

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 ration 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.

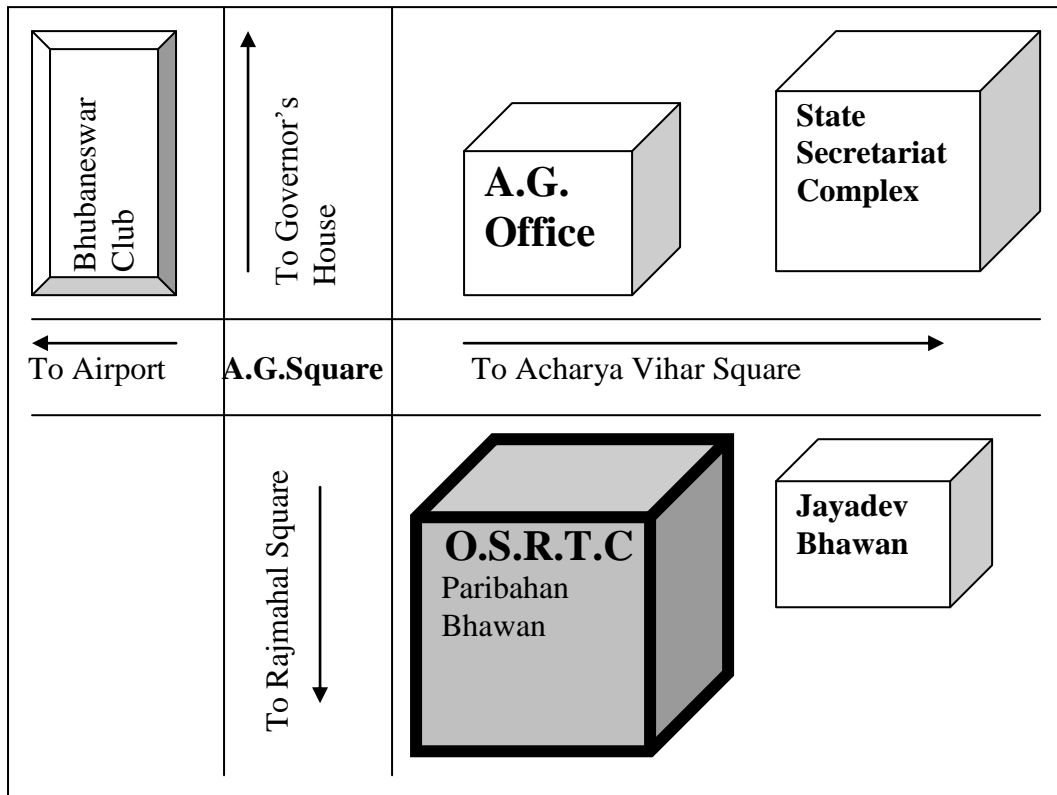
4. Details of service rendered

The Corporation runs bus services through out the state from its 23 operational units spread across the state. It carries police personnel on warrant basis and carries postal mails. It carries students, freedom fighters, physically challenged 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

Grievances of the citizens regarding operation of services is closely monitored by Citizens Grievance Cell at the H.O. level.

6. Map of office location



7. Working hour both for office and public

The office works from 10 A.M. to 5.30 P.M. on all working days.

8. Public interactions if any.

9. Grievance redress mechanism

On all Mondays of the month, grievance of employees, retired employees and outsiders are taken up by CMD/G.M.(A) at the Head Office level. At the unit level the Unit Officer concerned takes grievances on all Mondays.

Powers and duties of officers and employees

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

Powers and duties of officers and staff

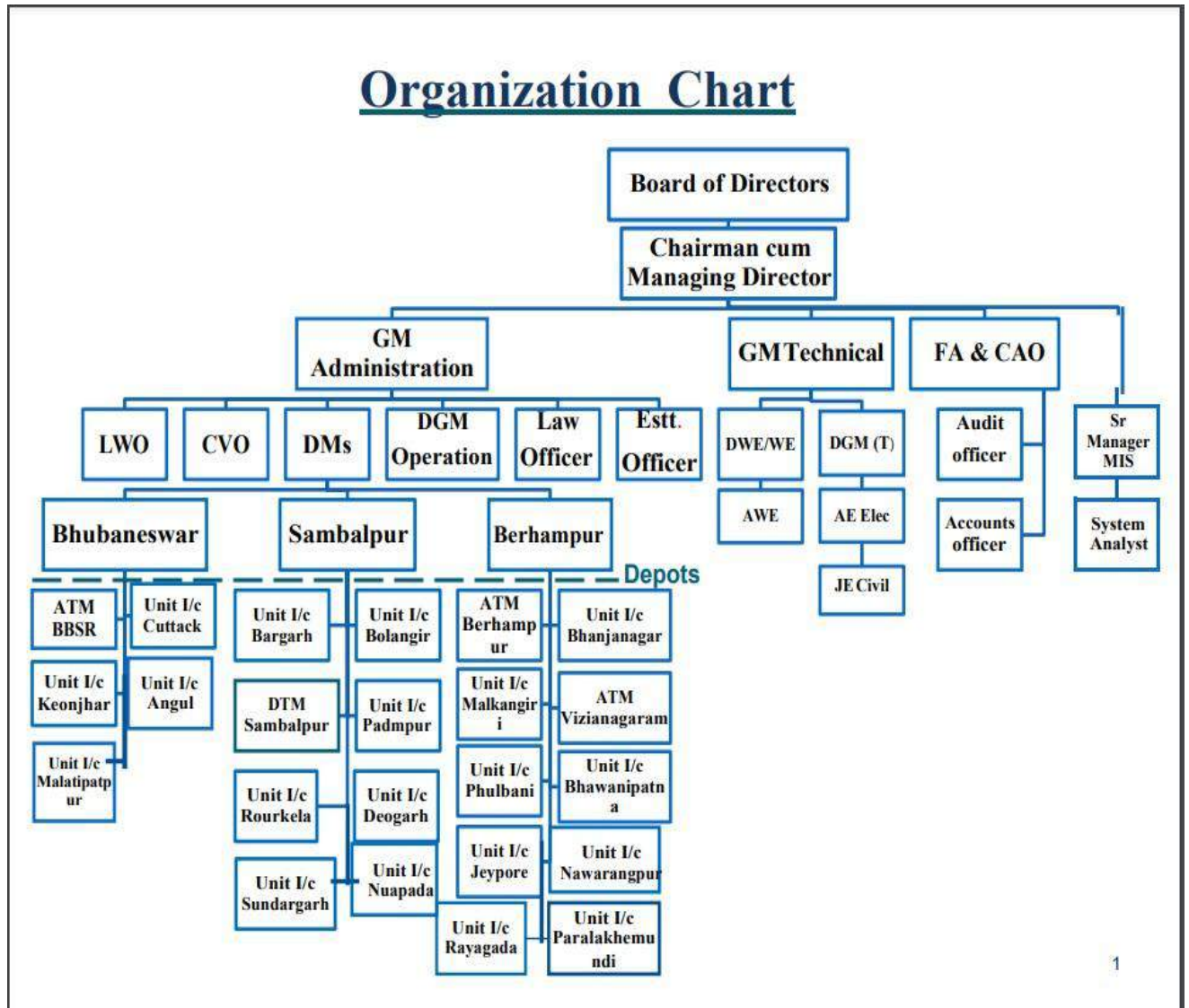
Sl No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Chairman-cum-Managing Director	Full	Full	Chief Executive of the Corporation		
2	G.M.(Admn.)	Assist the M.D. for efficient administration	Sanction of GPF/CPF & other Misc. expenditure upto Rs.15000/-	Head 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			(i) Preparation of softwares & responsible for		

				<p>technical soundness and proper function & maintenance of computer hardware. Collection of statistical data & analysis and operation of Management Information System.</p> <p>(ii) To provide information as PIO under RTI Act 2005</p>		
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



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

Head Office:				
1.	Shri Arun Bothra, IPS	Chairman cum Managing Director	0674-2530208	Fax No. 0674-2530719
2.	Shri Braja Gopal Acharya, OAS(SAG)	G.M.(Admn.)	0674-2530908	-
3.	Shri Manoranjan Mohapatra, OFS(SG)	F.A. & C.A.O.	0674-2530368	-
4.	Smt. Dipti Mohapatra, OAS(SB)	O.S.D.	-	-
5.	Shri Umakanta Barik, ORS	Addl. Estate Officer	-	6371013044
6.	Shri A.K. Pattanaik	D.G.M.(T) I/c	0674-2530846	9437305870
7.	Shri H.K. Dash	Sr. Manager (MIS)I/c	0674-2530719	9437258959
8.	Shri P.K. Hota	DTM(O)I/c	-	9439815611
9.	Shri Rabi Prasad Mohanty	W.E,I/C,C/Store, Cuttack	0671-2312166 (CTC)	9437632891
10.	Shri Sisir Kumar Dash	Legal Consultant-I	0674-2530317	9437273793
11.	Shri Suvendu Kumar Paikaray	Legal Consultant-II	-	9861093249
12.	Shri Salkhan Majhi	Civil. Engineer, Consultant	0674-2530317	6371650224

Bhubaneswar Division				
1.	Shri P.K. Hota, ATM	D.M I/c, Bhubaneswar	0674-2354059	9439815611
2.	Shri P.K. Hota, ATM	Unit-in-Charge, Bhubaneswar	0674-2354039	9439815611
3.	Shri Surya Narayan Hota, Sr.Asst	Unit-in-Charge, Angul	06764-230555	9937400829
4.	Shri Janaki. Ballav Sahoo, SA	Unit-in-Charge, Malatipatapur	-	9778488058
5.	Shri Balaram Mohanty, AFM	Unit-in-Charge ,Cuttack	0671-2312823	8249290957
6.	Shri Balunkeswar Behera, Audit Asst.	Unit-in-Charge, Keonjhar	06766-255407	9438280568

Berhampur Division				
1.	Shri R.K. Behera, ATM	D.M. I/c, Berhampur	0680-2229276	9938343632
2.	Shri R.K. Behera, ATM	Unit-in-Charge, Berhampur	0680-2229372	9938343632
3.	Shri R.K. Behera, ATM	Unit-in-Charge, Bhanjanagar	06821-241010	9938343632
4.	Shri K.C. Sahu, Sr. Accountant	Unit-in-Charge, Jeypore	06854-231740	9938686653
5.	Shri Srinibas Panigrahi, ATM	Unit-in-Charge, Vizianagram	08922-224119	9437272588
6.	Shri Sunil Ku. Acharya, AFM	Unit-in-Charge, Bhawanipatana	06670-230696	8249490692
7.	Shri Sashikanta Samantaray, AFM	Unit-in-Charge, Malkangiri	0686-1230174	9937185807
8.	Shri J.B Sunar, Sr. Accountant	Unit-in-Charge, Phulbani	06842-253005	9437743254
9.	Shri Himansu. Sekhar. Das, ASM	Unit-in-Charge, Nawrangpur	06858-223033	9861978437
10.	Shri Bijayananda Behera, Auditor	Unit-in-Charge, Rayagada	06856-235910	9937260419

Sambalpur Division				
1.	Shri Rajendra Pujari, DTM	D.M.I/c, Sambalpur	0663-2400955	9437358232

2.	Shri Rajendra Pujari, DTM	D.T.M., Sambalpur	0663-2520860	9437358232
3.	Shri P.K. Sarangi, Auditor	Unit-in-Charge, Rourkela	0661-2476063	9040464835
4.	Shri Bhubaneswar Sahu, SM	Unit-in-Charge, Bolangir	06652-232340	7978554146
5.	Shri S. K. Mishra, S.I	Unit-in-Charge, Padampur	06683-223463	9437166136
6.	Shri S ..Puhan, Jr.Accountant	Unit-in-Charge, Baragarh	06646-233123	9439412132
7.	Shri Rajendra Pujari, DTM	Unit-in-Charge, Deogarh	0663-2520860	9437358232
8.	Shri P.K. Sethy, Auditor	Unit-in-Charge, Nuapada	-	9861461325
9.	Shri P.K. Chhatoi, ASM	Unit-in-Charge, Sundargarh	-	9437448518
10.	Shri S.N Pradhan, Jr. Accountant	Unit-in-Charge, Paralakhemundi	-	9437892777

Manual 5

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 Commerce & Transport Deptt. Vide Notification No RT-09/2018/5535/T dt 28.07.18 and published in Odisha gazette vide No.1335 dt. 28.07.18 for 3 years from the date of publication of Odisha Gazette	28.07.2018	27.07.2021	No	No	Once in every 3 months	

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

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 Arun Bothra, IPS	Chairman-cum- Managing Director	On Deputation
2.	Shri Braja Gopal Acharya, OAS(SAG)	General Manager(Admn.)	On Deputation
3.	Shri Manoranjan Mohapatra, OFS(SG)	F.A. & C.A.O.	On Deputation
4.	Smt. Dipti Mohapatra, OAS(SB)	Officer on Special Duty	On Deputation
5.	Shri Umakanta Barik, ORS	Addl. Estate Officer	On Deputation
6.	Shri A.K. Pattanaik	D.G.M.(T) I/c	Rs. 9300/--Rs. 34800/- GP Rs. 7600/-
7.	Shri H.K. Dash	Sr.Manager(MIS) I/c	Rs. 9300/--Rs. 34800/- GP Rs. 4800/-
8.	Shri P.K. Hota	D.T.M.(O) I/c	Contractual Rs. 21,000/- (Consolidated)
9.	Shri Rabi Prasad Mohanty	Works Engineer I/c ,C/S, Cuttack	Rs. 9300/--Rs. 34800/- GP Rs. 4600/-
10.	Shri Sisir Kumar Dash	Legal Consultant-I	Contractual Rs. 20,000/- (Consolidated)
11.	Shri Suvendu Kumar Paikaray	Legal Consultant-II	Contractual Rs. 13,000/- (Cosolidated)
12.	Shri Salkhan Majhi	Civil. Engineer, Consultant	On Deputation

The budget allocated to each agency

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

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	Immune Deficiency (HIV/AIDS) persons	100 % concession of the bus fare in OSRTC buses along with an escort with 50 % concession			
2	Student	50 % (Monthly and seasonal) of the bus fare in osrtc buses			
3	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			
4	Mentally retarded persons	100 % concession of the bus fare in OSRTC buses along with an escort with 50 % concession			
5	Orthopadically challenged persons to the extent of 40 % but below 50 %	50 % concession without escort			
	bodily deformity.	100 % concession of the bus fare in OSRTC buses along with an escort with 50 % concession			
	hearing impaired persons (deaf & dumb)	100 % concession of the bus fare in OSRTC buses along with an escort with 50 % concession			

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	Citizen Grievance Cell at Corporate Office	Citizen Grievances posted in the Social Media/Toll Free Number or any other mode.	6 A.M. to 10 P.M.
2	Website	Web Directory, Tenders and Advertisements, Major Schemes, Mission and Vision, RTC Act 1950, contact no. of officers of H.O. and Depots	-
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 5.30P.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	
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.	Asst.Transport Manager, 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.	Unit-in-Charge, 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., Malatipatpur		