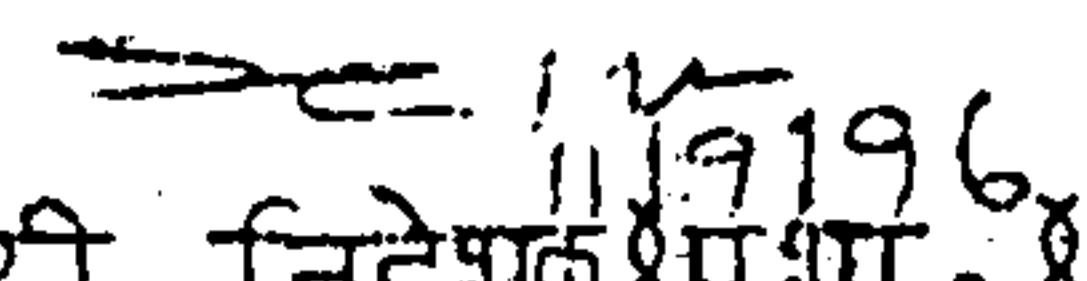
उक्त संशोधन के फलस्वरूप ऐसे कर्मचारी/अधिकारी जिन्हें निगम सेवा में कार्य करते हुये 5 वर्ष से अधिक हो चुके हैं, के लिये यह प्रसारित किया जाता है कि उनको अपनी जन्मतिथि में यदि किसी प्रकार का संशोधन करवाना हो तो वे आवश्यक दस्तावेजों के साथ अपना प्रार्थना-पत्र कार्यकारी निदेशक प्रशासन को प्रस्तुत करें। ऐसे प्रार्थना पत्र दिनांक 15 अक्टूबर, 1996 तक प्राप्त हो जाने चाहिये। इस तिथि के पश्चात् प्राप्त होने वाले प्रार्थना पत्रों पर कोई विचार नहीं किया जायेगा।


प्रबन्ध निदेशक

क्रमांक: - मुख्या/कार्मिक/प्र.सु./96/ 1985/ प्रतिलिपि: -

दिनांक: - 11.9.96

- 1- सभस्त विभागाध्यक्ष, राजपरिवहन निगम, जयपुर।
- 2- महा प्रबंधक, राज. परिवहन निगम, जयपुर।
- 3- सभस्त कार्यकारी प्रबंधक, राज. परिवहन निगम, जयपुर।
- 4- मुख्य उत्पादन प्रबंधक/लेखाधिकारी, के. का. रापनि. _____
- 5- मुख्य प्रबंधक/प्रबंधक/लेखा/प्रशा./याता./संचा./रापनि. _____
- 6- नोटिस बोर्ड/आदेश पत्रावली।


कार्यकारी निदेशक प्रशा. 11/9/96

राजस्थान परिवहन निगम, जयपुर

क्रमांक: - मुख्या/कार्मिक/प्र.सु./96/ 1986

दिनांक: - 11.9.96

कार्यालय आदेश

निगम के विभिन्न अधिकारियों को कार्यालय आदेश संख्या 1951 दिनांक 31-8-96 के द्वारा प्रशासनिक शक्तियों का प्रदत्तीकरण किया गया है। इन शक्तियों के बिन्दु संख्या-6 के क्रम में निगम अधिकारियों/कर्मचारियों के स्थानान्तरण के विषय में अब तक प्रसारित समस्त पूर्व आदेशों को अधिलेखित करते हुये निम्न आदेश प्रसारित किये जाते हैं:-

- 1- वेतन श्रृंखला 17 से 19 के अन्तर्गत आने वाले अधिकारीगण तथा मुख्य प्रबंधक/मुख्य उत्पादन प्रबंधक के पद पर लगाये जाने वाले अधिकारियों के स्थानान्तरण/पदस्थापन आदेश प्रबन्ध निदेशक द्वारा अध्यक्ष की अनुमति से किये जायेंगे।
- 2- वेतन श्रृंखला 13 एवं 14 के अन्तर्गत आने वाले अधिकारीगण/कर्मचारीगण के स्थानान्तरण/पदस्थापन सम्बन्धित नियुक्ति अधिकारी द्वारा प्रबन्ध निदेशक की अनुमति से किये जायेंगे। शेष स्थानान्तरण नियुक्ति अधिकारी द्वारा अपने क्षेत्र में किये जा सकेंगे।
- 3- आगार स्तर पर प्रबंधक के पद पर लगाये जाने वाले कर्मचारियों के स्थानान्तरण/पदस्थापन प्रबन्ध निदेशक की अनुमति से कार्मिक विभाग द्वारा किये जायेंगे। सम्बन्धित नियुक्ति-अधिकारी आने पर तत्काल कार्मिक विभाग को भिजवायेंगे।
- 4- किसी भी श्रेणी में एक वर्ष से पूर्व स्थानान्तरण अथवा पूर्व से जारी आदेश में संशोधन अर्थात् निरस्त करने के मामले प्रबन्ध निदेशक के समक्ष प्रस्तुत किये जायेंगे।
- 5- आगार से कार्यमुक्त होकर आने वाले कर्मचारियों को वापस उसी आगार में भेजने तथा आगार से गम्भीर शिकायत के उपरान्त स्थानान्तरण के मामले में पुनः उसी आगार में पदस्थापन की आवश्यकता केवल अपरिहार्य स्थिति में ही हो सकती है, जिसके लिये प्रबन्ध निदेशक की अनुमति प्राप्त किया जाना आवश्यक होगा।

सम्बन्धित विभागाध्यक्ष प्रबन्ध निदेशक से उपरोक्तानुसार स्थानान्तरण हेतु सिद्धान्ततः प्रस्तावनीय नीति के आदेश पत्रावली पर

प्राप्त करेंगे जो दो माह के लिये प्रभावी होंगे । इसके पश्चात् पत्रावली पर पुनः पूर्व आदेश को यथावत रखने या नदीन आदेश प्राप्त किये जाने होंगे । निगम की सेवाओं के स्वरूप को देखते हुये विभिन्न अवसरों पर स्थानान्तरण हेतु सिद्धान्त में मामूली परिवर्तन करना आवश्यक हो जाता है । उदाहरणार्थ विभिन्न क्षेत्र में वर्ष के दौरान पीक सीजन तथा प्रमुख मेलों को पदस्थापन पर ध्यान रखना आवश्यक हो जाता है ।

ये आदेश अध्यक्ष महोदय की अनुमति से जारी किये जाते हैं ।

Ja
11/9
प्रबन्ध निदेशक

क्रमांक:—मुख्या/कार्मिक/प्र.सु./96/1986

दिनांक: 11.9.96

प्रति लिपि:—

1. समस्त विभागाध्यक्ष, राज.परिदहन निगम, जयपुर ।
- 2- महा प्रबंधक § रापनि, जयपुर ।
3. समस्त कार्यकारी प्रबंधक § रापनि, जयपुर ।
4. मुख्य उत्पादन प्रबंधक, के. का. रापनि-----
5. मुख्य प्रबंधक, राज.परिदहन निगम-----
6. निजी सचिव, अध्यक्ष/प्रबंध निदेशक, मु. जयपुर
7. आदेश पत्रावली ।

कार्यकारी निदेशक § प्रशासनिक