

Particulars of organisation, functions and duties

(Section 4(1) (b) (i))

1. Particulars of the organization, functions & duties

In 1948, the State Govt. took over operation of bus services run by erstwhile princely states under State Transport Services (STS) of Transport Department.

In 1950, the Central Act, R.T.C. Act was enacted (Act No. 64 of 1950) which required creation of Road Transport Corporations under respective State Governments. The OSRTC was created w.e.f. 15.5.1974 and the assets and employees of State Transport Services were transferred to the O.S.R.T.C.

The Corporation started functioning with Share Capital Contribution from the State Govt. and the Central Govt. in the ratio of 2 : 1. The Central Govt. has stopped share capital contribution since 1987-88 and State Govt. has stopped its contribution from 1999-2000.

The O.R.T. Company, operating mostly in the southern parts of the state merged with the OSRTC in 1990 along with all its assets, liabilities and employees.

The aim and objective of the Organisation is to provide transport facility to the public as a commitment.

- (I) To provide safe and comfortable transport to passengers which the public can have confidence in.
- (II) To connect remote /tribal areas which are otherwise not well-attended to the mainstream and thereby fulfill its social commitment.

2. Allocation of business

There is scope for the Corporation to run buses for passenger transport throughout the state. But it has to compete with the private operators.

3. Duties to be performed to achieve the mission

In order to remain in business the services are to be operated profitably as there is no assistance from the Govt. So it has to attract passenger by introducing high quality of the service, maintaining strict punctuality and discipline and looking after passenger safety.

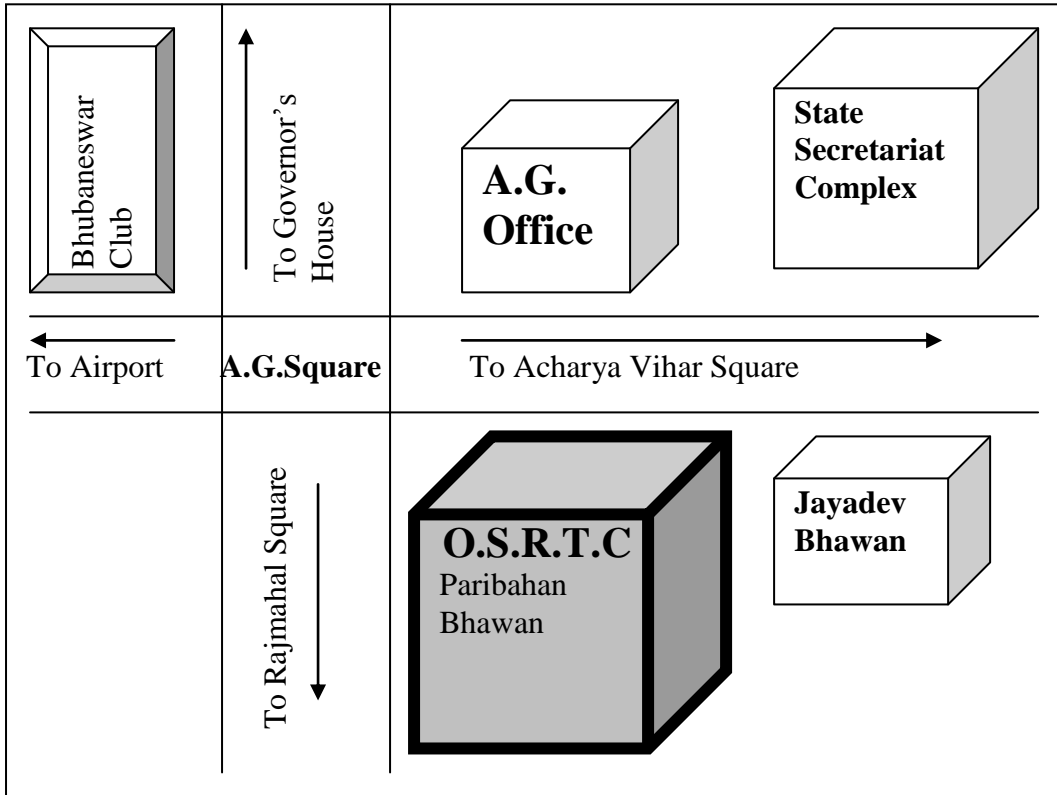
4. Details of service rendered

The Corporation runs bus services through out the state from its 14 operational units spread across the state. It carries police personnel on warrant basis and carries postal mails. It carries students, freedom fighters, physically handicapped persons at concession rates as per Govt. orders. It also acts as the lone operator in case of strike call by private operators.

5. Citizens Interaction

Reaction of the citizens regarding operation of services is closely monitored at the H.O. level and the unit level.

6. Map of office location



7. Working hour both for office and public

The office works from 10 A.M. to 5 P.M. on all working days.

8. Public interactions if any.

9. Grievance redress mechanism

On all Saturdays excepting second Saturday of the month, grievance of employees, retired employees and outsiders are taken up by a Committee at the Head Office level. At the unit level the Unit Officer concerned takes grievances on all Saturdays excepting the second Saturday.

Powers and duties of officers and employees

(Section 4(1) (b) (ii))

Powers and duties of officers and staff

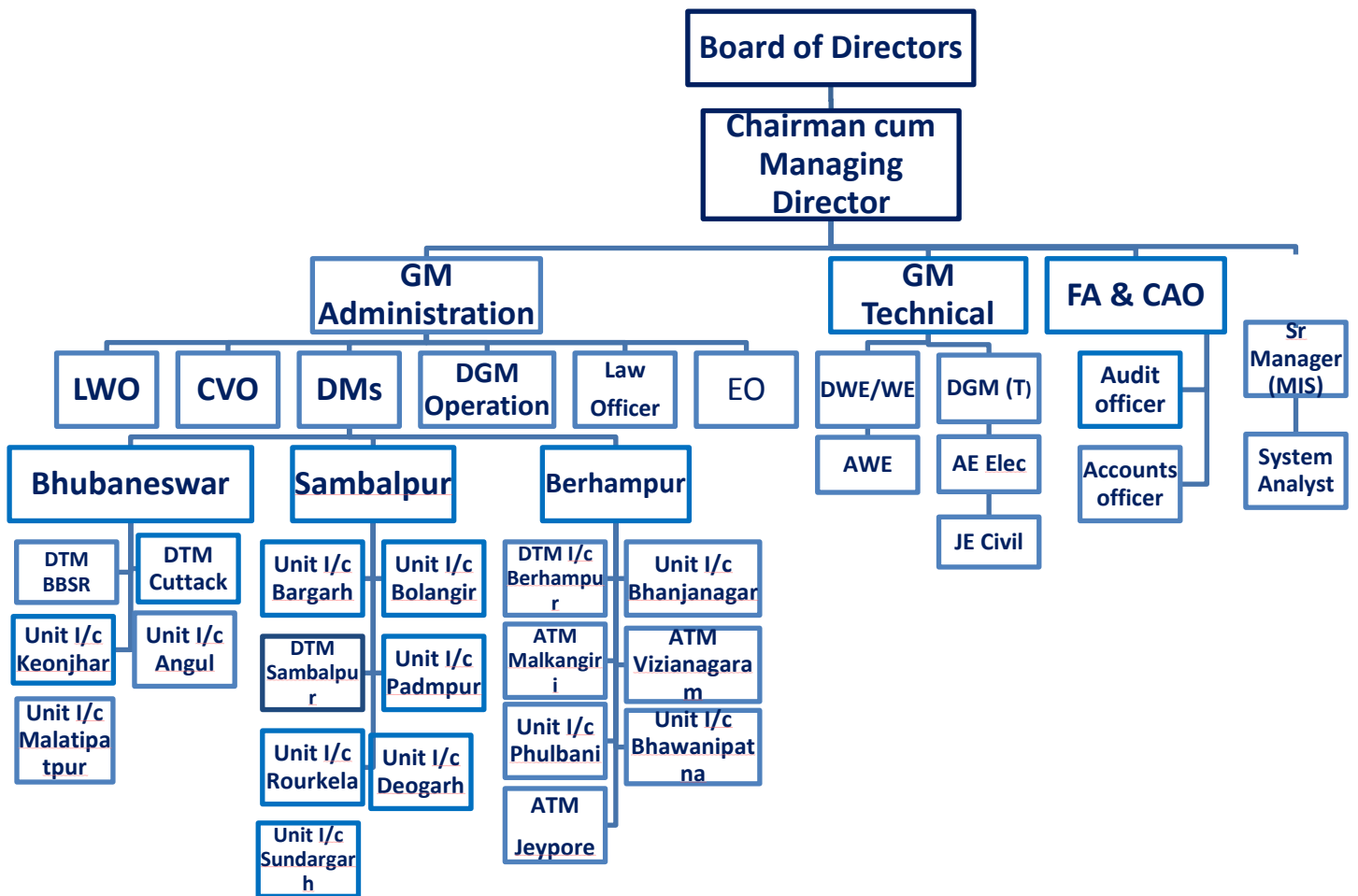
Sl No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Managing Director	Full	Full	Chief Executive of the Corporation		
2	G.M.(Admn.)	Assist the M.D. for efficient administration	Sanction of GPF/CPF & other Misc. expenditure upto Rs.15000/-	Head of Office		
3	F.A. & C.A.O.	Controlling Officer of Accounts/Audit wing	Concur all the expenditure	Tender sound financial advice to M.D.		
4	D.G.M.(Tech)	Suggest for transfer and posting of technical performance	-	Accountable for efficient utilization of buses		
5	L.W.O.			Coordinating between the management & employees for settlement of demands permitted under ID Act. Implementation of employees welfare programme.		
6	C.V.O.			To check pilferage of revenue & forgery of tickets.		
7	Accounts Supervisor		D.D.O. of Head Office	Ensure maintenance of Books of Accounts, Trial Balance & Compilation of Proforma Accounts.		
8	PIO-Senior Manager MIS			Preparation of softwares & responsible for technical soundness and proper function &		

				maintenance of computer hardware. Collection of statistical data & analysis and operation of Management Information System.		
9	System Analyst			Responsible for design, development, implementation of the system.		
10	Statistician			Ensure collection, compilation & analysis of physical and financial performance of Corporation		
11	D.G.M.(O)			Principal Coordination of traffic operation of Corporation.		
12	Establishment Officer	Sanction of increment, leave of class-III & IV employees of Hqrs. Establishment.		Ensure proper discipline at Head Office.		
13	Law Officer			Attend all O.J.C./I.D./M.A.C.T. and C.D. cases of Corporation.		
14	Additional Estate Officer			Deal with all estate matters under the supervision of G.M.(A).Process & allotment of shops etc.		
15	Divisional Manager	Ensure efficient administration	D.D.O.of D.M. office,sanction of GPF/CPF of the staff within his division.	Accountable to the M.D. for the Division.		
16	Asst. Engineer			In charge of execution of all civil engineering works of the Corporation under the supervision of G.M.(A).		
17	Divisional Works Engineer			Regular inspection of Garage & Workshop of the units of his division		

				for better utilization of bus services.		
18	D.T.M.	Appointing & Disciplinary authority in respect of his zone. Sanction of leave, increment of their staff.	D.D.O. of the zone. Sanction all the expenditure in connection with operation of services of the zones including purchase of spare parts and accessories .	Head of office of his establishment.		
19	A.W.E.			Responsible for the safe custody, maintenance and repair of all vehicles to make it atleast 90% road worthy.		
20	A.T.M.	Look to the efficient administration of the unit and maintain proper discipline.	D.D.O. of the unit.	In charge of the unit.		
21	Audit Officer			In charge of the Audit wing and finalise compliances of Audit report & draft paras of the A.G., Orissa under the supervision of F.A. & C.A.O.		

4 (b)(iii) & 4(b)(viii)

Organisation Chart



The meeting of the Corporation Board is totally confidential. No outsiders are allowed to take part.

Manual 2**Directory of Officers (Section 4 (1) (b) (ix)**

Sl No.	Name	Designation	Mobile No.	Phone No.	Fax No.	Email Id
1	Shri K.B.Singh, IPS	Chairman cum Managing Director	-	0674-2530208	0674-2530719	cmdosrtc@gmail.com osrtc@nic.in osrtccorp@gmail.com
2	Shri S.K. Patel, OAS(S)	G.M.(Admn.)	8895919855	0674-2530908	-	gmaosrtc@gmail.com osrtc@nic.in/ osrtccorp@gmail.com
3	Shri K.C. Sahoo, OFS(SAG)	F.A. & C.A.O.	-	-	-	On leave
4	Shri B.B. Khalko, OFS(SG)	F.A. & C.A.O.	8895082380	0674-2530368	-	facaosrtc@gmail.com osrtc@nic.in/ osrtccorp@gmail.com
5	Shri A.K. Pattanaik	D.G.M.(T) I/c	9938470711	0674-2530846	-	dgmtosrtc@gmail.com
6	Shri B.C. Pattanaik	Estate Consultant	9437481242	-	-	ecosrtc@gmail.com
7	Shri H.K. Dash	Sr. Manager (MIS)I/c	9437258959	0674-2530719	-	sm.misosrtc@gmail.com
8	Shri Sudhir Behera	DGM(O) I/c	9437122007	0674-2530649	-	dgmoosrtc@gmail.com
9	Shri A.K. Pattanaik	W.E., C/Store, Cuttack	9938470711	0671-2312166 (CTC)	-	centralstorecuttack@gmail.com
10	Smt. Ashima Dash	Asst. Law Officer	9861150391	0674-2530317	-	osrtc@nic.in/osrtccorp@gmail.com
11	Shri Nihar Ranjan Parida	Asst. Engineer (Elect.)	9937403175	0674-2530317	-	osrtc@nic.in/osrtccorp@gmail.com
12	Smt.Parimita Mishra	Labour Welfare Officer	9040750714			osrtc@nic.in/osrtccorp@gmail.com

Sl No.	Name	Designation	Mob. No.	Telephone No.	e-mail id
1	Shri Sudhir Behera	D.M I/c, Bhubaneswar	9437122007	0674-2354059	dmbhubaneswar@gmail.com
2	Shri Kishore Ku. Barik	A.T.M., Bhubaneswar	9937388534	0674-2354039	dtmbhubaneswar@gmail.com
3	Shri G. Ananda Dora	Unit-in-Charge, Angul	9437358232	06764-230555	anguldtm@gmail.com
4	Shri J.B. Sahoo	Unit-in-Charge Malatipatapur	9778488058	-	dtmmalatipatapur@gmail.com
5	Shri Shri P.K. Sahu	Unit-in-Charge., Cuttack	9437294394	0671-2312823	dtmcuttack@gmail.com
6	Shri N.N. Patra	Unit-in-Charge, Keonjhar	9853181260	06766-255407	dtmkeonjhar@gmail.com
7	Shri Amiya Ku Mishra	D.M. I/c, Berhampur	9437088585	0680-2229276	demberhampur@gmail.com
8	Shri Amiya Ku Mishra	W.E, Berhampur	9437088585	0680-2229374	weberhampur@gmail.com
9	Shri Amiya Ku Mishra	D.T.M. I/c, Berhampur	9437088585	0680-2229372	dtmberhampur@gmail.com
10	Shri P.K. Hota	Unit-in-Charge, Bhanjanagar	9437400829	06821-241010	atmbhanjanagar@gmail.com
11	Shri K.C.Sahu	Unit-in-Charge, Jeypore	9938686653	06854-231740	dtmjepore@gmail.com
12	Shri R.K. Behera	Unit-in-Charge, Vizianagram	9938343632	08922-224119	dtmvizianagram13@gmail.com
13	Shri S.K. Sethi	DTM(A), Bhawanipatana	9439862945	06670-230696	atmbhawanipatana@gmail.com
14	Shri S.B.Panigrahi	Unit-in-Charge, Malkangiri	9437272588	0686-1230174	dtmmalkanagari@gmail.com
15	Shri J.K. Pradhan	Unit-in-Charge, Phulbani	9937260393	06842-253005	dtmosrtcphulbani@gmail.com
16	Shri G.R.Mohanty	Unit-in-Charge., Nawrangpur	9853945820	06858-223033	dtmnawarangapur@gmail.com
17	Shri G.R.Rao	Unit-in-Charge, Rayagada	8895664344	06856-235910	dtmrayagada@gmail.com
18	Shri Bhubaneswar Sahu	Unit.I/c, Paralakhemundi	8895843533	-	dtmgajapati@gmail.com
19	Shri R.Pujari	D.M.I/c, Sambalpur	9437358232	0663-2400955	dmsambalpur@gmail.com
20	Shri R. Pujari	D.T.M., Sambalpur	9437358232	0663-2520860	dtmsambalpur@gmail.com
21	Shri J.B. Sunar	Unit-in-Charge, Rourkela	9437743254	0661-2476063	dtmrourkela@gmail.com
22	Shri P.K. Pattanaik	Unit-in-Charge, Bolangir	9437343047	06652-232340	dtmbolangir@gmail.com
23	Shri Sarbeswar Pal	Unit-in-Charge, Padampur	9668718409	06683-223463	atmpadampur@gmail.com

24	Shri B.P. Samantray	Unit-in-Charge, Baragarh	9937170322	06646-233123	dtmbaragarh@gmail.com
25	Shri Bhaskar Behera	Unit-in-Charge, Deogarh	7751034952	-	dtmdebagarh@gmail.com
26	Shri S.N.Behera	Unit-in-Charge, Nuapada	9861461325	-	dtmnuapada@gmail.com
27	Shri S.N. Pradhan	Unit-in-Charge, Sundargarh	9437892777	-	osrtcsg@gmail.com

Rules, regulations, instructions, manuals and records for discharging functions.

(Section 4(1) (b) (v))

List of rules, regulations, instructions, manuals and records.

Sl No	Name of the act, rules, regulation etc.	Brief gist of contents	Reference No. , if any.	Price in case of priced publication
1	Orissa State Road Transport Corporation Employees (Classification, Recruitment and condition of Service) Regulations 1978	Classification, recruitment and condition of service of employees of OSRTC		
2	Corporation Manual	Rules and business of the Corporation		
3	Administrative manual	Duties and responsibility of the officers		

A statement of the categories of documents that are held by it for under its control.

(Section 4(1) (b) (vi))

A statement of the categories of documents held.

Sl No	Nature of record	Details of information available	Unit / Section where available	Retention period, where available
1	Aquintance Roll	Pay and allowance	Accounts Section	
2	Personal Files	Record of joining and period of service	Establishment Section	
3	Land and Building	Location of building and land	Estate Section	
4	C.C.R.s	Personal Remarks of the employees	Confidential Section	
5	Computerised data on O.S.R.T.C.	Data on various parameters of performance of the Corporation	M.I.S. Section	
6	Traffic matters	Operation of bus services	Traffic section	
7	Financial matters	Income/ Expenditure, Profit / Loss	Finance Section	
8	Legal matters	Judicial, MACT, I.D. Cases	Law Section	
9	Purchase and maintenance of buses	Purchase of new chassis, bus body construction, major repair to buses	Technical Section	
10	Construction and Maintenance of building	Repairing, renovations work of building	Building section	

4b(vii)

Corporation runs its business as per direction & decision of the Corporation Board and different decisions of Govt. of Odisha.

There is no such direct arrangement for involvement of public in the formulation of policy or implementation thereof.

A statement of boards, council, committees and other bodies constituted.

(Section 4(1) (b) (viii))

List of boards, councils, committees etc.

Sl No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1	2	3	4	5	6	7	8	9	10
1	O.S.R.T.C. Board	To take decisions in the policy matter of the Corporation for smooth functioning	By the Govt. in Transport Deptt. Vide Notification No RT-11/15/928 dt 10.02.2015 and published in Odisha gazette vide No. 255 dt. 19.02.2015 for 3 years from the date of publication of Odisha Gazette	19.02.2015	18.02.2018	No	No	Once in every 3 months	

Monthly remuneration received by each Manual-11 of the Officers and the System of compensation provided in the regulations.**Sec 4 (1) b (x)**

Sl.No.	Name of the Officers	Designation	Pay Scale
1	Shri K.B.Singh, IPS	Chairman cum Managing Director	On Deputation
2	Shri S.K. Patel, OAS(S)	G.M.(Admn.)	-do-
3	Shri K.C. Sahoo, OFS(SAG)	F.A. & C.A.O.	On Deputation (On leave)
4	Shri B.B. Khalko, OFS(SG)	F.A. & C.A.O.	On Deputation (In-Charge)
5	Shri A.K. Pattanaik	D.G.M.(T) I/c	Rs. 9300/--Rs. 34800/- GP Rs. 4600/-
6	Shri B.C. Pattanaik	Estate Consultant	(Contractual)
7	Shri H.K. Dash	Sr. Manager (MIS)I/c	Rs. 9300/--Rs. 34800/- GP Rs. 4600/-
8	Shri Sudhir Behera	DGM(O) I/c	Rs. 9300/--Rs. 34800/- GP Rs. 6600/-
9	Shri A.K. Pattanaik	W.E., C/Store, Cuttack	Rs. 9300/--Rs. 34800/- GP Rs. 4600/-
10	Smt. Ashima Dash	Asst. Law Officer	Rs. 9300/--Rs. 34800/- GP Rs. 4200/- (On Contractual)
11	Shri Nihar Ranjan Parida	Asst. Engineer (Elect.)	Rs. 9300/--Rs. 34800/- GP Rs. 4600/-
12	Smt.Parimita Mishra	Labour Welfare Officer	On Deputation

The budget allocated to each agency

(Section 4(1) (b) (xi))

Nil

Corporation manages its functions out of income generated from operation of buses / rents collected from estate.

The manner of execution of subsidy program

(Section 4(1) (b) (xii))

Sl No	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous year utilization progress	Previous years achievements
1	Orissa State Road Transport Corporation	Travel concession allowed to the students, freedom fighters and physically handicapped persons		Rs 1.60 crores		

List of Individuals given subsidy

Nil

Particulars of recipients of concessions, permits or authorizations granted

(Section 4(1) (b) (xiii))

List of beneficiaries

Sl No	Name and address of the beneficiary	Nature of concession / permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in par with purpose
1	2	3	4	5	6
1	Student	50 % (Monthly and seasonal) of the bus fare in osrtc buses			
2	Totally blind persons or orthopedically handicapped persons to the extent of 50 % and above	100 % concession of the bus fare in OSRTC buses along with an escort with 50 % concession			
3	Mentally retarded persons	100 % concession of the bus fare in OSRTC buses along with an escort with 50 % concession			
4	Orthopadically handicapped persons to the extent of 40 % but below 50 %	50 % concession without escort			

Information available in electronic form

(Section 4(1) (b) (xiv))

Sl No	Activities for which electronic data available	Nature of Information available	Can be shared with public	Is it available on website or is being used as back end database
1	2	3	4	5
1	Unit-wise performance statistics	Information on physical parameters of units such as KMS operated, break- down, delay, Suspension, engine, battery etc., Tyre performance, Vehicle-wise Fuel performance,	No	Database
2	Route Performance	Unit-wise Performance of routes	Yes	Database
3	Financial Performance	Financial Performance of the Corporation	No	Database
4.	Payroll Accounting	Salary Bills of Staff of Corporate Office, Schedules, EPF, Professional Tax	No	Database
5.	Inventory Control	Inventory Management System at the Central Store	No	Database
6	Advanced Online Ticket Booking System	Busstand-wise, Service-wise, Depot-wise and Franchise-wise Booking Details, Trip Sheet etc.	No	Database

Particulars of facilities available to citizens for obtaining information

(Section 4(1) (b) (xv))

Sl No	Facility available	Nature of Information available	Working hours
1	Information Counter	Time table of scheduled services of OSRTC	6 A.M. to 10 P.M.
2	Website	Web Directory, Tenders and Advertisements, Major Schemes, Mission and Vision, RTC Act 1950,	-
3	Library	All Acts and Rules of OSRTC, Transport Related Books and Journals-	-
4	Notice Board	Submission of tender papers and other notifications	10A.M to 5.00P.M.

Name, designation and other particulars of Public Information Officers

(Section 4(1) (b) (xvi))

List of Public Information Officers

SL No	Designation of the officer designated as PIO	Postal Address Email : osrtc @ ori.nic.in	Telephone No	Demarcation of area / activities if more than one PIO is there
1.	P.I.O.-cum-Sr.Manager(MIS) I/c	Office of the Managing Director, OSRTC, Paribahan Bhawan, Sachivalaya Marg, Bhubaneswar.	0674 – 2530719 94372 58959	
2.	Asst.Transport Manager, Bhubaneswar.	Office of the District Transport Manager(A),BBSR., O.S.R.T.C.,Baramunda, Bhubaneswar.	0674 – 2354039	
3.	Unit-in-Charge Cuttack.	Office of the District Transport Manager(A),Cuttack Badambadi,Cuttack.	0674 – 2312823	
4.	District Transport Manager(Admn.) Sambalpur.	Office of the District Transport Manager(A),OSRTC., Sambalpur.	0663 – 2520860	
5.	Unit-in-Charge, Baragarh.	Office of the District Transport Manager(A),OSRTC., Baragarh.	06646-233123	
6.	Unit-in-Charge, Jeypore.	Office of the District Transport Manager(A),OSRTC., Jeypore.	06854 - 231740	
7.	District Transport Manager(Admn.) I/c, Berhampur.	Office of the District Transport Manager(A),OSRTC., Berhampur.	0680 – 2229372	
8.	Unit-in-Charge, Angul.	Office of the District Transport Manager(A), OSRTC.,Angul.	06764-230555	
9.	Asst..Transport Manager., Vizianagaram.	Office of the District Transport Manager(A), OSRTC., Vizianagaram.	08922-224119	
10.	Asst..Transport Manager., Bhanjanagar.	Office of the Asst. Transport Manager(A), OSRTC.,Bhanjanagar.	06821-241010	

11.	District Transport Manager(A) Bhawanipatna.	Office of the District Transport Manager(A), OSRTC.,Bhawanipatna.	06670-230696	
12.	Unit-in-Charge, Bolangir.	Office of the District Transport Manager(A), OSRTC., Bolangir.	06652-232340	
13.	Unit-in-Charge, Rourkela.	Office of the District Transport Manager(A), OSRTC.,Rourkela.	0661-2476063	
14.	Unit-in-Charge Keonjhar.	Office of the District Transport Manager(A), OSRTC.,Keonjhar.	06766-255407	
15.	Unit-in-Charge Padmapur.	Office of the Asst. Transport Manager(A), OSRTC., Padmapur.	06683-223463	
16.	Works Engineer-I/C., Central Store,Cuttack.	Office of the Works Engineer, Central Store, OSRTC.,Cuttack.	0671-2312166	
18.	Works Engineer, Central Work-Shop, Berhampur.	Office of the Works Engineer ,Central Works-Shop,OSRTC.,Berhampur.	0680-2203774	
19.	Unit-in-Charge, Malkangiri	Office of the District Transport Manager(A), OSRTC.,Malkangiri	0686-1230174	
20	Unit-in-Charge, Phulbani	Office of the District Transport Manager(A), OSRTC.,Phulbani	06842-253005	
21.	Unit-in-Charge, Nawarangpur	Office of the District Transport Manager(A), OSRTC.,Nawarangpur	06858-223033	
22.	Unit-in-Charge, Rayagada	Office of the District Transport Manager(A), OSRTC.,Rayagada	06856-235910	
23.	Unit-in-Charge, Paralakhumundi	Office of the District Transport Manager(A), OSRTC.,Paralakhemundi	-	
24.	Unit-in-Charge, Deogarh	Office of the District Transport Manager(A), OSRTC.,Deogarh		
25.	Unit-in-Charge, Sundargarh	Office of the District Transport Manager(A), OSRTC.,Sundargarh		
26.	Unit-in-Charge, Nuapada	Office of the District Transport Manager(A), OSRTC.,Nuapada		
27	Unit-in-Charge,Malatipatpur	Office of the District Transport Manager(A), OSRTC.,Malatipatapur		