

## Functions and duties of each unit of the Office

Name of the Officer	Name of the section / Official (Post)	Duties Performed
1. Sh. Rakesh Singh	Regional Transport Officer	All Duties of Head of the office. Secretary to R.T.A. (Commissioner) Function under M.V.Act., C.M.V.Rules, M.P.M.V.Rules, M.P, Taxation Act & Tules
2. Sh. M.I. Soni	Asst. Regional Transport Officer	Asst. Sectrary To R.T.A. (Commissioner) Function Under M.V.Act., C.M.V.Rules, M.P.M.V.Rules, M.P, Taxation Act & Tules
3. Sh. R.S. Sharma	Superintendent	Supervision over the Staff and Functions According to Above Act & Rules, scrutinize with all official files
4. Sh. S.K. Jain	Junior A/c Officer	To maintain A/c Matter & to reply audit objection with the help of Supdt. And staff
5. Sh. P.C. Jha	Asst. Statical Officer	To send Statistical information annually and Half yearly, Quaterly, Monthly etc.
6. Sh. S.N. Bhangre	Stenographer	Functions of Stenographer
7. Sh. I.S. Mohite	A.G. & 1	Functions of Registration of Quaterly tax paid Vehicle
8. Sh. D.D. Tiwari	Accountant	To perform the duties of accountant and encharge of Established section
9. Sh. P.C. Shah	A.G. & 2	Functions of Registration of Quaterly tax paid Vehicle
10. Sh. P.S. Bhilala	A.G. – 2	Registration Clark for New Vehicle and assistant to R.T.O. in High Court Cases etc.

11.	Sh. M.K. Kori	A.G. – 2	Reconciliation Clerk of Treasury challans thru Computer
12.	Sh. Ashok Shrivastava	A.G. – 2	In charge of Single Window and Perform duties of Establishment Clerk also
13.	Sh. B.L. Aarya	A.G. – 2	In charge of R.T.A. Section
14.	Sh. R.K. Hela	A.G. – 2	In charge of License Section performing duties of Renewals / duplicate driving silence
15.	Sh. Noel Starki	A.G. – 2	In charge of Goods Permit Section and Fitness Section
16.	Sh. Dalchand Kol	A.G. – 3	In charge of inward – dispatch section
17.	Sh. Babulal Raikwar	A.G. – 3	Performing duties of cashier
18.	Sh. Sivendra Singh Parihar	A.G. – 3	In charge of Monthly / Quarterly Tax paying public Service vehicle
19.	Sh. D.K. Tomar	A.G. – 3	Registration clerk for L.T.T. paid four vehicle and two vehiler vehicle
20.	Sh. Trideep Ghos	A.G. – 3	In charge of K. Form section, refund section and Dealing with under section 86 cases
21.	Sh. Ramavtar Sen	A.G. – 3	In charge of Stationary and Store Record Room and Learning license
22.	Sh. Shankar P. Jharia	A.G. – 3	Assistant to R.T.A. Section, Typing work
23.	Sh. Kasimuddin Kuraisi	A.G. – 3	In charge of New Driving Silence
24.	Sh. Sudhir Yadav	A.G. – 3	Assistant to inward – dispatch section
25.	Ku. Santoshi Singh	A.G. – 3	Assistant to R.T.A. Section

## Enforcement Branch

- |    |                    |                     |   |
|----|--------------------|---------------------|---|
| 1. | Sh. Virendra Singh | Transport Inspector | Perform duties of transport inspector to check vehicle as per programme assend by transport commissioner / department |
| 2. | Sh. Arvind Kushram | Transport Inspector | do  |
| 3. | Sh. R.P. Patel     | Transport Inspector | do  |

REGIONAL TRANSPORT OFFICER  
JABALPUR

## POWERS AND DUTIES OF THE OFFICER

S. No.	Name	Designation	Remuneration	Duties
01	02	03	04	05
01	Sh. Rakesh Singh	Regional Transport Office	Senior Scale Starting with 10000	All Duties of Head of the office. Secretary to R.T.A. (Commissioner) Function under M.V.Act., C.M.V. Rules, M.P.M.V. Rules, M.P, Taxation Act & Rules
02	Sh. M.I. Soni	Asst. Regional Transport Officer	5500 – 9000	Asst. Sectary To R.T.A. (Commissioner) Function under M.V.Act., C.M.V.Rules, M.P.M.V.Rules, M.P, Taxation Act & rules
03	Sh. Virendra Singh	Transport Inspector	5000 – 8000	Perform duties of transport inspector to chek vehicle as per programme assend by transport commissioner / department
04	Sh. Arvind Kushram	Transport Inspector	5000 – 8000	Perform duties of transport inspector to check vehicle as per programme assend by transport commissioner / department
05	Sh. R.P. Patel	Transport Inspector	5000 – 8000	Perform duties of transport inspector to check vehicle as per programme assend by transport commissioner / department

REGIONAL TRANSPORT OFFICER  
JABALPUR

## DECISION MAKING PROCESS IN GRAPHIC FORM

Initiating the File dealing staff and the section	Channels Officers Handling the file at each level	Decision taking authority	Supervisory Authority	Accountable Officer
01	02	03	04	05
Dealing assistant	Superintendent	RTO / RTO	Superintendent	RTO / ARTO

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NORMS DECIDED AND FOLLOWED BY THE ORGANISATION

TIME	NOT APPLICABLE
QUALITY	NOT APPLICABLE
QUANTITY	NOT APPLICABLE

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CHRONOLOGICAL LIST OF

1. ACTS Motor vehicle Act 1988, M.P. Motoryan Karadhan Adhinyam 1991
2. Rules Central Motor Venicle Rules 1989, M.P. Motor Yan Karadhan Niyam 1991,  
M.P. Motor Vehicle Rules 1994
3. Regulations -
4. Manuals -
5. Circulars available in Office Standing order of Transport Commissioner

(Original text to be given in electronic form)

REGIONAL TRANSPORT OFFICER  
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### Statement of various documents to be maintained

S. No.	Documents	Classification	Duration
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01	02	03	04
01	Registration Files	Registration files and Registers	Till the Registration valid
02	Permanent Driving License Files	Permanent Driving License Files Registers	Till the license is valid
03	Permanent Permit Files	Permanent Permit Files and Register	After expiry of Renewal 5 years

REGIONAL TRANSPORT OFFICER  
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Structure of consultative committees in which public representatives are members including

- |    |                               |                |
|----|-------------------------------|----------------|
| 1. | The names of latest incumbent | NOT APPLICABLE |
| 2. | Copy of the orders            | NOT APPLICABLE |

- |                                |                |
|--------------------------------|----------------|
| 3. Circulars for formation     | NOT APPLICABLE |
| 4. Duties and responsibilities | NOT APPLICABLE |

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JABALPUR

Proceedings, Minutes of the Meetings (copy to be made available and be given in the electronic form with hypertext link)

NOT APPLICABLE

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Name of the Board, Council, Committees etc. including members and their qualifications. (Original text to be given in electronic form)

S. No.	Body	Members	Qualifications
01	02	03	04

01	Nil	Nil	Nil
02	Nil	Nil	Nil
03	Nil	Nil	Nil

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1. Order of the formation.
2. (Original text to be given in electronic form and be hyper linked)
3. Charter / Memorandum of Articles of Association.
4. (Original text to be given in electronic form and be hyper linked)

NOT APPLICABLE

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JABALPUR

1. Govt. instruction for the way in which meeting will be conducted. (Original text to be given in electronic form and be hyper linked)
2. Whether open to public or not
3. Availability of the proceedings / minutes of the last meetings (Original text to be given in electronic form and be hyper linked) (chronologically)

NOT APPLICABLE

REGIONAL TRANSPORT OFFICER  
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Directory of the officers and employees  
(to be linked with treasury data bank)

S. No.	Name	Designation
01	02	03
01	Sh. Rakesh Singh	Regional Transport Officer
02	Sh. M.I. Soni	Asst. Regional Transport Officer

03	Sh. R.S. Sharma	Superintendent
04	Sh. S.K. Jain	Junior A/c Officer
05	Sh. P.C. Jha	Asst. Statistical Officer
06	Sh. S.N. Bhangre	Stenographer
07	Sh. I.S. Mohite	A.G. - 1
08	Sh. D.D. Tiwari	Accountant
09	Sh. P.C. Shah	A.G. - 2
10	Sh. P.S. Bhilala	A.G. - 2
11	Sh. M.K. Kori	A.G. - 2
12	Sh. Ashok Shrivastava	A.G. - 2
13	Sh. B.L. Aarya	A.G. - 2
14	Sh. R.K. Hela	A.G. - 2
15	Sh. Noel Starki	A.G. - 2
16	Sh. Dalchand Kol	A.G. - 3
17	Sh. Babulal Raikwar	A.G. - 3
18	Sh. Sivendra Singh Parihar	A.G. - 3
19	Sh. D.K. Tomar	A.G. - 3
20	Sh. Trideep Ghosh	A.G. - 3
21	Sh. Ramavtar Sen	A.G. - 3
22	Sh. Shankar P. Jharia	A.G. - 3
23	Sh. Kasimuddin Kuraisi	A.G. - 3
24	Sh. Sudhir Yadav	A.G. - 3
25	Ku. Santoshi Singh	A.G. - 3

REGIONAL TRANSPORT OFFICER  
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Monthly remuneration and compensation ( to be linked with treasury Data Bank )

S. No.	Budget Head	Year	Allocation	Expenditure
01	02	03	04	05
01	11 – Pay 001 Pay	2005 – 06	1800000	742010
02	003 D.A.	2005 – 06	990000	416680
03	006 H.R.A.	2005 – 06	150000	52474
04	008OTHER ALLOWANCES	2005 – 06	45000	17693

05	12 WAGES	2005 – 06	40000	20313
06	21 T.A.	2005 – 06	40000	16777
	22 OFFICE EXPENDITURE			
07	001 Ser. Postage Stamps	2005 – 06	25000	-
08	002 Telephone Charges	2005 – 06	34000	17679
09	003 Furniture Equipment	2005 – 06	10000	-
10	005 Electric Water Charges	2005 – 06	50000	35343
11	006 Liveries	2005 – 06	10000	-
12	004 Books & Mack gins	2005 – 06	3000	-
13	007 Stationary & Printing	2005 – 06	25000	-
14	009 P.O.L. Charges	2005 – 06	35000	-
15	011 Rent & taxes	2005 – 06	40000	-
16	33- Vehicle Repairing	2005 – 06	40000	-
		GRAND TOTAL	3302000	1334728

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### Programmes and Beneficiaries

1. List of the programmes (electronic form)
2. Norms for selection of the beneficiary (original text of the circular to be given in electronic form)

### 3. Detailed Information

NOT APPLICABLE

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JABALPUR

### Detailed Information

S. No.	Name of the Programme	Sponsoring Dept. Agency	Year	Amt. Allocated	No of Beneficiaries
01	02	03	04	05	06
01	Nil	Nil	Nil	Nil	Nil
02	Nil	Nil	Nil	Nil	Nil
03	Nil	Nil	Nil	Nil	Nil

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## List of the recipients and nature of concession

S. No.	Nature of concession	Name	Address	Programme	Year	Kind of support
01	02	03	04	05	06	07
01	Nil	Nil	Nil	Nil	Nil	Nil

02	Nil	Nil	Nil	Nil	Nil	Nil
03	Nil	Nil	Nil	Nil	Nil	Nil

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### Information available in the office

S. No.	Categories	Hard Copy	Electronic Form
01	02	03	04
01	New Registration	Y	N
02	Driving License	Y	N

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Facility available to citizen for information

S. No.	Facility	Duration of opening (time to be given)	Contact No. Telephone No.
01	02	03	04
01	All type information relative to R.T.O. Office	10.30 to 05.30	2621328

REGIONAL TRANSPORT OFFICER  
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## Information about the PIO

- |                        |   |
|------------------------|---|
| 1. Name                | Sh. M.L. Soni                           |
| 2. Designation         | A.R.T.O.                                |
| 3. Tel. No.            | 2621328                                 |
| 4. e mail address      | -                                       |
| 5. Working Experiences | From the date of joining in Tspt. Dept. |

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Any other information of Your Office

- NIL -

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