

## THE B.E.S.&T. UNDERTAKING : TRANSP. ENGG. DEPT.

Sub.: Duties & Responsibilities of Officers/staff included in  
Appendix "A" & "B" of Establishment.

Sr.No.	Designation	Grade	Page Nos.
1.	Dy.General Manager (TE)	A(SPL)	} 3
2.	Assistant General Manager (TE)	A1(SR)	
3.	Chief Engineer Transport(Depots)	A1	4
4.	Chief Manager (Works)	A1	5
5.	Dy.Chief Managers (Works) and R&D	A2	6 to 8
6.	Dy.Chief Engineer Transports (Depots)	A2	9 to 10
7.	Executive Engineers Transport, NOR Cell	A3	} 11
8.	Superintendents (Transport)	A4	
9.	Assistant Engineer / Dy.Engr.(Transport)	A5	12 to 16
10.	Chief Technologist	A5	17
11.	Safety Officer	A5	18
12.	Sub Engineer	G/GV	19
13.	Probationary Engineer (Trainee)	-	-
14.	Administrative Manager (TE)	A4	20
15.	Assistant Administrative Manager (TE)	A5	21 to 22
16.	Sr. Administrative Officer Transport Engineering (Establishment)	A/GX	23
17.	Administrative Officer (Establishment)	A/GIX	23
18.	Asst.Admn.Officers(Est.1,2,3,4)	A/GVIII	24 to 29
19.	Sr. Administrative Officer Transport Engineering (Bus)	A/GX	30
20.	Administrative Officer(Budget, General, Registration)	A/GIX	30 to 35
21.	Asst.Admn.Officer(Bills)	A/GVIII	36 to 38
22.	Labour Officer Transport	A5	39
23.	Dy.Labour Officer Transport	A/GX	40
24.	Welfare Officer (Transport)	A5,A/GIX	41
25.	Personal Assistant to Dy. General Manager (TE)	A/GIX	42
26.	Statistical Officer	A/GIX	43 to 44
27.	PA to AGM(TE)	A/GVIII	45
28.	Asst. Administrative Officer(Inventory,Operation,Trg.,MV Anik)	A/GVIII	46 to 52
29.	Supervisor	A/GVII	53 to 55
30.	Stenographer	A/GV	55
31.	Clerk	A/GV	56
32.	Shop Recorder	A/GV	57
33.	Sepoy	A/GI	58
34.	Senior Draughtsman	G/GIV	59
35.	Draughtsman	G/GIII	59
36.	Foreman General	T8	60 to 63
37.	Foreman	T7	64 to 70
38.	Assistant Foreman	T7	71 to 77
39.	Sr. Time Study Assistant	T6	78
40.	Time Study Assistant	T6	79
41.	Controller	P2/GVII	80
42.	Teacher driving	P2/GVI	81
43.	Driving Supervisor	P2/GV	82

Sub.: Duties & Responsibilities of Staff included in  
Appendix "C" of Establishment

<b>Sr.no.</b>	<b>Designation</b>	<b>Grade</b>	<b>Page Nos.</b>
44.	Line Mech.	T-6	83
45.	Sr.Elect.	T-6	83
46.	Sr.Fitter	T-6	84
	<b>TOTAL</b>		
	<b><u>TRADESMEN</u></b>		
47.	Welder	T-4/5	84
48.	Mech.(A.C.)	T-4/5	84
49.	Mech.(M.V.)	T-4/5	85
50.	Fitter	T-4/5	85
51.	Electrician	T-4/5	86
52.	Turner	T-4/5	86
53.	Vulcanizer	T-4/5	87
54.	Blacksmith	T-4/5	87
55.	Upholsterer	T-4/5	87
56.	Plant Op.	T-4/5	87
57.	Carpenter	T-4/5	88
58.	Mason	T-4/5	88
59.	Painter Sr.	T-4/5	88
	<b>TOTAL</b>		
60.	Painter	T-3	89
61.	Crane Driver	T-3	89
62.	Motor Vehicle Driver	P2/GIII	89
63.	Tyre Pressure Man	P1/T3	90
64.	Bus Greaser	P1/T3	90
65.	Asst.Blacksmith	P1/T3	90
66.	Tailor	P1/T3	91
67.	Mali	P1/T2	91
68.	Scavenger	P1/T1	91
69.	Bus Shunter	P2/GIII	92
70.	Lab Attendant	P1/3	92
71.	Muccadam	P1/T2	93
72.	Cleaner(M.V.)	P1/T1	93

**Duties and responsibilities of AGM(TE), A-1(Sr.) / DGM(TE), A(Spl.)**

1. He is the Head and overall in-charge of Transportation Engineering Dept.
2. He is responsible for administrative and technical control for the entire activities of Transportation Engineering Dept.
3. He is responsible for efficient and economic repairs and maintenance of Undertaking's bus fleet and other motor vehicles.
4. He is responsible for entire work carried out at Central Workshop, 25 depots, M.V. Section, Operation, Bus Control and General Administration.
5. He is responsible for making the optimized bus fleet available for traffic operations.
6. He is occupier or behalf of General Manager of the factories (25 depots and Central Workshop). He has to comply with all the rules and regulations laid down in Factory Act, 1948 applicable to the Undertaking.
7. To monitor production and productivity of various section at Central Workshop at Adar and 25 depots and carry out analytical studies into different techniques so as to devise improved system and procedure for increasing operating efficiency in order to reduce cost in maintenance of bus fleet.
8. Ensure proper manpower placement and utilization and devise incentives to increase production and quality/quantity of work.
9. Evaluate past performance of machinery/spares for buses and undertake development work so as to reduce cost, improve performance/quality of various units of buses, lubricants, fuel, tyres etc.
10. Initiate suggestion for major policy changes of technical and administrative nature and advise higher policy matter including future plans, capital purchases etc.
11. Monitor the activities of technical training centre for recruitment of trade apprentices under the Apprentice Act, 1961 and impart training as per the syllabus of different trade. Organize training for technical apprentice, diploma and graduate engineers under the Apprentice Act amended in the year 1973 and Probationary Engineer for grooming them to work as Shop floor officer in the capacity of Dy.Engineer in Grade G/GVI. Also to conduct development programme to the technical supervisory staff.
12. Holding meeting with suppliers and develop alternative sources for procurement under healthy competition.
13. Attending meeting, conference, seminars, arranged by the Corporation/Govt. Authorities, other organizations, material suppliers, vehicle manufacturers etc.
14. Holding discussions with Union for solving administrative and technical problems.
15. Monitoring activities of project planning and development cell for devising/updating the specification for materials, conducting and trials of new product considering the advancement in the technological field.
16. Submit information and periodicals, statistics/reports to the management in respect of the Transportation Engineering Dept.
17. Offer guidance and motivate subordinates in carrying out major technical/administrative assignment and co-ordinate with workshop and depots activities.
18. Any other duties that may be assigned by the Management.

### **Duties and Responsibilities of Chief Engineer Transport (Depots), A-1**

The Operation Wing of the Transportation Engineering Branch is placed under overall control of Chief Engineer Transport (Depots). The said wing comprise of 27 depots, Operation control, Bus control, statistical Section and Motor Vehicle Section. The maintenance of buses and motor vehicles is carried out at 27 depots. The total staff strength of Depot Operation wing is 4411. The present fleet of Undertaking is approximate 3933 buses which are of Ashok Leyland, JCBL & TATA make, & runs on CNG & Diesel modes. These fleet includes 270 AC buses. Besides this Undertaking is having fleet of approx. 400 motor vehicles which are used by various departments of the Undertaking for internal transport. For smooth functioning of the depots/sections, they are grouped in 4 zones, viz. City, Central Suburb, Eastern Suburbs and Western Suburbs. The Officers who are in direct control of these depots, viz. Deputy Chief Engineers, Executive Engineers, report to the Chief Engineer Transport in respect of the day to day activities carried out in depots. The work of attending to day to day maintenance, minor defects, docking schedules, RTO passing, re-painting of buses, etc. is being carried out at 27 depots to ensure that everyday in the morning and evening required number of buses are given for scheduled turn out. The Operation wing also looks after planning of layout of new depots/termini, revision in maintenance procedure and planning depot fleet requirement, etc. has to deal with oil companies & M/s. MGL for issues/problems which are not resolved at lower & middle level and escalated above, so that the issues is resolved immediately.

In addition to the above, the work in connection with display of advertisement on buses and day to day supervision of activities of depot canteens are also entrusted to the Transportation Engineering Branch. Further, the work of initiating of various Civil/Engineering proposals pertaining to structural change in the existing depots as also certain modifications as may be necessary is also examined by the Chief Engineer (Depots). Since the depot premises are covered under Factories Act, 1948 the Chief Engineer Transport is required to comply with the various provisions of said Act as directed by the DISH in their routine visits to depot.

Being In-charge of 27 depots, Bus control, Operation control, statistical section & Motor vehicle, CET(Depots) has to ensure that all depots and sections are running smoothly and task/duties assigned to them is carried out properly without any hindrance.

Besides this, CET(Depots) is required to attend meeting & seminars with various dignitaries on behalf of Undertaking as and when required. Scrapping of buses, induction of new fleet Planning of fleet allocation of fleet is done under the guidance of CET(Depots).

### **Duties and Responsibilities of Chief Manager (Works), Grade A-1**

The Transportation Engineering Department is entrusted with the task of repair and maintenance of bus fleet which is presently 3380 and Undertaking's other motor vehicles numbering in all 400. Hence, for smooth functioning of these activities of the Transportation Engineering Branch is sub-divided in 4 wings viz. (a) Central Workshop, Dadar, (b) Operation Wing, (c) Technical Training Centre and Project, Planning and Development Cell and (d) General Administration.

The activities carried out at Central Workshop, Dadar of the Transportation Engineering Department are detailed as under:

The major jobs such as overhauling of engines, gear boxes, rear axles, brake system units, repairs to heavy damage buses, Chassis overhaul, fuel injection equipment, supply and maintenance of imprest of various units/spares etc. are carried out of Central Workshop. Putting new buses into services, withdrawing the over aged buses, processing the same for disposal is required to be carried out scientific programme basis. The Central Workshop is comprising of 27 sections. The total staff strength of these sections is 1044 and the monthly budget of expenditure is to the tune of 210 lakhs. The Central Workshop is placed under overall control of Chief Manager (Works) who is assisted by 2 Deputy Chief Manager ( in the past, there were three Deputy Chief Engineers Transport in Grade A-2 at Central Workshop. However, 1 post is reduced/abolished in terms of BCR No.339 dtd. 9.11.1999).

In addition the CM(Workshop) is required to attend to the Auction proceedings and meeting of tender committee.

There are various sectional heads to supervise and control the various activities. However, the ultimate accountability for smooth functioning of Central Workshop, Dadar of the Transportation Engg.Deptt. rests with the Chief Manager(Works) in Grade A-1.

**The Duties and Responsibilities of existing 3(Three) Deputy Chief Managers/  
Deputy Chief Engineer Transport in Grade A-2.**

**(I) Deputy Chief Manger (Works-1)**

Dy.CMW-1 is overall incharge of following 14 sections :-

1. Workstudy Section.
2. Bodyshop.
3. Tinshop.
4. Upholstery Section.
5. Carpentry Section.
6. Paintshop.
7. Chassis R&M Section.
8. Docking Section.
9. Tools & Yard Section.
10. Electrical Section.
11. Vulcanizing Section.
12. Safety .
13. Computer cell.
14. Engineering Stores (Workshop Stores items)

The total scheduled and non-scheduled staff strength of these 14 sections is 452 and the monthly budget of expenditure is to the tune of 37 lakhs for R&M job (Materials) required in exigencies. The Dy.CM(W-1) has also to exercise control over these expenditure and scrutinize major tenders such as purchase of new tyres, tubes flaps, batteries, rexin, foam, aluminum sheet, MLA of bus bodies as per the standardized requirement of the Undertaking.

The Safety Officer of the Transportation Engineering Department is also placed under the superficial control of Dy.CM(W-1) who is responsible for complying with various safety aspects at Dadar Workshop prescribed under the provisions of Factories Act, 1948 and the Maharashtra Factories Rules, 1963.

**II) Deputy Chief Manager (Works-2)**

Dy.CM(W-2) is the overall incharge of following 14 sections :

1. Machine shop.
2. Bench section.
3. Fabrication section.
4. Spring section.
5. Welding section.
6. Material control section.
7. Reclamation stores section.
8. Plant & Maintenance section.
9. Engine section.
10. Engine Ancillary section.
11. Calibration section.
12. Major unit section.
13. Minor unit section.
14. Engineering stores (Bus stores items) (co-ordination between MM Dept. and Engineering Dept. for procurement of materials required for buses).

The total scheduled and non-scheduled staff strength of these 14 sections is 592 and the monthly budget of expenditure is to the tune of 173 lakhs. The monthly budgetary provision is higher since major sections such as Gear box (Major unit), Minor units, Engine, Calibration sections having higher provisions of expenditure for R&M jobs (Materials) required for exigencies are under the control of Dy.CM(W-2). He has to control the expenditure. The Dy.CM(W-2) is also one authority to scrutinize the tenders such as Engine, Gear box, Differentials, Liners, Pistons, Crank shafts, Connecting rods, Cylinder heads, Air compressors, Fuel injection pumps, Machines, Road springs, Welding materials, etc.

Dy. DISH has suggested to carry out Safety Audit of Dadar Workshop to improve the condition of safety of workers. Accordingly, Safety Audit was carried out by the National Safety Council and these two Dy.CMs are now monitoring the job of complying with the various recommendations of National Safety Council for which they have to keep liaison with other departments. Also. The Health & Safety Policy is also now revised taking into consideration changes in work atmosphere and technological improvements/changes.

All the sections of Dadar Workshop are subdivided into two parts under the control of these two Dy.CETs who are required to co-ordinate with other sections and ensure uniformity in work procedure of all section to fulfill the achievements targets. They are also required to monitor procedure and productivity of the sections under their control as per approved norms.

**III) Deputy Chief Manager (Research & Development)**

The Research & Development Cell will carry out the activities as under:-

- a) Finalization of specification and updating of spares/materials,
- b) Chassis specifications and liaison with original equipment manufacturers and field officers,
- c) Statement of warranty claims,'
- d) Conducting test and trial of new products,
- e) Quality monitoring of materials - Testing of materials,
- f) Analysis of statistical statements and suggestions of corrective actions for cost reduction
- g) Designs and development of utility products required for maintenance and upkeep of vehicles as well as fatigue reduction of staff for improving productivity
- h) Detailed discussions with top Executives of vehicle manufacturers once/twice in a year where marketing/service/sales problems to be discussed /sorted out. Also problems not solved at middle level to be taken up with top Executives of vehicle manufacturers
- i) Change in Bus Body designs, conforming to Central motor. Vehicles Rules as well as Maharashtra Motor Vehicle Rules.

Both the Dy.Chief Managers, i.e. Dy.CM(W-1) & Dy.CM(W-2) and Dy.CET(R&D) report to Chief Manager (Works) in Grade A-1.

## **The Duties and Responsibilities of existing 4(four) nos. of Deputy Chief Engineer Transport in Grade A-2**

The 4(four) Deputy CETs attached to Operation Wing report to Chief Engineer Transport (Operation) in Grade A-1. All the Dy.Chief Engineers in Grade A2 attached to Operation Wing ensure the repairs/maintenance and roadworthiness of about 800 buses attached to the depots under their control. About 1000 scheduled and non-scheduled staff are working at depots in their zones. These Dy.CET's are required to maintain productivity of the depots and maintain healthy work atmosphere at depots under their control. They have to attend to the routine grievances of the staff working in their zones. As per MFR 1963, it is necessary to provide safety devices to the staff working at height and who are exposed to hazardous situation. These Dy.CETs carry out supervision, inspection to check whether the safety devices are provided to the employees (and to the Contractor's workers who are engaged by Civil Engg. Dept.) and they use the same to achieve zero accident target. They also monitor the repairs and maintenance budget of the depots and planning of maintenance activities carried out at depots in order to minimize the breakdowns of the buses and ensure the availability of buses required by Traffic Dept. for service turn out without interruption.

These Deputy Chief Engineer (Transport) have also to monitor pollution control measures strictly to keep the exhaust emission below the prescribed level.

In addition to the day to day activities, all the Deputy Chief Engineers Transport in Grade A-2 are required to perform the following administrative duties in supervisory capacity:

1. Assist the CET to maintain a fleet of heavy duty BEST buses and other vehicles in peak operative condition by planned servicing/repairs/overhauls, etc. providing suitable guidance to Depot Officers.
2. Advises higher policy matters including future plans, capital purchases, etc.
3. Initiates suggestions for major policy changes of technical & administrative nature.
4. Dealing/discussing with outside parties for solving administrative & technical problems.
5. Controls, directs and motivates Senior Officers, viz. EETs, Supdts. and AEs in carrying out major technical/administrative assignments. Co-ordinates various operations of workshop and depot sections liaison with training Officer to organize training programmes and evaluates subordinate officers.
6. Responsible for finalizing the specifications, selection, procurement and inspection of capital assets. Standardization to reduce initial cost/maintenance costs and improving on the same by experience.
7. Dealing/holding meetings with Union Representatives for solving routine staff grievances.
8. Dy.CETs operation are also Factory Managers for factory units/depots under their zone and has to deals with reports of DISH and submit compliance to the report through Welfare Officers, Safety Officers, etc.

9. Handles/has access to information regarding important proposals of matters of policy relating to personnel of Transportation Engineering Branch.
10. Supervises work study operations to cover production and maintenance jobs in Central Workshop and 27 depots. Carries out analytical studies into different techniques, productivity and all aspects of economy are carried out so as to devise improved systems and procedures for increasing operating efficiency. Elimination of wasteful dissipation of materials and efforts so as to reduce costs in production and distribution. Ensure proper manpower placement and utilization. Devise incentives to increase production and quality/quantity of work/products. Identifying waste areas which impede productivity and take corrective steps through application of latest productivity techniques.
11. Control directs & motivates concern Officer to evaluate past performance of machinery/spares for buses and vendors in respect of major tenders. Institutes critical analysis of material-price/material-usage variations. Lays down specifications for thousands of spares and ensures by minute inspection that correct spares are procured. Undertake development work so as to reduce costs, improve on performance/quality of various units of buses, lubricants, fuel, tyres, etc.
12. He shall ensure that KRA are achieved by depots under his control and take necessary steps to improve performance.
13. Sanctioning Accident Compensation.
14. Liaison with Zonal Officer of Traffic counter-part to ensure co-ordination between Traffic & Engineering Officers.
15. To conduct second appeal cases as a panel member.

Duties and Responsibilities of Executive Engineer (Transport), A3, Superintendent (Transport), A4

1	In order to fulfill our commitment of service turn-out, he has to see that his Asst.Engineer/Depot Officers are able to give required number of buses in services in time. In case of our difficulties he has to see that the position is brought to normal.
2	He has to be vigilant about mechanical condition road worthiness of buses of vehicles under his control. In order to do this, he has to carry out periodical inspections of depots to see that preventive maintenance schedules are properly carried out.
3	He has to keep watch on the number of break-down and take necessary corrective steps to reduce them to minimum. He has also to go through repeated defects of buses/vehicles under him and initiate remedial measures.
4	He has to study and analyze and also suggest remedial measures to the D.O./Staff concerned specially in respect of the following a) Premature failure of units/materials; b) Defects noticed on new types of buses; c) Maintenance problems arising from time to time on either new or old buses.
5	He has to improve overall engineering efficiency of the Bus fleet diesel and motor vehicles by ensuring the following; a) Higher fleet utilization; b) Minimum break down/10,000 km. c) Minimum loss of killage due to engineering; d) Better staff morale; e) Optimum utilization of staff and materials;
6	He has to ensure that depots/sections under him are promptly supplied with units and materials from Workshop and stores;
7	He has to inspect units/materials sent to workshop from depots/sections under him for premature failure and to initiate corrective action.
8	He has to see that Asst. Engineers, Depot Officers, Supervisors and staff work as a team in co-ordination with Control Workshop and other departments.
9	He has to ensure the instruction issued to Asst. Engineer/Depot Officers from time to time to higher authorities are properly implemented and to see that the desired results are achieved.
10	He has to deal with all communications, pertaining to depots/sections under his control with outside parties, in respect of Depots where Asst. Engineers are posted. For rest of the depots and section he has also to deal with various departments of Undertaking and various sections of Transportation Engg.Deptt.
11	He has to hear the appeals and try disciplinary cases in accordance with powers delegated in respect of depots where Asst. Engineers are not posted..
12	He has to finalize the lay-out and drawing of engineering building pit-shed, etc. whenever a new depot is to be commissioned. He should also give requirement of machinery and requirement needed for the new depots and follow up with workshop officers regarding the same..
13	To carry and supervise inspection of depots/sections under his jurisdictions as per instructions laid down.

## **NON-OPERATING REVENUE CELL**

The Non-Operating Revenue (NOR) cell of the Transportation Engineering Department at Dadar Workshop functions under the Asst. General Manager (Transportation Engineering) and he is assisted by the Executive Engineer Transport (NOR).

The NOR cell in a nutshell comprises the following activities:

1. Generating revenue through advertisements on the outside panels and inside cove panels on BEST buses and solus advertisements on DD buses by inviting public tenders.
2. Advertising rights on seatback of buses /LCD in lieu of its maintenance/replacement in order to save cost.

## **DUTIES OF DEPOT OFFICERS**

1. The Senior Depot Officers at depot viz. EET/Supdt. / AE would be designated as DO(I) and Jr. Depot Officers viz. AE / Dy.E. would be designated as DO(II). DO(I) and DO(II) will carry out the duties as per Annexure A, B & C as applicable. DO(I) will exercise overall control and co-ordinate activities at the depot, as a whole.
2. The Probationary Engineers posted at depots are expected to carry out the duties of DO(II). However specific duties to be allocated to them during a period, shall be decided by the EET(Trg.)/Superintendent(Operation) depending on the experience, capability etc. of the individual Probationary Engineer.
3. A separate register shall be maintained for entering the inspection reports of the under mentioned items :- (a) Air compressor (b) car washer (c) bench grinder (d) drilling machine (e) greasing machine (f) battery charger (g) water distillation plant (h) smoke meter (i) injectors testing pump etc. (j) metal pot integral with electric heaters and temperature gauges etc. (k) all depot tools and equipments. The inspection of the above item should be carried out once in a week for their performance, cleanliness, lubrication, leakage or damage to connections and/or pressure lines and operating performance. Observations shall be recorded in the Register. This check by the EET/Supdt./AEs/DOs should be an actual physical surprise check and should be carried out only after the job has been attended to by the staff. If any deficiencies etc. are noticed, the same should not only be rectified but an entry should be made in the Register to that effect.

1. To chalk out, implement and follow up the progress of the programme for attention of buses for various preventive maintenance schedule and docking. Ensure that all the buses which are due for various Preventive Maintenance Schedules are attended in time.
2. To ensure that required number of buses are turned out in service in time both in AM and PM service.
3. To draw out monthly duty-list of Supervisors/Non-schedule staff as per job/shift requirement to get optimum efficiency.
4. To follow up engineering programme of various viable units and take timely appropriate action for improving upon the performance of the inefficient units.
5. To ensure that depot material requirements are supplied in time from workshop; to contact (if necessary) the Material Control Section at Workshop/ Superintendents (Operation) for urgent requirements.
6. To arrange for cash purchase from the market of items not available in Depot Sub-stores/Main Stores for which the buses are on hold, after getting the required cash from Ticket & Cash Department and to follow the laid down procedures also.
7. To keep a check on stock position and consumption of lubricants. To ensure that Lubricant Registers are maintained properly.
8. To carry out pump test of HSD dispenser. To check monthly the output of HSD oil pump (and few buses for correct fuelling).
9. To tally daily consumption of CNG as per dispenser pump with fuelling of buses.
10. To investigate the premature failure/s of units and put up reports for appropriate action.
11. To check up the work of Killage Section and ensure that killage records are maintained properly and up-to-date killage figures. Bus numbers are made available in time for attending various schedules.
12. To maintain liaison with Traffic counterparts to ensure that complaints of Traffic staff regarding defects in buses, fitments etc. are looked into and attended properly.
13. To investigate promptly into passenger complaints in respect of Engg. Defects and take necessary remedial measures.

## **DUTIES OF DEPOT OFFICER – II**

1. To study Line and unattended depot defects, breakdown statements, check up buses reported for repeated defects daily and take necessary remedial/preventive action and improve the overall performance.
2. To analyze various types of defects, keep a counter check on defects ( if any) on buses attended for maintenance work and take appropriate measures and take action against staff wherever necessary.
3. To study engine oil Topping Register and report the buses having excessive consumption for remedial action.
4. To check pump test of HSD dispenser once in a week.
5. To ensure that specified number of buses are attended for differential and gearbox topping.
6. To ensure that buses are attended thoroughly for RTO jobs as per scheduled programme drawn out.
7. To ensure that daily maintenance schedules jobs are properly carried out.
8. To check up allocation of staff for cleaning/sweeping/washing, tyre pressure checking, engine oil and water topping, gear and diff. oil topping etc. and ensure that the proper allocation is done for getting optimum utilization.
9. To ensure that heavy repair jobs are also carried out in the Evening/Night ensuring that adequate safety measures and lighting arrangements are made.
10. To counter check on stabling defects and ensure that Evening/Night Supervisors attend to all buses properly with the available staff and material.
11. To counter check inspection reports of Night Supervisors/Muccadam to ensure that they have themselves carried out the work properly.
12. To ensure that specified quota of buses are attended for cleaning and sweeping jobs and to keep a check on schedule programme for washing of buses so as to ensure that specified number of buses are washed properly at regular intervals.
13. To ensure that buses requiring workshop attention, body attention, repainting, inspection etc. are sent as per scheduled programme.
14. To look after administrative work, attend to relevant paper work concerning various queries, staff matters, reports regarding depot difficulties and problems, correspondence with Traffic, Building departments etc. concerning depot matters.
15. To ensure that various statistical periodical returns, statements etc. are prepared and submitted in time as per the specified programme and all the records/registers are kept up-to-date.
16. To ensure that regular surveys are taken to check up important fitments on buses and to take necessary remedial/preventive measures for promptly replacing missing defective items and avoiding recurrence.
17. To attend Depot Joint Shop Level Council Meetings, Depot Canteen Committee Meetings etc. (Traffic/Engineering Co-ordination Committee Meetings) to represent Engineering case/view point.
18. To ensure that various materials 'ON TEST' put on the buses are kept properly under observation and progress report is put up in time.
19. To ensure that buses reported for excessive HSD oil / CNG consumption / Engine oil/ Diff./ G.box oil consumption are attended properly.
20. During emergency all the instructions issued must be followed scrupulously.
21. To carry out jobs and assignment given by DO( I ) from time to time.

**DUTIES COMMON TO DO(I) & DO (II) and mutually decided by both:**

1. To keep proper check on staff attendance, initiate prompt disciplinary action for irregular attendance, habitual absenteeism etc.
2. To ensure that available staff is properly allocated for various repairs/maintenance jobs to get optimum productivity and also utilization of staff.
3. To check at regular intervals the progress of work on buses under repairs, being attended for maintenance jobs and ensure that staff is at work and jobs are attended properly in scheduled time.
4. To look into staff complaints. Grievances.
5. To have a proper check on Stores materials, ensure that various tools, equipments are stored properly in working condition. To report promptly about vital materials not in stock. To check at least 10 items daily and ensure that the physical stock and the accounting as per M.M. Chart tallies.
6. To exercise control on material consumption by :
  - a) Maintaining material cost control register up to date.
  - b) Economizing on monthly expenditure.
7. To keep a check on proper use and maintenance of tools machinery and equipment.
8. To ensure that depot yard/premises, pits etc. are kept in clean condition and garbage/rubbish is dumped properly in bins provided and regularly cleaned off by the contractor concerned.
9. To carry out inspections as per schedule laid down by AGM(TE) / CET(Depots).
10. To investigate into Bus/Unit Damage Report and take appropriate remedial/preventive action.
11. To investigate Accident Reports and take appropriate remedial/preventive action. To investigate personal injury cases and take suitable steps to prevent recurrence of such cases. To investigate the cases of buses involved in accidents and reported for mechanical failures.
12. To study killage loss due to Engineering/Traffic respectively and to make efforts to reduce the losses to a minimum.
13. To follow up regularly the progress of production/staff Incentive schemes and ensure their success.
14. To ensure that the Depot records and Registers are maintained properly and up to date.
15. To ensure that Factory Inspector's Register is maintained properly and written demands are complied with promptly.
16. To visit all termini under the jurisdiction at least once a week so as to keep a check on Terminus Fitters' work and ensure that defective buses and drivers complaints are attended to promptly and satisfactorily. Ensure that the materials required by the Terminus Fitters is promptly recouped. During the visits to termini to check the water topping at terminus specially during summer season.

17. To check the Inspection Registers of all the supervisory staff at least once in a week and to point out their deficiencies promptly.
18. To ensure that the supervisory staff check and road test the buses, attended for various jobs as per the norms laid down.
19. To conduct monthly meeting with depot supervisory staff to increase productivity.
20. To study all cases of fuel tank empty and to take all precautionary measures to avoid fuel tank empty cases.
21. To carry out assignments, project or any other work given by AGM(TE). CET(Depots), CMW & Dy.CETs from time to time.
22. To ensure all buses are having valid PUC Certificate.

**Duties and job responsibilities of Chief Technologist in Grade A-5**

Chief Technologist will be under control and supervision of Dy.CET/CET(Workshop).

1. He is responsible for work/activities carried out in Chemical Testing Laboratory and Oil store of Transportation Engineering Department, particularly inspection of incoming materials, viz. various lubricants, greases, paints, tyre tubes and flaps, PVC leather cloth textiles rubber seals and hoses, plywood foams, radiator coolants and other items required for use in day to day maintenance of buses.
2. He is responsible for preparing procurement specifications/revision of materials especially lubricants, greases and other materials tested in chemical lab in consultation with Sectional Officers/EET(G-1)/EET(G-2).
3. He is responsible for initiating/monitoring of Field trials for new types/brands of lubricants, greases, Lube filters, etc. and putting up final performance reports to Dy.CET/CET(W/S), AGM(TE).
4. He is responsible for smooth supplies of lubricants to depots/Workshop Sections and taking up matters with manufacturers for the product deficiencies, etc.
5. He is directly responsible for tests and evaluation of various used lubricating oils/greases for deciding suitability/discarding limits, etc.
6. He responsible for collection of drained engine/gear oils form depots and workshop sections to get it re-refined and decide its suitability for reuse as per laid down specification standards.
7. He is responsible for maintenance of various Laboratory equipments and their proper operations, calibration and repairs.
8. To carry out any other jobs assigned by Dy.CET/CET(W/S)/AGM(TE)/DGM(TE).

### **Duties and Responsibilities of Safety Officer, A-5**

As per the provisions of the amended section 40(B) of the Factories Act, 1948, the Govt. of Maharashtra, it is imperative for every Factory in the State wherein 1000 or more workers are ordinarily employed to appoint Safety Officer/Officers as per the norms and rules laid down by the Govt. The duties and responsibilities of Safety Officer are as follows :-

- 1] The duties of a Safety Officer shall be to advise and assist the factory management in the fulfillment of its obligations; statutory or otherwise, concerning prevention of a personal injuries and maintaining a safe working environment. These duties shall include the following namely :-
  - i) to advise the concerned departments in planning and organizing measures necessary for the effective control of personal injuries.
  - ii) to advise on safety aspects in all job studies and to carry out detailed job safety studies of selected jobs.
  - i) to check and evaluate the effectiveness of action taken or proposed to be taken to prevent personal injuries.
  - ii) to advise the purchasing and stores departments in ensuring high quality and availability of personal protective equipments.
  - iii) to advise on matters related to carrying out plant safety inspections.
  - iv) to carry out plant safety inspections in order to observe the physical conditions of work and the work practices and procedures followed by workers and to render advise on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers.
  - v) to render advice on matters related to reporting and investigation of industrial accidents and diseases.
  - vi) to investigate selected accidents.
  - vii) to investigate the dangerous occurrence reportable under rules 115 of the Maharashtra Factories Rules, 1863 and the cases of Industrial diseases contracted by any of the workers employed in the factory reportable under rule 116 of the (said rules).
  - viii) to advise on the maintenance of such records as are necessary relating to accidents, dangerous occurrence and industrial diseases.
  - ix) to promote setting up of safety committees and set as advisor to such committees.
  - x) to organize in association with the concerned departments, campaigns, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedures and
  - xi) to design and conduct either independently or in collaboration with the training department, suitable training and educational programmes for the prevention of personal injuries.
- 2] No Safety Officer shall be required or permitted to do any work which is in consistent with or detrimental to the performance of the duties mentioned in sub-rule (1).

**Duties and Responsibilities of Sub Engineer in Grade G/G5**

1. To check up engine oil, Gear oil and differential oil topping register and get the buses attended having excessive consumption.
2. To check up buses reported for repeated defects and take necessary remedial/preventive action.
3. To ensure that buses are attended thoroughly for R.T.O. jobs as per schedule programme.
4. To ensure that daily maintenance schedule jobs are promptly carried out.
5. To ensure that all repair jobs are carried out in all the three shifts.
6. To check inspection reports of night supervisors/Muccadam, to ensure that they have themselves carried out the work properly.
7. To ensure that the stabling defects are attended properly and promptly.
8. To ensure sweeping, cleaning and washing is carried out as per schedule programme drawn out.
9. To ensure buses requiring workshop attention, body attention, repainting, inspection, etc. are sent as per scheduled programme.
10. To check from time to time the progress of work on buses under repairs, to ensure proper and prompt attention to buses under repairs.
11. To look into staff routine complaints.
12. To ensure that various tools and equipments are stored properly in working condition.
13. To keep a check on proper use and maintenance of tools, plant and machinery.
14. To ensure that depot/yard/premises pits are kept in clean condition.
15. To visit terminii under the jurisdiction at least once a week to keep check on Terminus Fitter's work and arrange to supply material required by Terminus Fitters.
16. To carry out inspections as per schedule laid down.
17. To carry out any other duties allocated to him by the Depot Officers/Supervisors from time to time.
18. To carry out road test of buses regularly.
19. Should have heavy duty license and authorization to drive buses.
20. To ensure that required number of buses are turned out in service in time both in AM and PM service.
21. To maintain the discipline in the sections.
22. To maintain the records as per guide lines/instructions.
23. Able to draft various reports/ feedback.

### **Duties and Responsibilities of Administrative Manager in Grade A4.**

1. He will be the over-all incharge of the Administrative Office of the Department
2. He will report to CM(W)/AGM(T)
3. He will be responsible for working of the following Administrative sections of the Department.
  - (i) Establishment;
  - (ii) Budget & Costing
  - (iii) Bills(Deputation, Clothing etc.)
  - (iv) Registration
  - (v) LOT;
  - (vi) General Section, Comprising of
    - a) RTI
    - b) Stenography/Typing/Cyclostyling;
    - c) Despatch;
    - d) Filing;
    - e) Telephones, etc.
    - f) Stationery Section.
  - (vii) General administrative over Depot/Workshop administrative staff;
4. He will be responsible for controlling the officers and staff of the Administrative Section of the Department.
5. He will ensure proper utilization of the administrative personnel of the Department.
6. He will be responsible for enforcing discipline in the Department.
7. He will ensure compliance with the provisions of various status agreement reach between Management & Unions, applicable to the Department.
8. He will ensure timely submission of the periodical reports/returns and making payment.
9. He will make necessary arrangements for recoument/purchase of the stationery /various items, requires for the Department.
10. He will be responsible for the registration of Buses, renewal of certificates, payment of taxes etc.
11. He will be responsible for the establishment staff matters of the Department such as recruitment, termination, transfers, promotions, superannuation and selection of the candidates for the posts of office cleaners, etc.
12. He will be responsible for the framing of Budget and Establishment schedules of the Department.
13. He will be responsible for the maintenance of imprest cash.
14. He will deal with the correspondence on various matters and reply to the queries from Audit, MCA, Legal, Personnel, Time keeping, Provident Fund, Stores Departments and Unions and outside parties, etc.,
15. He will guide his officers and assist his superiors on administrative matters;
16. During any natural calamities he will be responsible to co-ordinate, co-operate and manage the emergency activities that may arise or given by his superiors/Management.
17. He will be responsible to receive and reply queries raised under Right To Information Act as State Public Information Officer of the Transportation Engg.Deptt.
18. In addition to the above responsibilities any other assignment that may be entrusted to him from time to time by his superiors/Managers.

## **Duties and Responsibilities of Assistant Administrative Manager , A-5**

Asst. Adm. Manager in Grade A-5 is the overall In-charge of the Establishment Section which carries out the centralized activities of dealing with all the jobs related to matters pertaining to staff/establishment carried out by 4 sub-sections under him. The duties and responsibilities of Establishment Officer are as shown below :

- 1) To exercise overall supervision and control over the staff working in the Establishment Section.

### **STAFF PLACED IN ESTABLISHMENT SECTION**

- 1 - Sr. Administrative Officer (T.E.)
  - 1 - Administrative Officer (Est.)
  - 4 - Asst. Administrative Officer
  - 5 - Clerical Supervisors in Grade A/GVII
  - 41 – Clerks/Shop Recorders in Grade A/GV (including 3 typists)
- 2) Responsible for safe custody of imprest cash of Rs.5000/- (Rupees Five Thousand only) maintained in EDP's office for payment to the staff, in respect of wrong recoveries or non-payment of salary etc.
  - 3) Responsible for issue of New/Duplicate identity card-cum-Bus Token from time to time for staff responsible for safe custody of blank red/yellow/green free travel token & identity cards.
  - 4) Responsible for recruitment, confirmation, promotion of Engineering staff and putting up proposals to the Management for filling in vacancies of 'A' Grade Officers and Administrative staff.
  - 5) Responsible for putting up fresh/renewal of temporary sanction in respect of cleaners and other categories of staff, required due to increase in service turn out.
  - 6) Responsible for maintaining up to date waiting list of employees sons and other categories for the post of cleaners and various other trades.
  - 7) Responsible for correct implementation of various departmental standing instructions, procedures orders and other rules framed from time to time in respect of staff matters.
  - 8) To finalise proposals in consultation with AGM(TE)/DGM(TE) for variation in the Establishment schedule every year and obtaining administrative sanction for permanent posts.
  - 9) Responsible for follow up/scrutinize cases of termination of services of the employees.
    - i) Due to expiry of the temporary sanction of six months period.
    - ii) Cases reported for unsatisfactory work or bad attendance during the initial/ extended probationary period.
    - iii) Invalidation from the services of the Undertaking.
  - 10) Co-ordination of personnel policies and to obtain Management's rulings on important controversial issues relating to the staff matters.
  - 11) Issue of certificates to the Maharashtra Housing Board, certifying the status of employees as Industrial Workers, issue of certificates to the employees for the purpose of obtaining concession in schools to the Rationing Officer/Milk Commissioner for food grain cards/milk cards dates of birth the LIC for insurance purpose etc.

- 12) Responsible for renewal of factory license every year and to deal with all matters, including submission of monthly, yearly statutory returns and renewal of exemptions under various statutory acts applicable to the employees of the Transportation Engineering Department. Also responsible for putting up compliance reports in respect of various remarks made by the Factory Inspector on his visit to the Department from time to time.
- 13) Responsible for intimating to the Chief Inspector of Factories/Officer In-Charge of Police Station in respect of accident of employees disabled for more than 48 hours so also in cases of fatal accidents.
- 14) To prepare factual data on staff, issues raised by the Management, Legal, Audit, Unions and putting up replies to EETs/ Dy.CETs/CETs/ AGM(TE)/DGM(TE). To deal with other departments such as Time Keeping, Personnel, Legal, Provident Fund, Medical, Traffic, Accident, Security, Welfare, Audit and SEDP so also with Workshop and Depots Officers.
- 15) Responsible for allocation of staff to the workshop and depots in terms of the prescribed norms of transfer of staff workshop and depots to make good the shortages/removing excess staff.
- 16) Responsible for sending advices to SEDP/Time Keeping in respect of payment/ recovery of H.R.A. Incentive/Staff Incentive Bonus, Compensatory Allowance, Monetary Assistance, diet allowance, festival advances etc.
- 17) Responsible for training programme to staff in driving training, posting of Driving fitters to the depots.
- 18) Responsible for serving notices six months in advance on employees due for superannuation every year and expenditures disposal of final dues bills.
- 19) Responsible for safety custody of 'A' & 'B' Grade Officers, staff records. Responsible for maintaining up to date leave/attendance records and putting up cases of habitual absence/punctuality of disciplinary action.
- 20) Responsible to finalise replies to Labour Court/Industrial Court applications in respect of staff matters so also putting up replies to letters, queries received from the Chairman, Committee Members, Municipal Councilors in respect of application received from time to time for consideration in the various trades.
- 21) To sign letters to the employees concerned concerning grant/refusal/extension
- 22) of leave, acceptance of resignation, collection of final dues etc. etc.
- 23) Responsible for safe custody of public address system in the workshop and Gramophone records.
- 24) Putting up cases for forfeiture of Gratuity in case of staff dismissed from misconduct resulting in moral turpitude.
- 25) To attend Labour Court/Industrial Court to assist our conceal and also as witness for Undertaking in Labour Court/Industrial Court applications. The Establishment Officer report to AAM(TE) .

### **Duties and responsibilities of Sr. Administrative Officer in Grade A/GX**

The direct supervision and control of 2 out of the 4 sub-sections ( i.e. Establishment 1, Est.2, Est.3 & Est.4) of the Establishment Section are placed under the Senior Administrative Officer (Transportation Engineering) in Grade A/GX.

The Senior Administrative Officer (Transportation Engineering) scrutinizes all proposals, notes, draft letters initiated by these 2 sections in the matter of recruitment and other establishment matters concerned under these 2 sub-sections are given below. He reports to AAM(TE). He also look after the work assigned to him by DGM(TE), AGM(TE), AM(TE)/AAM(TE) from time to time.

### **Duties and Responsibilities of Administrative Officer (Establishment) in Grade ,A/GIX**

The direct supervision and control of 2 out of the 4 sub sections( i.e. Establishment 1, Est.2, Est.3 & Est.4) of the Establishment Section are placed under the Administrative Officer (Establishment) in Grade A/GIX.

The Administrative Officer (Establishment) scrutinizes all proposals, notes, draft letters initiated by these 2 sub sections in the matter of recruitment and other establishment matters covered under these 2 sub sections are given below. He reports to AAM(TE) . He also looks after the work assigned to him by DGM(TE), AGM(TE), AAM(TE), AAM(TE) from time to time such as translation of Administrative reports/hand book of Transportation Engg.Deptt. etc.

**Duties and Responsibilities of Asst.Administrative Officer (Estt.-1) in Grade A/GVIII.**

This sub section deals with recruitment of staff by direct recruitment as well as by way of promotion, in the categories of employees shown in Appendix 'C' of the Establishment Schedule. This sub section is placed under an Assistant Administrative Officers [(AAO(E-1)]. The nature of jobs carried out by the sub section are given below :-

1. To view the staff position of employees shown in Appendix 'C' of the Establishment Schedule every fortnight by holding discussion/meetings with AGM(TE) and respective CETs and make the changes in staff strength by transferring the employees as per the requirements at depots and workshop sections etc. On many occasions, requirement of staff changes due to change in fleet position, transfer/suspension of activities on giving the jobs on contract basis, etc.
2. To look after the work of recruitment of Cleaners;
3. To look after the work of Recruitment of Cleaners;
4. To obtain reports and forward proposals as regards Probation/ Confirmation/ Revision of staff;
5. To initiate proposals for regular / personal promotion of staff;
6. To notify certain vacancies to Employment Exchange/Project Officers;
7. To maintain waiting-list of different categories. To call eligible candidates for interview etc. and arrange for their trade test / medical examination;
8. To maintain vacancy register to enter all vacancies in the register and to verify the same with STK's reports periodically;
9. To maintain temporary staff sanctions register and follow up for renewal etc. of the temporary sanctions. To terminate / revert the services of temporary staff on completion of temporary service.
10. Processing of resignation of staff;
11. To initiate proposals for additional staff giving justification to the Management.
12. To transfer staff from one section/depot to another in view of their applications or for administrative reasons. etc.
13. Process VRS application of staff.
14. To obtain shortage position for depots/sections every month and make good the shortage by promotion/transfer;
15. To arrange for interview of eligible staff for promotion and refer the successful candidates for trade test;
16. To issue Retirement notice to the concerned staff six months prior to the due date of retirement;
17. To scrutinize all applications received from Cleaners for the post of Bus Shunters to refer them for Driving test etc. and to put up to AGM(TE) for promotion after taking into account the service record, etc.
18. To prepare monthly staff position and submit to STK;
19. To initiate proposals to the Management for obtaining administrative sanctions of the certain posts whenever necessary.
20. To submit quarterly statements of vacancies to PO/STK;
21. To draft reply to the VIPs, Ministers & Councillors etc.
22. To allocate typing work to Typists of the Establishment section;
23. To issue memos to staff for their deficiencies in work, attendance, etc, on approval of the same by CET/AGM(TE);

24. To keep check on despatch letters to Head Office/Depots and sections of the workshop and vice-versa;
25. To initiate proposals of the eligible staff for approval of the AGM(TE)/CPO and intimate departments concerned.
26. To keep overall control on the staff doing the work pertaining to non-scheduled staff;
27. To follow up the various matters in concern with employees shown in Appendix 'C' of the Establishment Schedule;
28. To attend court cases in connection with dismissal and reinstatement of ex-employees of the Undertaking, etc.
29. To maintain 31 rosters of various designations.
30. To depute staff for First Aid training to be conducted by Security & Vigilance Deptt.
31. To invite proposals to fill external candidates from reservation categories of various posts for advertisement in the daily news papers to PRO Deptt. and send requisition to all employment exchanges/project officers in the Maharashtra State
32. To scrutinize the applications of external candidates from reserved categories for various posts and make a list of eligible candidates as per terms and conditions given in advertisement.
33. To conduct trade test/written test to external candidates
34. As per GR to disburse the TO&FRO travel fare to eligible candidates who attends the trade test/written test for the respective posts.
35. To send a letters by post to the eligible external candidates to call for trade test/written test etc.
36. To put up note to Head of Deptt to nominate the panel members for trade test/written test.
37. To accept proposals of caste validity of all employees, send reminders, scrutinize the proposals, follow up with depots, committees etc.
38. Proposals for alternate employment after certifying unfit by CMO.
39. Obtain property declaration from all eligible employees and follow up of same
40. Dispatch Section of AAM(TE) office is under control of AAO(E-1)
41. Invite applications from staff for various posts, scrutinize the same and decide eligibility.

**Duties and responsibilities of Asst.Administrative Officer (Estt.-2), A/GVIII.**

This sub section deal with recruitment of employees shown in Appendix 'B' of the Establishment Schedule, Officers and other related work concerning establishment matters such as promotion, confirmation, maintaining seniority-list etc. This sub section is placed under an Assistant Administrative Officer (AAO-2). The details of work carried out by this Sub Section are as listed below:

1. To view the staff position of employees shown in Appendix 'B' of the Establishment Schedule every fortnight by holding discussion/meetings with AGM(TE) and respective CETs and make the changes in staff strength by transferring the employees as per the requirements at depots and workshop sections etc. On many occasions, requirement of staff changes due to change in fleet position, transfer/suspension of activities.
2. Recruitment of probationary engineers;
3. Posting of Administrative staff i.e. Supervisor. Clerk, Shop Recorder, Sepoys, etc.
4. Promotions of staff i.e. Assistant Foreman, Foreman, Foreman General, , Sub Engineers and above.
5. Issue of taking over DLs of appointees/promotees.
6. Monthly staff position;
7. Transfer of scheduled staff (Administrative & Technical)
8. Acting/Combination of appointment;.
9. Maintenance of seniority registers and publish seniority every year of staff shown in Appendix "B" of the Establishment Schedule.
10. Grant of annual increment to 'A' Grade Officers;
11. Monthly staff shortage position;
12. Written tests and practical tests for promotion.
13. Quarterly statement of Backward class candidates;
14. Monthly statement of vacancies on account of superannuation.
15. Maintenance of Roster of Backward Class Candidates and arrange for written test/practical test etc. of BC candidates as per backlog;
16. Maintenance of leave registers of 'A' & 'B' Grade Officers and submit Absentee Memos to Audit Deptt.
17. Proposal of exemption from punching time cards;
18. Confirmation of officers and staff;
19. Officers Docket forms/record forms;
20. Training in Driving LMV & HGV;
21. Interims/final performance reports in respect of Clerks/Shop Recorders;
22. Performance reports of promotees;
23. Putting up draft/notes on various cases in connection with promotion/transfers, employment.
24. Relieving letter of staff/officers to be transferred to other department.
25. Monthly progress report statement of Apprentice Clerk;
26. Pending cases statement;
27. Collect property declaration from all officers/employees shown in Appendix "B" of the Establishment Schedule of the Transportation Engineering Department and keep the record of the same.
28. Scrutinize the applications of son/daughters of retired employees covered under Appendix "B" of the Establishment Schedule and forward the same to Personnel Department.
29. Reply to applications received under Right to Information Act
30. Forward Caste Validity cases to respective Caste Verification Committee.

### **DUTIES AND RESPONSIBILITIES OF ASST.ADMN.OFFICER(EST.3), A/G-VIII**

This sub section is entrusted with the work of matters related to final dues bills, scholarship, leave matters, reimbursement of medical expenses, change in residential addresses, staff quarters, change of pay sheets, incentive bonus etc. This sub section is placed under an Office Assistant [(AAO(E-3)]. The details of work carried out by this sub- section are as listed below :

- 1) Clearance of final dues bills of separated employees.
- 2) Issue of identification notes received from Cash Dept. to the separated employees.
- 3) Issue of salary/service certificates to employees/ex-employees.
- 4) Initiating proposals for sanction of overtime in excess of standing sanction.
- 5) Acting duty allowances-Non scheduled staff.
- 6) Scholarship – receiving applications tabulating and forwarding to CWO sending advices for payment purpose.
- 7) Submission of attendance statement to Labour Commissioner, Safety Officer, O.A. Gen. & S.T.O. Planning (Wadala).
- 8) Furnishing information regarding attendance, overtime, absenteeism, L.T.A. & Encashment etc. to Dy.AOTE for the purpose of National Sample Survey (once in a year)
- 9) Leave matters.
- 10) S.R. 4.4.10 cases.
- 11) Putting up cases of re-imburement of medical expenses to CMO & preparing bills thereof.
- 12) Payment of Monetary Assistance to employees under S.R. 4.4.10 sickness.
- 13) Putting up the cases to LOT of employees absenting from work for more than 15 consecutive days, without leave or permission.
- 14) Change in residential addresses of scheduled and non-scheduled staff.
- 15) Dealing with staff quarters matters.
- 16) Safety training programme of Cleaners (New recruits).
- 17) Forgot to punch cases.
- 18) Issue of Authority notes and unpaid wages identification notes.
- 19) Submission of comments to Personnel Department/Legal Department in respect of letter of approach and Labour Court applications.
- 20) Putting up cases to G.M. and Personnel Department in respect of request for reemployment.
- 21) Delegation of powers to officers/scheduled staff to sign identification notes, material dispatch notes. pay card, authority notes, grain requisitions etc.
- 22) Despatch of leave forms, papers and confidential reports to various divisional TKs and MO Dadar and various offices at Dadar.
- 23) Cases of furnishing information to various concerns in respect of ex-employees.
- 24) Change/correction in name, designation etc.
- 25) Referring employees to KEM Hospital for audiography.
- 26) Promoting/issuing C.B. list and programme of filling up of P.F. load forms.
- 27) Scrutinizing and certifying nomination forms of P.F. Gratuity and Family Pension.
- 28) Scrutinizing and certifying LTA, Encashment bills of scheduled and non-scheduled staff.
- 29) Meal allowance of scheduled and non-scheduled staff.
- 30) Furnishing particulars of staff members through Personnel Department for the purpose of load from HDFC Ltd., LIC etc.

- 31) Issue of identification notes of LTA/Encashment, reimbursement, unpaid wages, compensation, deputation etc. received from Cash Department, Colaba.
- 32) Festival advances – Chalking out yearly programme.
- 33) Preparing transfer of pay packets advice and submitting them to EDP/Cash Department.
- 34) Change in pay sheet advices.
- 35) Maintenance of registers, Ch.No. wise and in alphabetical order of entire staff of Transportation Engineering Department for multi-purpose.
- 36) Issue of Duplicate Time Cards to staff members as and when required.
- 37) Distribution of Income Tax Certificate, PF accumulation slips, pay slips etc.
- 38) Filling up, scrutinizing, certifying and despatching of PF forms to PF Deptt. at Colaba.
- 39) Sending notes/letters, DLs received from other departments to the concerned employees after ascertaining their Ch.No./P.S.No. and location.
- 40) Compiling information as regards yearly income, advancement of loan from our Credit Society, PF Dept., EDP and issue certificates accordingly to employees applying for loans to various financial organization.
- 41) Replies to Audit Queries in respect of various bills of current & separated employees, incentive bonus, LTA/encashment meal allowance, O.T. reimbursement.
- 42) Preparing, checking, extending incentive/staff incentive bonus statement.
- 43) Preparing checking, extending incentive/staff incentive bonus statement and forward them to EDP/AIA for payment purpose.
- 44) Submitting monthly incentive bonus statement of entire staff of Transportation Engineering Department at Depots/Workshop to AGM(TE)/CET(OP).
- 45) Dealing cases of officers covered under incentive bonus scheme for payment of incentive bonus/special allowance etc.
- 46) Furnishing monthly information O.S. Traffic as regards payment of incentive bonus paid to the maintenance staff at our depots and Bus Control and % of incentive bonus payable to terminus fitter.
- 47) Payment of common allowances (Compensatory allowance, works allowance, machine allowance ) to schedule/non-schedule staff.
- 48) Financial assistance (Rs.1000 per child) receiving applications, scrutinizing and forwarding payment advice to EDP.
- 49) Putting up the proposal of leave without pay / half pay special leave etc.
- 50) Updation of leave forms and attendance work every month of Establishment Section of Transportation Engineering Department

**Duties and responsibilities of Asst. Admn. Officer (Est. 4), A/G-VIII**

This section deals with the work related to issue of lockers to the staff, free travel-cum-Identity cards, Holiday working of staff, forwarding compliance reports to the office of Director, Industrial Safety & Health in the matter of accidents. This sub section is placed under an Assistant Administrative Officer Office Assistant (Establishment-4). The details of work carried by this Section are listed below :

- 1) Recording of attendance of 26 depots including Dadar Workshop, MV Section at Anik and Bus Control Section and posting in S.R. yearly.
- 2) Preparing and submitting statement of work stoppage/bandh/strike etc.
- 3) Putting up cases of habitual absence under Standing Order 20(f) to LOT for disciplinary action.
- 4) Issuing of locker key, duplicate key and receipt of the same, issue of lockers to staff members.
- 5) Preparing advice to Cash Department for accepting of deposits/preparing bills for refunding of deposits on confirmation.
- 6) Preparing purchase forms for lost keys and sending recovery advice to SMA.
- 7) Issuing holiday circular to all sections/depots.
- 8) Arrange Civil Defence Basic Course and First Aid Course as per instruction by Security & Vigilance Department.
- 9) Sending recovery advices in case of loss of tools/keys.
- 10) Looking after P.A. system and playing of gramophone records.
- 11) Complying with the statutory requirements regarding accidents.
- 12) Issuing RFID Cards and keeping record of the same.
- 13) In case of accidental death while on duty, the payment of ex-gratia and compensation to be put up the management.
- 14) Submitting Annual returns to DISH and Audit Department.
- 15) Putting up proposal for cash rewards under S.R. and appreciation letters to members of staff.
- 16) Implementing the Memento Scheme every year.
- 17) Arrangement of BEST DIN programme.
- 18) Miscellaneous work of forwarding P.F. Non refund applications, LIC death claim applications, sends information to Police Deptt. regarding guarantors, keeps record of permission to stay away (in case of temporary employees), deals with shift duties matters.
- 19) Sends Union Subscription Forms to the Management after scrutiny.
- 20) Controlling and filling the papers of the respective Service Record Files including Stock Taking.

**DUTIES AND RESPONSIBILITIES OF  
SR.ADMINISTRATIVE OFFICER,TE (BUS), A/GX :-**

The direct supervision and control of 4 sections, viz. Budget, Bills, Registration and General Section of Bus office are placed under Sr. Administrative Officer, Transp. Engg. (Bus) in Grade A/GX.

The Sr.AOTE(Bus) Officer scrutinizes all proposals, notes, draft letters/notes initiated by these 4 sections in the matter related to their respective sections. He reports to AM(TE). He looks after the work assigned to him by AM(TE) from time to time and follow up in the matters related to various sections and depots. Monthly cleanliness inspection is done along with the Officers of Workshop, Civil & Materials Management Department.

**Administrative Officer (Budget), A/GIX**

The AO(Budget) is overall incharge of Budget and Costing Section.

**A] BUDGET & COSTING SECTION :**

(i) Compilation of Budget Estimates for the budgetary years in respect of the Electric works,Civil Engineering Works, Buses, Motor Vehicles, Tools & Equipments and Furniture and Office equipment, Capital Budget Estimates and Revenue Budget Estimates pertaining to the Transportation Engineering Department. For compilation of the above Budget Estimates, he has to issue departmental circulars for collection of data/statistics/particulars for the depots and sections of workshop and from other departments.

(ii) He has to carry out the annual budget work as per scheduled budget programme finalized by the Management as per circulars form CAO/BO. For compilation of Budget Estimates he has to deal/discuss with the sectional heads for obtaining the particulars/information, etc. He will draft the budget notes in respect of the above budgets for approval of Sr.AOTE/AM(TE)/CM(Works)/AGM(TE) as per procedures and formats and put up the budget proposals duly approved by AM(TE)/AGM(TE) to Management (GM/CAO/BO, etc.) for approval of the Committee/Corporation for making suitable Budget provisions for the requirements of the Transportation Engineering Department.

(iii) He has to maintain the inventories of buses and Motor Vehicles as per financial accounts/balance sheet of the Accounts Department every year duly reconciled with the inventory records of Accounts department. He has to draft the notes in respect of scrapping and disposal of the various assets such as buses, motor vehicles, tools, furniture items, etc. He has to put sanction forms for purchase of items required and provided in the Budget Estimates for the depots/sections of workshop from time to time.

(iv) He has to look after the stationery for the requirements of the entire Transportation Engineering department. In order to meet the requirements of stationary items, he has to collect the data for average consumption and fix up the norms with the approval of Sr.AOTE/AM(TE)/AGM(TE). He has to inform the Material Management Department monthly/yearly itemwise requirement and draw and distribute the stationary material as per programme. He has to put up indents regularly for the stationary items as per purchase and provide stationary to depots.

(v) He has to work out the cost of damage to our buses and inform to Accident department for settlement of claims of outside parties, etc. He has to attend the courts to produce evidence for the cost/working thereof for settlement of claims. He has to maintain records/registers for the above matters being the documentary evidence.

(vi) He has to look after the various jobs assigned to him from time to time by his superiors in the general interest of the BEST Undertaking and particular of the Transportation Engineering Department which covers entering into correspondence/draft committee note/put up proposals on various subjects relating to his sections or as may be assigned to him.

### **(B) COSTING SECTION :**

The duties and functions of Costing Section are enumerated as under :-

- (i) He has to compile Annual Targets of expenditure for controlling/restricting the expenditure of depots/sections of workshop with the Budget Grants approved/provided in the Budget Estimates for the consumption of materials such as spares/materials required for day to day R&M jobs, diesel oil, lubricants, tyres, petrol and other items, etc.
- (ii) Reconciliation of monthly section wise expenditure, augmentation of budget grants is also done on yearly basis.
- (iii) The work of opening work orders for the jobs to be fabricated in the workshop is carried out and necessary data, particulars, records maintained thereof.
- (iv) Issuing circular to all depots for noting down fresh LF rates to work out depot expenditure.
- (v) Various monthly statements to be submitted to Accounts Deptt., eg. Closing advise of jobsheet and to reply to other Advices received from Accounts Deptt.
- (vi) Posting of labour and material finance statement received from Accounts deptt. And maintain record for augmentation of Budget Grant and to bring the activity wise actual expenditure from Accounts dept.
- (vii) To work out Departmental cost of jobs which are carried out under Tapered integration.  
To supervise all the activities/work enumerated above, carried out by the staff of Budget and Costing Section.
- (viii) He has to maintain purchase tax register for the spare parts purchase through imprest cash.

- (ix) He has to prepare closing of accounts statement regarding all transactions made in previous financial year, i.e. addition/scrapping of vehicles, statement of buses of Motor Vehicles, e tc.
- (x) He has to reply MCA as well as Committee members queries pertaining to Budget section.
- (xi) He has to maintain dead stock inventory of crockery, curtains, seat cushions, pocket size calculators, etc.
- (xii) He has to maintain records of excisable items fabricated in the Dadar Workshop and prepare quarterly and yearly statement and send it to CAO & FA.
- (xiii) He has to compile statement of rubbish, mud/muck and forward it to CET(Op.)/AMM(Sales).
- (xiv) Red earth/manure statement is prepared and sent to AMM(SB).

### **GENERAL SECTION**

#### **AO(General),A/GIX :-**

The Administrative Officer is overall incharge of General Section.

#### **Work being carried out :-**

1. Assisting AM(TE) & SPIO for Right to information applications received in the bus office and entire administrative work related to RTI applications and 1<sup>st</sup> appeal applications received is carried out by AO(G) with the assistance of Supervisor (Gen.).
2. Reply to MCA queries/Govt. Audit queries raised by Municipal Auditors on Annual report of Chief Municipal Auditor.
3. Preparation of Annual Administrative Report English & Marathi of all sections/units/27 depots attached to Transp.Engg. Dept. including Dadar Workshop.
4. Checking of various monthly reports/statements such as MCA queries cases received/attended/pending, etc. Monthly report of VIP letters Chairman Committee members, BEST Committee, members of Legislative Assembly, etc. Monthly statement of letters received and replies from outside parties.
5. Maintenance of zerox/Fax machine, water coolers, personal computers/printers , toner purchase, PA system.
6. Procurement of office stationery, computer cartridges and refilling.
7. Any administrative work assist or assigned by AM(TE)/Sr.AOTE.
8. Handling day to day staff matters, leave forms, arrangement for Colaba urgent matters important files, etc.
9. Maintaining daily attendance registers of sepoy/cleaners /Rotary man.
10. Maintenance and booking of Conference Hall, Transp. Engg. Dept.

### **Work carried out by PA's**

There are two Personal Assistants carrying out work assigned as per instructions, guidelines given by AGM(TE), CM(Works) it includes handling important files, papers, follow up work, tender files, proposal files, etc. Necessary entries of outgoing important files/papers are made by Personal Assistants individually in registers maintained by them.

Sup.(G) is assisting AO (G) & carried out following work :-

1. Maintaining register :-RTI Register : Entries of RTI applications made and relative work of
  - i) RTI applications, correspondences, follow up with respective departments for collecting information under RTI, Correspondence with parties/applicants related to RTI, issuing pay advices to Cash dept. towards cost of zerox copies in respect of information.
  - ii) Attendance Register : Negative attendance statement of staff members as required & prescribed under Factory Act (Form no.137) is maintained by Supervisor(Gen.), monthly report under form no. 153 sent to AAM(TE) every month.
  - iii) Conference Hall register : Conference hall (Bus office) is booked by various departments MM Dept, Secretarial Dept, Customer Care dept, Security Dept, Medical Dept., Welfare Dept., Bus Office, etc. for Tender Opening , Blood donation camps, Arts & Sports drama practice, send-off functions, etc.  
On receipt of booking DL/note entries are made in the register and arrangement of cleanliness, providing PA system, etc. is arranged by Sup.(g) with maintenance of hall.
2. i) The work of verification STD/ISD calls, recovery from the concerned sections/staff, correspondence with Telephone Dept.  
ii) On receipt of note/DL from sections for requirement of additional telephone connections, extensions, 'O'dial connection, etc. The correspondence with Telephone dept./follow-up action, etc. is carried out by the Supervisor.
3. Maintenance/follow-up in respect of zerox machine/fax machine, water coolers – Aquaguard, Computers, Telephone, PA system, etc.
4. Provision of office stationary, refilling of computer ribbons, computer cartridges. Toner purchases and other requirements of section is managed by Supervisor.
5. Other all, miscellaneous work and follow up work relates to different sections/Depts/ such as Bldg. dept., Electric Works dept. Inventory section, Stationary Section, TYF Section, Paint shop and sectional misc. work, scrapping of old office records, booking of vehicle, replacement of tube lights, repairing of furniture and preparation of monthly statement of zerox machine operating allowance is done by Supervisor(G).

### **Typing Section :**

The typing work (Eng./Marathi) of the Dept. (Bus Office) is carried out by two Sr.Stenographers and one typist (Eng./Marathi) with the help of 3 nos. of personal computers and printers attached therein.

Mainly the dictations for important matters given by CM(W), Dy.CM(W-1&2) as well as Executive Engineers, AM(TE), Sr.AOTE are noted and typed by the Sr.Stenographers. Outwards nos. and entries are made in outward register maintained by Typing Section. The annual statements in huge pages such as Departmental manual, Administrative Reports, Budget Estimates, Variation in Establishment schedule, Inventory statement, Committee notes, including various other notes forwarded for GM/DGM(TO)'s approval and various monthly statements/notes received from (Gen.), Budget, Bills, Registration Section officers/staff members are prepared/typed by Typing Section.

Now in various matters notes are prepared in Marathi, such as MCA/Audit queries, Administrative reports, RTI matters are typed on PC by Marathi Typist attached to Typing Section.

The typing work Eng./Marathi received from other department in case of emergencies also carried out by Typing Section.

### **Despatch Section :**

The entire despatch work of Transp. Engg. (Bus office) including Dadar Workshop and 27 depots (Engineering Sections) is smoothly carried out by 3 nos. of staff members attached to Despatch Section.

Work includes :

- a. Daily sorting and distribution of papers received from 27 depots. Bus office sections, Dadar workshop and various units attached to bus office including Establishment Section.
- b. Maintaining inward/outward registers, entries of papers, proposal files, tender files in dispatch book of 27 depots and sections of bus office.
- c. Filing of papers ,maintaining files as per filing index of bus office.
- d. Preparation of various monthly statements :-
  - i. MCA query pending/cleared
  - ii. VIP letters, Chairman, Committee members, Member of parliament, Legislative assembly, etc. received and replied.
  - iii. Letters received from firms/outside parties.
- e. Entries of leave form in PC of staff members.

**Duties & Responsibilities of Admin. Officer (Registration), A/GIX.**

1. To register vehicles according to the provisions of M.V.Rules;
2. To comply with R.T.O. procedure
3. To obtain concessions, exemptions from the provisions of M.V. Rules;
4. To approach Transport Commissioner for granting refund of tax for vehicles under non-use and getting exemptions/concessions in tax structure permissible under the rules and pursue the matter personally to get refund granted expeditiously;
5. To approach the Under-Secretary of Maharashtra Govt. at Mantralaya in connection with permission to be granted in case of variations in the specifications/sizes of chassis and bodies of the new buses and also permissions regarding carrying persons in our Goods vehicles;
6. To discuss complicated matters with the Officials of Govt. organizations and settle the issues;
7. To deal with all correspondence , drafting letters, checking records, registers, statements, bills prepared /maintained by staff;
8. To obtain all types of permits i.e. P.St.S., P.d.DA, P.Pr.SA for all our bus fleet and Motor Vehicles owned by the Undertaking;
9. Annual Statement of Motor Vehicles Tax to be paid in advance to the Transport Commissioner;
10. Quarterly statement of Renewal of P.C.s-Preparation;
11. To prepare monthly statement for non-use of buses and motor vehicles put back in service;
12. To deal with applications for reimbursement of driving license renewal fees;
13. To pay monthly tax for non-transport vehicles to RTO;
14. To issue Driving Authority cards to officers and employees;
15. To attend to Driving Authority applications and send intimation advices to S.M.O./D.Os/AEs/Employees and also Dy.Engr. Bus Control;
16. To prepare bills for payment of RTO Inspectors' salary;
17. To check non-use intimation statement and put back intimation statement;
18. To maintain record of sale of buses and motor vehicles;
19. To put up letters for intimation of registration of new buses;
20. To fill up forms 29 & 30 in duplicate in respect of sold buses and vehicles;
21. To collect R.C. books, T.C.Books;
22. To deal with Hypothication of buses;
23. To renew permits periodically for the whole fleet;
24. To prepare C.P.R.A. forms for R.T.O. passing;
25. To deal with applicatin of Driving Traiing in LMV;
26. To obtain Temp.Permitt for New Bombay/Bhayander Region and to get it counter signed at RTO Thane;
27. To pay Toll Tax at Vashi New Bombay for buses/motor vehicles passing over Thane-Creek Bridge;
28. To obtain renewal of authorizations for checking buses/vehicles for PUC from all the three RTO Offices;
29. To obtain calibration certificate for smoke meter which is required at the time of renewal of authorization for PUC checking.

**Asst. Administrative Officer (Bills), A/GVIII**

**BILL SECTION :-**

The Bill Section is entrusted with the work as under.

**i) Imprest Cash :-**

Advance amount is given to ESO Section for purchase materials/spares required urgently for buses on hold. Advance amount is given to Registration Section for payment of inspection fee, registration fee, FC Renewal fee of buses and motor vehicles. Reimbursement of tea bills of all the depots and the officers of Dadar Workshop. Tea bill register is maintained. Payment for purchase of furnishing, fabrics as replacement to cabins. Crockery purchase is made from the imprest cash. Xerox bill payment for all the Depots/Workshop. Payment for purchase of books of ISI specifications. Tea/snack to retiree staff is made from imprest cash. In all the above cases necessary bills are prepared for recoupment of expenditure made/advance taken. The Section is maintaining the Imprest Cash Register as per special specification for accounting the transaction. A separate temporary register is maintained for recording the transactions and signature of staff is taken while giving advance amount. Daily reconciliation of outstanding advance, outstanding bills, cash in hand is made for tallying the imprest cash amount of Rs.5,00,000/-. At the end of every month summary is prepared.

**ii) Renewal of membership subscription of Library/Institutions :-**

Sanction is obtained for renewal of membership subscription of ASRTU, CIRT and for Magazines i.e. Auto India, National Safety Council and Industrial Product finder, etc. Bills are prepared and payment is made through cheque/demand draft to the institute. J.E. Bill is initiated to liquidate the amount.

**Deputation of Officers/Employees to various organizations/Institutions:**

Put up proposal for deputation of officers/employees for approval of General Manager. Preparing bills for drawing advances for payment of course fees, deputation allowances such as TA/DA etc. In case of advance amount, JE bills are initiated to liquidate/regularize the advance amount. Quarterly report of deputation is submitted to Personnel Department for reporting to the BEST Committee. Monthly Information of deputation is submitted to Technical Training Centre.

**iv) Storage/Trade Licence :-**

Storage/Trade licences are to be obtained as and when the new depots are commenced. The Storage/ Trade licences for Workshop and all the depots are renewed every year. Correspondence is made with respective ward offices of MCGM regarding Storage/Trade Licence renewal fees. Management's Sanction is obtained and accordingly bills are initiated. Cheques are collected from Colaba Cash Department and payment is made at respective MCGM Ward Office.

v) **Factory permits–Renewal of permits:-**

Factory permits of Depots are renewed as and when due for renewal. The correspondence is made with respective MCGM ward offices to obtain the permit renewal fees. Management's sanction is obtained and bills are prepared. Cheques are collected from Colaba Cash Department and payment is made at respective MCGM Ward Offices.

vi) **Industry consent to be obtained from Maharashtra Pollution Control Board(MPCB):-**

- a) The M.P.C.B. issues a Industry consent under water (Prevention and Control of Pollution) Act, 1974, Air (Preventions and Control of Pollution) Act 1981 and Authorisation under Hazardous wastes (Management and Handling) Rules 1989. In the year 2005, MPCB had made compulsory to obtain Industry Consent for all our Bus Depots. After collecting information from various Departments, Application is submitted to MPCB alongwith consent fees.
- b) We have to pay water cess on water consumption at depots to MPCB for all Bus Depots. We are furnishing water consumption of depots to MPCB. Accordingly, MPCB issue Assessment Order for the water cess for water consumption of depots. As per Assessment Order, bills are prepared and payment is made to MPCB Sion Office through cheque.
- c) The MPCB Field Officers visits our Bus Depots and collects the sample of industrial drain water. The sample is forwarded by them for testing and the
- d) charges for testing are recovered from Undertaking. The bills are prepared and payment is made to MPCB through cheque.

vii) **Electricity Bills :-**

The Electric Bills are obtained on e-mail or personally from Reliance Energy Ltd. TATA and from MSEDCL. Most of the bills are covered under ECS payment, however, in case the mandate is crossed the bill is prepared. Cheques are collected from Colaba Cash Department and payment is made to Reliance Energy Ltd. , TATA & MSEDCL . It is time bound payment with penalty clause.

viii) **Recoveries from “A” Grade Officers of the Undertaking :-**

Preparing O.B. Memo/recovery advice of officers for sparing light/heavy vehicles with or without drivers for their personal use, repairs and maintenance of their personal cars, issuing lubricant for their personal cars. Recovery from Govt. Authorities such as Maharashtra Public Service Commission, Collector of Mumbai, Staff Selection Commission for sparing Undertaking's Medium Motor Vehicles. Recovery from private parties viz. from MGL, Ashok Leyland.

- ix) Cash payment in lieu of Uniform Cloth :-**  
To make payment through paysheet in lieu of uniform cloth, Woolen Jersey, stitching charges and other seasonal items to all staff of Depots/Sections of Transportation Engineering Department through the program of EDP Department. To attend discrepancies of staff regarding payment of Uniform Cloth, Sticking charges and other seasonal items. To provide uniform cloth, woolen suit, shoes, belt, epaulets to VIP Drivers of Motor Vehicle Section.
- x)** Variable fee linked to CNG sales quantity is payable by Mahanagar Gas Ltd. to the BEST Undertaking of CNG sold at the premises in respect of outside vehicles. Worksheet is prepared for variable fee and after Audit verification, OB memo is sent to MGL. The payment received from MGL is deposited in our Cash Department.

### **Duties and Responsibilities of Labour Officer Transport, A-5**

LOT shall report to the AGM(TE)/DGM(TE) through Sr.AOTE. He shall be the incharge of the Disciplinary Action Section of the Department. He shall be responsible for the effective control and supervision of the section. He shall perform the following duties:-

- (1) He shall receive all the papers/reports/complaints etc. study the same and take suitable action as to their disposal;
- (2) He shall scrutinise the reports/complaints and decide about the type of enquiry, whether chargesheet enquiry or the summery trial to be conducted against the delinquent employee, depending upon the nature/gravity of the offence;
- (3) He shall advise and guide the Dy.LOTs and other staff working in the section in the various matters from time to time.
- (4) He shall tender advice to the Technical and administrative officers of the department from time to time regarding various matters pertaining to the Disciplinary Action so also guide them on the salient points/features relating to the various enactments/rules;
- (5) He shall hear the Appeals in the cases;
- (6) He shall conduct the disciplinary action cases of more serious/grave nature;
- (7) He shall deal with the cases of suspension pending enquiry.
- (8) He shall also conduct other chargesheet/summery cases to ease the situation in the section or when there are no Dy.LOTs available so that no cases are pending in the section.
- (9) He shall prepare replies and offer comments on the labour court applications, letters of approach and other notes etc.
- (10) He shall attend labour court/industrial court from time to time for assisting our counsels and defending cases;
- (11) He shall arrange to furnish necessary information/supply required documents to the Legal/Personnel Deptt. whenever required by them.
- (12) He shall ensure that necessary Registers and Files etc. are maintained and updated so also timely action taken on the various matter and cases are dealt with in time.
- (13) He shall perform any other duties/jobs, assigned to him from time to time-

**Duties and responsibilities of Dy.Labour Officer Transport in Grade A/GX.**

1. He is required to conduct departmental enquiries – Summary cases, as well as charge sheet cases, suspension pending enquiry cases involving various offences committed by the employees of the Transp. Engg.Deptt. like theft, accidents on line, unauthorized driving, negligence in work, assault intimation, riotous behaviour , etc.
2. He has to try the cases where the special delegation of power is made in his favour against a particular employee such as employees belonging to other department or the employees who are not covered under the BIR Act.
3. For the purpose of functioning of the disciplinary Action Section he has to supervise and control the subordinate staff and check their day to day work. He has to check various registers maintained for the different enquiries i.e. charsheet and summary and appeals and ensure that the enquiries completed within the specified time.
4. He has to attend labour court as well as industrial court and assist our retainer advocate in the matter of disciplinary action cases decided by him.
5. He has to submit copies of departmental enquiry – proceedings and the other relevant documents within a specific time to the Legal Deptt., since it is required by them, as the same is to be filed in the labour court.
6. Since there are different appellate authorities in this department to hear the appeal cases, he has to scrutinized the cases vary minutely before forwarding them to the appellate authority.
7. The result of the departmental enquiries and in the case of appeal order are to be communicated to the employees/Unions as the case may be.
8. He has to carry out the site inspection of the spot of ncidents along with union representatives and delinquent employees, complainants.
9. In the absence of LOT/Dy.LOT-2, he has to carry out his duty and conduct all the cases booked for that day.

**Duties and responsibilities of Welfare Officer Transport (Statutory) Grade A5**

Welfare Officer Transport directly under Establishment Officer Transport and assign him the following work in addition to his posting as Welfare Officer Transport (Statutory).

1. All the work related to the Factories Establishemtn such as Compliance Report, filling Annual Rrturns, work connected with renewal of Factory licences, intimation of accident to Director, Industrial Safety & Health Office, Health and Safety of Workers in Dadar workshop, Audiogram Test of workers of Dadar workshop etc. and other work connected to the accident compensation.
2. He will keep rapport with the Safety Officer in the matter of health of the workers in the Dadar Workshop.
3. He will assist the officers of Dadar workshop who are entrusted with the day to day supervision of the canteen at Dadar Workshop.
4. He will maintain records of items of canteen inventory at depots and workshop and will look after work pertaining to procurement/disposal/repairs to the items of canteen inventory at Depots/Workshop on the advice of his superiors.
5. Work related to monetary assistance of the family members of the deceased member of the staff,
6. Any other work that may be assigned to him by his superior from time to time.

**Duties and Responsibilities of PA to DGM(TE) in Grade A/GIX**

1. To work as PA to DGM(TE). To attend papers marked to DGM(TE), study the various proposals and collect the additional information if required from the concerned officer and submit the same to DGM(TE) for his perusal/ approval. He has to carry out vigorous and continuous follow up work of papers marked to DGM(TE), give him feed back report etc.
2. To receive messages from the Management, Bus Control and other officers and to convey the messages to the respective officers / organizations etc.
3. To arrange to co-ordinate meeting with officers of Transportation Engg.Deptt. and other departments with Union Representatives, Visitors etc.
4. To prepare draft replies to the letters received from the officers of the Undertaking/Unions and outside parties.
5. To attend telephone calls and also contact the other parties as per the directives of the DGM(TE).
6. Any other work that may be assigned by the DGM(TE) from time to time.
7. To keep record of STD calls.
8. To assist DGM(TE) in day to work..

### **Duties and responsibilities of Statistical Officer (Trans.Engg.) in Grade A/GIX.**

To assist to all administrative work and general matter of all depots and sections under the Operation wing.

1. To look after the incoming and outgoing dispatch work received from all the depots, workshop, bus control and other departments of the Undertaking as well as outside parties, VIPs, Government Bodies, etc.  
Accordingly, statement to be submitted to the higher authorities regarding the disposal of letters and the pending cases with the operation office.

With the help of the Supervisors/Clerks the work of the operation office to be carried out is as follows:-

2. Daily bus position, service turn out including not out, late out and sick position of buses at depots, workshop, zonal centres at 11.00 hrs. is to be recorded and information regarding washing of buses, engines and chassis wash shed buses, DD buses attended for appearances is also collected on phone from all the depots. Buses attended for re-painting during the work is also obtained and submitted for information of Supdt.(Op./BC) and CET(Depots). The data of bus fleet availability collected from depot via Email. The statement of daily fleet availability is taken out on computer and to be submitted to higher authorities and to the BEST committee when it is in session.
3. Collection and compilation of Statistical information on Engineering activities of various depots/section of Transp.Engg.Department is done and monthly operation statistical bulletin is issued.
4. Maintaining records regarding lot-wise/make-wise killage of buses from each depot. Consumption of make-wise/lot-wise HSD oil and consumption of engine oil is also recorded and statement on depotwise HSD consumption is sent every month to the Budget Officer.
5. SOTE issues a monthly bulletin every month which gives list of all processed figures pertaining to the operation of buses.
6. Daily service position of bus fleet, depotwise fleet position as on last day of the month is prepared and circulated. Also, depotwise weekly position and monthly fleet position are to be prepared and sent to concerned Officers.
7. A monthly summary of the bus fleet position is prepared and forwarded to concerned department.
8. A record of buses allotted to each depot is maintained on computer and it is updated every day with the information regarding scrapping and addition of buses, transfer of buses from one depot to another depot and new buses in service is maintained.
9. A quarterly statement regarding the number of buses allocated to each depot as on first day of the quarter and their make/lot wise and other details alongwith the position of buses in MOH/GP and the buses in use at Training school and workmen (special) is put up to the Officer concerned to have full view of the total fleet of buses.

10. A statement showing the monthly progress of incoming of new buses and scrapping of old buses during a month is also prepared every month and to be sent to AGM(TE)/DGM(TO) through CET(Depots). Officers of the depots are required to check the tools of every employee once in a year and accordingly, sent to monthly report for perusal of Dy.CETs/CET(Depots). Information, in respect of towing of buses to be submitted to Dy.CETs/CET(Depots) for perusal.
11. As per the Preventive Maintenance Schedule of Transp.Engg.Dept. buses are taken for Preventive Maintenance (Schedule & Docking) at depot on daily basis. Every month information regarding the buses due and attended for PM Schedule is collected from all the depots in Form No. 287. After compiling these information, a statement showing the position of various types of docking and the no. of buses due for maintenance and no. of buses actually attended alongwith the no. of buses sent to Workshop for MOH & GP is prepared. These statements alongwith the compilation of reports of various depots is sent to the Officers of Operation wing and CET(Depots)/AGM(TE)/DGM(TO) for information.
12. Buses are to be washed as per the norms laid down for the purpose in the agreement with the Union. Every months report for washing of buses manually, automatic washing machine and static machine to be collected from depots and submitted to Dy.CETs/CET(Depots)/AGM(TE)/DGM(TO) and a copy of this statement to be forwarded to AGM(TE)/TMC alongwith this reports.
13. The smoke motors of AVL and Neptune make were made available and installed at various depots, the Depot Offices are testing their buses and other vehicles for smoke emission level and submitting the reports to the Regional RTO and copy to be forwarded to Dy.CETs and CET(Depots).
14. Monthly reports are received from all depots regarding the buses hold up due to accident. A monthly statement is prepared to show the total no. of services lost as also buses held up in all the depots during the month. This statement to be submitted to CET(Depots)/AGM(TE)/DGM(TO).
15. Technical Supervisors of all the depots are required to check certain buses for their mechanical working and report to be submitted to Operation office which are compiled and summary of these reports to be submitted to CET(Depots).
16. Reports of damage caused to buses due to the stone throwing during riots, civil strikes or stone throwing by some miscreants are received in Operation office from depots/sections every month is to be compared with the information received from Bus control and prepare the statement showing the particulars of damage and cost of damages and forwarded to CET(Depots)/AGM(TE)/ DGM(TO)/GM.
17. Follow up of the cases of the Operation Wing regarding the various proposals in the subject of Administrative, Civil, Metropolitan and R&M work, purchase of material for the depots. The follow up to be made with the concerned authorities as advised by Supdt.(OP./BC)/CET(Depots).
18. Follow up of the confidential letters of CET(Depots) and reminder to that regard to be put up after the follow up of 15 days and whenever required. Verification of various files received from zonal incharges such as cleanliness, canteen inspection, depot inspection, inspection of operation groups and inspection of workshop groups. Accordingly, to be submitted to CET(Depots)/AGM(TE) after necessary records at Operation office.
19. Proposals to be initiated as advised by CET(Depots)/Supdt.(OP./BC) regarding the depot matters.

**Duties & Responsibilities of PA to AGM(TE) in Grade A/GVIII :**

1. To work as PA to AGM(TE). To attend papers marked to AGM(TE), study the various proposals and collect the additional information if required from the concerned officer and submit the same to AGM(TE) for his signatures. He has to carry out vigorous and continuous follow up work of papers marked to AGM(TE), him feedback report, etc.
2. To receive messages from the Management, Bus control and other officers and to convey the messages to the respective officers/organizations, etc.
3. To chalk out evening duty programme, holiday working programme, night inspection programme, etc.
4. To arrange to co-ordinate meetings with officers of Transp. Engg. Deptt. And other departments with Union Representatives, visitors, etc.
5. To prepare draft replies to the letters received from the officers of the Undertaking/Unions and outside parties.
6. To attend telephone calls and also contact the other parties as per the directives of the AGM(TE).
7. Any other work that may be assigned by the AGM(TE) from time to time.

### **Duties and Responsibilities of Asst. Administrative Officer (Inventory), A/G VIII**

The office Assistant Inventory of the Transportation Engineering Dept. is responsible for maintaining the inventory of plant and machinery, office equipments, loose machinery tools etc. and the indenting and issuing of these items to the sections in workshop, depots and offices. He maintains the centralized records of inventory items of Transportation Engineering Dept. consisting of the different locations:

The other functions of inventory section are as follows:

- 1) Purchase of inventory items.
- 2) Accounting for items issued to various depots/sections.
- 3) Repairs to inventory items.
- 4) Scrapping of inventory items.
- 5) Replacement of inventory items.
- 6) Preparation of annual statement for verification of MCA.
- 7) Provision of inventory items for new depots.

#### Inventory sections maintains :

- 1) Machinery equipments register : Both capital and dead stock.
- 2) Office Equipment register : “
- 3) Steel furniture register : “
- 4) Wooden furniture register : “
- 5) Purchase form book : “
- 6) Materials Requisition books (for dead stock and capital items separately).
- 7) Credit note books.
- 8) Credit note register – (Separate for capital and Dead Stock Items).
- 9) Material requisition register (For Dead stock and capital item separately).
- 10) Sanction form register.
- 11) Repairs to inventory items – Register.
- 12) Material despatch note books (for depot/section).
- 13) Material dispatch note books (for capital and dead stock items separately).
- 14) Material reclamation slip book.
- 15) Correspondence file (Itemwise) – 91 nos.
- 16) Correspondence file (Different subject – 49 nos. such as C.A., Stores, Statements, inspection, memo, purchase order, monthly meeting circular etc.)
- 17) Depotwise/sectionwise inventory folders – 64 nos.
- 18) Register for items due for scrapping.
- 19) Register for requirement of depots/sections.

Apart from all above records, he has to preserve the old inventory records carefully. Almost all the records is of 'A' category and has to be preserved for a long period. He has to make entries of items on trials basis, transferred items from other Depts. in respective registers/folders and has to delete the entries when the items are scrapped in all the concerned register/folders.

To keep records of all inventory items (i.e. machinery, furniture, office equipments etc.) of the entire Transportation Engineering Dept. and to have a physical check up periodically of all these items and to keep the records updated involves the responsibilities and lot of time. Hence, he has to be sharp, alert, acute minded and above all, he has to put keen interest in the work assigned to him. Thus, the workload as well as the responsibility is involved in this post as he has to visit the depots/sections personally and to carry out the physical check up and reconciliation of the inventory items and to keep the records updated. At the time of commissioning of the new depot/section, it is the responsibility to arrange to send the material to the depot/section in time and to meet the requirements and solve the difficulties of the depot/section as far as inventory items are concerned.

His work requires correspondence with all stores heads, depot/sectional heads, in connection with different subjects of inventory, also he has to put up proposals to CA/Addl.GM/GN in connection with scrapping, replacement and transfer of inventory items including Committee Notes, Pilferage reports. The work is comprising of Accounts/Stores/Pre-audit activities.

**Duties and responsibilities of Assistant Administrative Officer (Operation) in Grade A/GVIII.**

- 1) The prime function of Operation officer is to generate and maintain statistics of the Transp.Engg.Dept. Thus, all the data as regards buses is generated compiled, circulated and stored at Operation office. This data is not only circulated to various departments of the Undertaking, but is also sent to outside agencies like CIRT, ASRTU, etc.
- 2) Various statements required by the Undertaking like fuel consumption etc. are sent to various departments every month. It is the responsibility of AAO(OP.) to ensure that this data is arranged.
- 3) Various proposals like "Incoming and scrapping programme of buses" are prepared by the Operation office. AAO(OP.) ensures that all the data related to scrapping of a bus i.e. PIS, MOH date, run kms. etc. to be made available.
- 4) In addition to the above, AAO(OP.) also maintain a record of the various duties performed by the Officers at depots. It also maintain leave particulars i.e. to ensure that leave forms etc. are filled and forwarded.
- 5) The above duties, though exhaustive are not inclusive of other functions like maintaining the compliance of surprise inspection of depots, etc.
- 6) Maintain the records of various reports and compliance reports of zonal incharges at the operation office to verify and submit their submission file to higher authority.
- 7) Submission of various monthly files such as statistical returns, work load, stone throwing damages report and incoming & scrapping of buses to be submitted to higher authority.
- 8) Reminders to be forwarded the Depot officers. Bus control on behalf of clerk of Operation office who are not receiving the required data within stipulated time.
- 9) Supervising & checking of leave record of Officers & staff of Operation wing.
- 10) Preparing duty list and noting down the attendance of all Officers of Transp.Engg.department during emergency, strike, stoppage, bandh etc. and making arrangement for payment of meal allowance to them.
- 11) To prepare the report in respect of Annual & Quarterly stock take of HSD carried out by Audit department and put up the same to Management.
- 12) Recoument of zerox, tea bills & computer charges new & refill.

All union letters before forwarding to the CET(Depots) noting down the relevant particulars in the dispatch register and then only letter sent to concerned Officers for further action/consideration.

Confidential files are maintained by AAO(Op.) and these are kept in cupboard under lock & key. AAO(Op.) is custodian of these records. Operation wing is putting up a good number of monthly statements regarding Engineering & Administrative matters to have a check over the working of depots. On the basis of these statement important decisions are taken.

At the end of every month, the statement of Body and mechanical defects are prepared and circulated to all Engineering Officers in monthly Bulletin. Whenever the buses are required to be transferred from one depot to another, it is telephonically communicated to concerned depot/workshop by Operation Control to the effect of transfer of buses. Next day of transfer of buses affected from previous night is put on record and made entries of transfer of buses in Computer and update the Bus master.

**Statistical statements:-**

The following statements are prepared in Operation office and forwarded to the Officers of the Transp.Engg. Dept. and Traffic for the perusal.

Loss of killage due to late out and not out of buses in the morning and evening service for want of materials, statement. Monthly terminus detention statement.

Makewise/lotwise fleet, availability monthly statement to Dy.CETs/CET(Depots)/AGM(TE)/DGM(TO).

Position of tyres on the last day of each month to Dy.CETs/ CET(Depots)/Dy.CET (W-2)/AE(Vulc.).

Position of batteries on the last day of each month to Dy.CET(W-2)/ Dy.Engr.(Elect.).

Depotwise breakdown per 10,000 kms. Weekly/monthly statement to Dy.CETs/CET(Depots)/AGM(TE)/DGM(TO).

Quarterly programme to be prepared for canteen inspection to be carried out by Depot Officer and union representative.

### **DUTIES AND RESPONSIBILITIES OF ASST.OFFICER (TRAINING), A/G-VIII**

- 1) To Assist.EET(Trg.)/AE(Trg.) in the day office routine work.
- 2) To look after the requirement of apprentices and to draw up their training programme as required under the Apprentices Act and Rules.
- 3) To maintain various records and complete various formalities as per requirements of Apprentices Act, 1961 and Apprentices (Amendment) Act, 1973.
- 4) To fill in apprenticeship contracts of all the apprentices, verify them, arrange to send the same to various R.I. Centres and follow up their registration.
- 5) To look after the postings of various apprentices at depots and workshop as per requirements.
- 6) To maintain the records of different training programme, refresher courses of stipendiary apprentices, college apprentices etc.
- 7) To maintain leave records of apprentices/staff.
- 8) To arrange to procure Govt.'s share of stipend of technician/sandwich course students appointed as apprentices under the Apprentices (Amendment) Act, 1973.
- 9) To handle termination cases of apprentices and arrange to recover cost of training.
- 10) To maintain up to date staff files of apprentices, assignment files of Probationary Engineers and S/R files of technician apprentices/sandwich course students.
- 11) To maintain records of training courses attended by Transportation Engineering Officers at institutes like CIRT, R I, NTIE and similar origination. To initiate proposals etc. to depot officers/staff to attend various training programmes/ seminars as per needs.
- 12) Overall control over two Clerks, one Typist and one Shop Recorder maintenance of office record files, to accept and follow up work entrusted to the clerical staff under him and to put to various sanctions in respect of recruitment of apprentices, filling posts etc.
- 13) To keep up to date registers and staff records of staff as well as apprentices (Maintaining up to date vacancy register of apprentices).
- 14) To prepare refresher courses for various categories of staff and officers.
- 15) To put up budget/establishment proposals in respect of Technical Training Centre.
- 16) To keep a direct liaison with State/Central Govt. Officers, Engineering Colleges, Polytechniques and other institutes like I.T.I.S.
- 17) To maintain library of technical books, reference books, manuals, periodicals and journals. To procure the books of modern techniques.
- 18) To follow up papers pending with various departments like Personal Department, Audit Department, Time Keeping Department etc.
- 19) To look after the servicing of office equipments like Personal Computer, Typewriter, Duplicating machine etc
- 20) To write material requisitions and credit notes.
- 21) To verify and submit half yearly report in form App-2 Part-I and Part-II in respect of apprentices for their performance of work in a particular half yearly period to the State Apprenticeship Adviser and Director of Technical Training, Maharashtra State, Mumbai – 400 001 for about 433 apprentices.

- 22) To verify and submit Form ATS-2 to Director of Vocational Education and Training and State Apprenticeship Adviser, Maharashtra State, Mumbai-400 001, in connection with Apprentices undergoing basic training and related instructions for 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year including Ex-ITI apprentices at various R.I. Centres.
- 23) To put up letter to the Director of Vocational Education and training in form App-3 regarding annual trade test of apprentices giving total number of days attended by the apprentices at shop-floor and R.I. Classes during the tenure of their apprenticeship.
- 24) To prepare shop floor programme for 2<sup>nd</sup>/3<sup>rd</sup> year and Ex-ITI apprentices with the help of Instructional staff.
- 25) To verify and submit R.I. Classes expenditure reimbursement statement of basis 1<sup>st</sup> and 2<sup>nd</sup> year apprentices and to put up to the Director of Vocational Education and Training for reimbursement of the same.
- 26) To attend Court Cases against Ex-apprentices for the recovery of cost training frequently.
- 27) To submit position of apprentices and payment advice to EOT and Time Keeping Department.
- 28) To maintain follow up register in respect of absenteeism of apprentices.
- 29) To keep proper record of inventory of tools and equipments.
- 30) To put up monthly production report.
- 31) To prepare bills for honorariums to be paid to lecturers for delivering lectures during supervisory development programme/RTG Programme, etc.
- 32) To maintain trade test register.
- 33) To forward monthly performance report in respect of both the Mobile Training Vans to the Management.

### **Duties and responsibilities of Asst. Admn. Officer (M.V. Anik) in Grade A/GVIII**

Motor Vehicle Section is an independent and a major section of the Transportation Engineering Branch situated at Anik Depot dealing with requirement of vehicles to various divisions/departments. It also looks after the servicing and repairs of the motor cars of the officers. It also carries out the running repairs and maintenance of different types/makes of various vehicles belonging to Undertaking and officers of the Undertaking. At present, there are 400 nos. of vehicles (consisting of different makes of vehicles) and is maintained independently by M.V. Section.

In addition to the above, the M.V. Section has many other activities to perform such as –

- a) Arrangement of vehicles with M.V. drivers in VIP uniform for various guests/VIPs/Govt./Semi Govt. High Power/Guest from centre/state/international levels who visits the Undertaking time to time.
- b) Inspection and to issue condemnation certificate to the Govt. vehicle as and when request by the Govt. Institutions.
- c) To visit various accident cases for necessary settlement of claim with Accident Claims Dept.

Further to above varied activities, the under mentioned Administrative work pertaining to M.V. Budget is also entrust to this section.

- a) Information in respect of vehicles due for scrapping.
- b) Compilation of M.V. budget proposals for scrapping of vehicles.
- c) Initiation of proposals for scrapping of vehicles.
- d) Compilation/preparation of chassis/body specifications.
- e) Proposals for M.O.M. of motor vehicles.
- f) Initiation of Purchase Section.
- g) Requirement of M.V. Drivers for spare pool/M.V. Anik.
- h) Co-ordination with various Depts., Chassis Section, Sr. AOTE, OA Registration.
- i) Keeping update vehicle data history.

While carrying out all above activities and day to day work, it is necessary to make lot of correspondence with various depots/Division/Sections of the Undertaking as well as outside parties and Govt. officials. Office Assistant in Grade A/GVIII is responsible to have a better efficient/smooth working and to streamline the existing work procedure, maintain proper records and carry out the work systematically this division.

**Duties and Responsibilities of Clerical Supervisor in Grade A/GVII**

- (1) Clerical Supervisors should make themselves conversant with all the procedural instructions, including the departmental instructions, issue from time to time and also maintain a special file for this purpose so that instructions are readily available.
- (2) Clerical supervisors should make themselves conversant with the provisions of the various Acts applicable to this Department, so that any breach of any Act could be detected in time.
- (3) Clerical Supervisors should be aware of the various returns to be submitted, under the provisions of the Act in respect of Depots. So also, they should ensure that, the various notifications, abstracts under the Acts required to be displayed on the notice boards are complied with. They should obtain from EOTs's office a copy of the exemptions granted to us from the provisions of various labor laws as far as the depot staff is concerned so that in case of a query from the Inspector of Factories, the same could be shown to him on the spot at the time of his visit to the depot.
- (4) Clerical Supervisor should have a ready chart listed with all the statistical and other statements to be submitted from time to time with their due dates of submission to ensure that the returns are submitted on specified dates.
- (5) Clerical Supervisors should ensure that the procedure for preservation and storage of Undertaking's records is scrupulously followed, according to the limitations fixed and should maintain a register of the various records scrapped from time to time.
- (6) Clerical Supervisors should make themselves conversant and ensure that the procedures and rules concerning issue of payment cards, issue of festival advances. Preparing of grain requisitions, preparing of P.F., S.F. and other loan forms, identification notes, advance salary bills, unpaid time cards, leave matters are scrupulously followed.
- (7) Clerical Supervisors should ensure that the various registers and records are correctly maintained and have conditions random scrutiny to check errors and omissions.
- (8) Clerical Supervisors should equitably distribute the work among his staff and progressively train all persons in the various works of his section so that anyone of them could take over the work of any other at short notice or attend to any emergency work in the absence of any other person.
- (9) Clerical supervisors should check the periodical returns submitted by the depots/M.V.Section viz. Daily, Monthly, Fortnightly, Quarterly, Six monthly, yearly and sign each and every statement as having checked. This is necessary to detect and mistakes as on the basis of the statements received from the depots/M.V.Section various operational statistical records are maintained and periodical returns submitted to the Management and outside parties.

- (10) Clerical supervisor should ensure that, replies are sent expeditiously in respect of letters received from this office requesting for information to be furnished in respect of various items pertaining to buses/depots/staff. A register should be maintained at the depot /M.V.Section for follow up purpose, showing the reference nos. of the letters received from time to time and the dates the replies are sent to the officers concerned. It should be the function of clerical supervisors to frequently remind the depot officers/ITO as regards the replies to be sent to letters received from the office. So also the Audit queries should be promptly replied to.
- (11) Clerical Supervisors should personally ensure that, important reports, payment cards, festival advance registers, cash purchase register, grain requisitions bonds, factory inspection book and valuable property items etc. requiring to be kept in safe custody are kept in his own charge or in the charge of his Assts. on whom the responsibility could be fixed.
- (12) Clerical Supervisors should check and put up cases to the depot officers/ITO in respect of staff with bad attendance. They should also follow up with EOT as regards shortages of staff of lockers, delay in payment of accident wages/unpaid wages to the staff or any other matter, which require immediate attention in EOT's office.
- (13) Clerical Supervisors should ensure that the monthly duty list of staff is prepared/completed by the 23<sup>rd</sup> of every month and dispatched to EOT by the 25<sup>th</sup> June latest. Any changes, thereafter, should be intimated to the Chief Inspector of Factories directly.
- (14) Clerical Supervisors should ensure that, the reports of accidents to employees are promptly reported to EOT on the same day, through a special messenger. So also in case of accidents on Saturdays, when the office of EOT is closed, necessary intimation should be given by Clerical Supervisors directly to the Chief Inspector of Factories or Electrical Inspector as the case may be. The investigation reports is should be promptly put up to the Depot officer/ITO to avoid delay in Workmen's compensation. The register of accidents should be maintained up to date.
- (15) Clerical Supervisors should ensure that First Aid Boxes are replenished from time to time and also ensure that duly trained staff are available in the depot. Their names should be exhibited at a conspicuous place. In case, sufficient trained staff are not available the matters should be taken up with EOT.
- (16) Clerical Supervisors should ensure that an up to date list of Fitters/Asst.Fitters(M.V.) who are authorized to drive is exhibited in the depot with their names, check nos. and designations . In case, sufficient driving authorized staff are not available according to the quota allotted to such depot, they should take up the matter with EOT and M.V.s(Kingsway).
- (17) Clerical Supervisors should ensure that material requisitions are prepared with correct code nos. They should make the Clerks/Shop Recorders, preparing the requisitions conversant with the various circulars sent by the office in this connection.
- (18) Clerical Supervisors should ensure that leave books of workers are collected and sent to the respective TKs in time and follow up with the TKs concerned for their return and distribution to the individual workers.

- (19) Clerical supervisors should ensure that certificate issued to employees from time to time are issued with their correct salaries and D.A. These certificates are for the purpose of establishing their status as industrial workers etc. and care should be taken that correct particulars are given in the certificates.
- (20) Clerical supervisors should ensure that Disciplinary Action cases are attended to promptly by reminding the depot officers and the required forms are filled in correctly by incorporating the correct Standing Orders.
- (21) Clerical Supervisors should make themselves conversant with the procedures, issued from time to time in connection with thefts of Undertaking's property so that the instructions are carefully and strictly followed.
- (22) Clerical supervisors should ensure that various Incentive Bonus statements are sent in time. They should personally check the statements before forwarding to ensure that they are correctly prepared.
- (23) Clerical supervisors should ensure that the Daily Bus Fleet position as at 10.00 a.m. in conveyed telephonically to EET(Op.)'s office by 11.00 a.m. to 11.30 a.m. daily. The position on Sundays and Holidays should be submitted in writing to EET(Op.)'s office the next day working day.
- (24) Clerical supervisors should differentiate between works which have to be done on the spot and those to be done by specific dates etc. He should regulate the working time, shift, leave etc. of the staff under his charge ensure that work moves smoothly and bottlenecks are avoided.

#### **Duties and Responsibilities of Stenographer in Grade A/GV.**

-

1. To take dictation as and when required and transcribe the same on the Typewriter/ Computer;
2. To carry out purely typing work in extreme emergencies whenever required;
3. The Stenographer promoted to the post of Senior Stenographer in Grade AS/GVII(Personal) are also required to supervise the work of Typists and Stenographers and arrange to distribute the typing work as and when called upto to do so.

**Duties and Responsibilities of Clerk, A/GV**

- (1) Issue and receipt of stationary;
- (2) Maintaining record of issue and receipt of Bus tokens;
- (3) Putting up candidates for interview and appointment;
- (4) All work pertaining to disciplinary action;
- (5) Preparing reconciliation statements of various physical stock takes;
- (6) Preparing & maintaining seniority lists up to date;
- (7) Preparing budget estimate;
- (8) Preparing sanction forms;
- (10) Putting up drafts to various queries;
- (11) Maintaining battery records;
- (12) Maintaining MPG statistics of HSD Oil;
- (13) Preparing preventive maintenance schedules;
- (14) Compiling Committee statements & weekly & fortnightly statements to the Management;
- (15) Submission of periodical returns;
- (16) Preparing work orders.
- (17) Preparing outward bill memos.
- (18) Maintaining mileage registers;
- (19) Maintaining lubrication oil records;
- (20) Service turn out statistics, allocation to depots etc.
- (21) Payment of buses and motor vehicle taxes etc;
- (22) Refund of tax on buses and motor vehicles;
- (23) Maintaining of fire extinguisher records;
- (24) Maintaining record of materials on test;
- (25) Maintaining vehicle history books;
- (26) Work as telephone clerks in the Bus Control Room;
- (27) Intimating of new vehicles put in service to depots;
- (28) Maintaining record of issue of petrol to motor vehicles officers;
- (29) Maintaining performance statistics of tyres of various makes;
- (30) Maintaining record of inventory items;
- (31) Payment of salaries and festival advance to staff;
- (32) Putting up holiday circulars;
- (33) Attendance statistics;
- (34) Training programme of staff;
- (35) Issue of summons and identity cards;
- (36) Punching of attendance /Leave Record;
- (37) Preparing of Duty List of Employees;
- (38) Preparing of statement in respect of employee;
- (39) Preparing of Incentive Bonus Statement

**Duties and Responsibilities of Shop Recorder,A/GV**

1. Service Turn out
2. Stabling including indicating defects to Charge hand etc.
3. Filling unit assembly change slips.
4. Line defect forms and getting the buses attended.
5. Details about the buses to Bus Control
6. Filling daily consumption oil forms;
7. Submitting docking reports of buses;
8. Preparing oil chits for docking schedule buses;
9. Filling in vehicle inspection forms;
10. Making dispatches for materials;
11. Preparing schedule jobs attention forms;
12. Issuing of stores materials and maintaining a record of the same;
13. Maintaining Bus Washing register;
14. Maintaining lubricants register;
15. Preparing damage reports;
16. Preparing job cards;
17. Writing non-service milage forms;
18. Preparing charge Mechanic's instruction forms;
19. Preparing pilferage reports;
20. Preparing Bus cleaning, wiremen attention forms;
21. Preparing advertisement letters;
22. Preparing material requisitions and credit notes;
23. Line history;
24. M.P.G. statistics;
25. History of different units
26. Various statistical records
27. Preparing Grain Requisition
28. Taking attendance of staff
29. Filling up accident forms and writing reports
30. Filling up of leave forms
31. Filling up of loan applications
32. Distribution of payslips to staff

**Duties of Sepoy in Grade A/GI.**

- 1 Carrying office despatch to & fro Head office at Colaba
- 2 Performing other outdoor duties such as delivery of urgent letters to outside parties/other department/branch office.
- 3 Attending to bell calls at the floor offices which includes DGM(TE)/ AGM(TE)/ CET(W/s)/ CET(PPD)/ Dy.CETs/ EETs.
- 4 Cleaning of tables and other office furnitures daily.
- 5 Urgent Recording of papers from outside parties.
- 6 Taking print out / cutting.
- 7 Making available files to the officers and putting back the same in the respective racks.
- 8 Taking despatch papers of the floor officers and sections of bus office.
- 9 Carrying dispatch to & fro sectional officers of Workshoip
- 10 Attending to resography work.

**Duties and Responsibilities of Sr. Draughtsman, G/GIV :**

1. Taking measurements of various components and spares and preparing detail mechanical drawings.
2. Preparing of seat layouts of vehicles/buses preparing detailed structural drawings and drawings required for R.T.O. passing vehicles/buses.
3. Getting checked and approved all the drawings from concerned authorities.
4. Preparing new drawings of depots (based on the drawings of Civil Engg. Deptt.) showing position of washing machine/fueling shed and parking of buses and motor vehicles as per the requirements of concerned depot officer.
5. To arrange zerox/ammonia copies of drawings required for procurement of spares, etc.
6. Making necessary revisions in drawings as per requirements and getting it approved from concerned authority.
7. To assist Dy.E(Drg.)/Dy.E(NBI) for preparing and estimating of new bus body and (MV) bodies specifications preparing drawing list for same.
8. Arranges to take out the copies of drawings and specifications from outside parties and compilation of sets required for Tender documents of bodybuilding.
9. To keep stock of stationary required for drawing officer.  
Follows the instructions of Dy.E.(Drg.)/Dy.E(NBI) and superior officers for smooth working of Drawing office.

Also carries out drawing work on CAD system.

**Duties and Responsibilities of Draughtsman in Grade3 G/GIII :**

1. Take measurements of various components and spare parts.
2. To prepare detail mechanical drawings of above.
3. To prepare various charts/graphs showing bus fleet position/Brake downs/unit life, etc.
4. Preparing drawings in proper scale, showing seat layout of various chassis.
5. Preparing detail structural drawings of bus bodies and MV vehicles.
6. Preparing drawings required for RTO passing of vehicles/buses.
7. Arranging/issuing zerox/ammonia copies of drawings required to various sections.
8. Suppose to visit to depots as per the instructions of Dy.EIB/Dy.E(Drg.) and other superiors.
9. Follow instructions of Sr.Draughtsman.
10. Also carries out drawing work on CAD system.

**Duties and Responsibilities of Foreman General (Depots) in Grade T8**

- 1 To exercise overall control on work in the Depot consisting of a large fleet of buses of various makes.
- 2 To supervise and guide staff about work carried out in respect of preventive maintenance schedules, docking of buses, day to day repairs of buses for mechanical and body defects..
- 3 To ensure that required number of buses are made available as per Traffic Schedule.
- 4 To test buses on road to ensure that the buses have been repaired/or docking attention has been properly done.
- 5 To ensure that buses are duly attended and produced for R.T.O. Inspector's check on due dates.
- 6 To arrange for and inspect receipt of materials as required by the depot and send material to workshop for replacement.
- 7 To work out details about labour and materials used for repairing damaged vehicles for preparing job cards.
- 8 To get attended buses reported for excess engine oil, consumption. smoky exhaust, excess lubricant consumption, reported defects, etc.

### **Duties and Responsibilities of Foreman General (Vulcanizing) in Grade T8**

(To exercise overall control on work carried out at depots/workshop sections, placed under him and to ensure that all types of maintenance and repair work is carried out as per procedures laid down/according to programmes.

1. To ensure that adequate stock of tyres/tubes/flaps and other materials are indented/inspected and properly stored so that the repair work is not hampered for production.
2. To keep a quality control check on Tyres repaired in section and to inspect the resold tyres delivered by the contractors for its perfect work. To check the new tyres received from depots for any manufacturing defects and to put it for calim and to follow the procedures laid down in the Vulcanising Section.
3. To observe the tyres materials received for tyre repairs, are of correct specifications, if not to put for claim/replacement.
4. To keep in touch with other Dept./Stores/Purchase Section etc. relevant to material requirements for annual contract.
5. To be conversant with office procedures concerning requisitions, credit notes, departmental letters, scrutinizing the Tyres and other materials for scrapping as per schedule laid down in sanction letters and annual contract files and to estimate the annual requirements of tyres, tubes, flaps and other materials concerned with tyre repairs.
6. Must have First Aid knowledge in case of any accident in Department and conversant with safety measures.
7. To guide the supervisory staff under him for various day to day jobs and get the brake down attended to immediately in co-ordination with other departments/workshops/sections/depots.
8. He should maintain the good housekeeping i.e. premises clearly kept and gardening surrounding the section and good relation with staff.
9. To perform any other work as may be entrusted to him by his senior officer.
10. To be conversant with Rules & Regulations/procedure relating to accidents, leave, weekly off, E.S.T. Rules, Factory rules, necessary for day to day work in workshops.
11. Should be conversant with steam moulds, boilers, tools and equipments and machinery related to Tyres repairs/resoling.
12. Should have undergone a comprehensive training course in repairs/resoliling and maintenance of tyres conducted by Tyre Manufacturing Companies such as M/s. Firestone Tyre & Rubber Co., M/s. Ceat Tyres of India and other Tyre Companies.
13. Should have a thorough knowledge of tyres and its performance and types of various manufacturing defects of tyres.

**Duties and Responsibilities of Foreman General (Electrical) in Grade T8**

1. To exercise overall control-cum-supervision and ensure that all the repairs and maintenance are carried out promptly and properly.
2. To inspect bodies built on new/overhauled chassis with regard to accessibility and maintenance of all electrical units.
3. To study operation/maintenance procedure of electrical units on new chassis and to instruct and guide other staff accordingly.
4. To study the premature failures of all auto electrical parts and suggest remedies.
5. To follow up electrical materials on test.
6. To ensure that the vital electrical parts are recouped in time so that the buses do not remain off the road for want of spares.
7. To certify the samples of auto electrical parts to be given to the Stores for recoupment.
8. To ensure that buses reported for repeated electrical defects are attended to thoroughly.
9. To carry out any other work as and when entrusted by the suneriders.
10. To co-ordination work in all electrical sections, battery rooms, overhauling the electrical units, re-winding various electrical motors, coils etc.
11. To maintain the electrical installation of the workshop including electrical motors, compressors and other electrical equipments.
12. To know protective devices necessary under Electricity Act and to know what precautions are necessary to comply with the requirements of the Electrical Inspector etc.

**Duties and Responsibilities of Foreman General (Machine Shop) in Grade T8**

1. To exercise overall control of Machine Shop Section and allied shops, co-ordinate work of Foreman and Asst. foreman working in the different sections and shifts of Machine Shop.
2. To be conversant with different types of materials such as brass, bronze, aluminium, EN Series steels, tool steels, cobalt steels and various heat treatment processes.
3. To have knowledge of precision measuring instruments, such as verniers, micrometers, depth gauges, hardness and load testing machines, workshop calculations.
4. To be conversant with various types of fits, allowance, tolerance, clearance and interference.
5. To be able to read blue prints, work out material requirement, manpower requirement and estimate cost of manufacturing or repair.
6. To have working knowledge of operating different types of machines from our machine shop and to be able to train and guide machine operators.
7. To have knowledge of Geometry of cutting tools, drills, end mills, milling cutters etc.
8. To be fully conversant with the speeds, feeds and depth of cut etc. for all types of machining operations. To have sound knowledge of methods and norms of operations of manufacturing/reclamation of various types of jobs.
9. To have fair knowledge of processes e.g. casting, forging, moulding, forming and welding technology.
10. To take initiative in suggesting new methods for improvement, making gauges, jigs, fixtures, dies and punches.
11. To optimize the production with available men and machine.

**Duties and Responsibilities of Foreman in Grade T7**

1. Should be conversant with putting up reports regarding quality of materials tested.
2. Should be able to man allocate and supervise the work of subordinates effectively.
3. Should be able to supervise work in the laboratory, oil re-refining plant and oil store including delivery of various tubes to depots, collection of drained oils from depots.
4. Should be able to control the staff working under him.

**Duties and Responsibilities of Foreman(Body Shop) in Grade T7**

1. To exercise control, supervise and ensure that all damage repairs and special programme jobs on SD, DD buses and motor vehicles are carried out promptly and properly including preparation of statement for labour and material expended in each cars.
2. To inspect bodies built new/overhauled by body builders alongwith the blue print with regard to variations; changes and put up regular reports for each and every case either of bus or motor vehicles.
3. To study the operation and maintenance procedures of bodies of buses and guide assistants accordingly.
4. To study premature failure on Body structural parts and suggest remedies.
5. To follow up material "on test".
6. To ensure that vital structural parts are recouped in time so that buses do not remain "off-road".
7. To certify the samples of part to be given to the workshop stores.
8. To ensure that buses reported for body shaky, roof leaking and repeated defects are attended thoroughly.
9. To submit reports in case of (i) misconduct, (ii) slow work or negligence on part of Junior supervisors and workman etc.
10. To co-ordinate work amongst different supervisors in coach repair section, Tinshop, ancillary shops and paint shop.
11. To carry out any other work as and when entrust by superiors.

**Duties and Responsibilities of Foreman(Vulcanizing) in Grade T7**

He should have leadership in controlling labour in Vulcanizing Department, to run the department efficiently.

**Duties and Responsibilities of Foreman(Welding, spring and Ancillary Sections) in Grade T7**

1. Foreman will be an overall incharge of the above sections and will be assisted by Asst.Foreman of the concerned sections. He will be responsible for the proper quality and quantity of the work, planning, organizing, controlling, material consumption, giving requirements of the materials, Inspection, acceptance, conducting trials and tests of the above sections.
2. He will ensure proper upkeep and maintenance of the equipments, tools, machineries, welding sets, furnaces, etc. He will also ensure that the protective devices are maintained and used by the staff and safety precautions are observed.
3. He will maintain the discipline in the shops, report misconducts of the staff damages to the tools, equipments, accidents, thefts, sickness, etc.

**Duties and Responsibilities of Foreman(Machine Shop) in Grade T7**

- 1 To exercise overall control of Machine Shop, suervises and co-ordinate work of Asst.Foreman working in the different groups and co-ordinate the working of the shifts.
- 2 To plan the loading of the machines taking into account the urgency of jobs and utilise machines and men to the fullest possible extent.
- 3 To be conversant with different types of materials used such as, bronze, brass, EN saries streels, tool steels and heat-treatment processes.
- 4 To take initiative in suggesting new methods for improvement, making jigs fixtures and implementing the methods..
- 5 To be able to read blue-prints and make workshop calculations.
- 6 To have knowledge of precision measuring instruments hardness and load testing machines.
- 7 To possess elementary knowledge of welding techniques, and fitting and filling work
- 8 To have knowledge of fees, speeds of different machines of the Machine shop for different types of jobs and direct men to work accordingly, so as to obtain maximum output.
- 9 To have knowledge of different types of tools, their cutting and other angles, milling cutters and how to make them.
- 10 To have working knowledge of operating different machines with us.

**Duties and Responsibilities of Foreman(Paint Shop) in Grade T7**

1. Supervisor and control work of other supervisors and men working under him and guide them in their day-to-day work.
2. Be able to estimate correctly labour and material required for various painting jobs and he able to prepare job-cards. Be able to indent correct material and charge same to the correct account. Be able to inspect material like paints, brushes, etc., used for painting work. To take the responsibility for getting work done considering quality and quantity.
3. Be able to mix basic paints to get the required shades.
4. Be able to get decorative and other miscellaneous jobs done from men.
5. Be able to specify paints required by him and also be able to lay down methods of test as required as per I.S. specifications and for other special paint material.

**Duties and Responsibilities of Foreman(Depot) in Grade T7**

- 1 To exercise overall control on work in Depot and ensure that all maintenance work schedules, docking and all minor repairs are carried out properly.
- 2 To manage service turn-out and ensure that it is as per Traffic requirement.
- 3 To look after Depot Stores, indent and inspect materials received from Workshop, and follow up of urgently needed spares.
- 4 To carry out R.T.O. attention of buses and produce that in time for inspection.
- 5 To follow up attention of minor damages and prepare statements of labour and materials need.
- 6 To follow up special programme concerning to bodies, fitments, units, etc.
- 7 To follow materials on test ensure that inspection is carried out at specified time internals and reports sent up.
- 8 To guide the employees and other supervisions staff in their day-to-day work.
- 9 To handle traffic staff as far as complaints regarding buses are concerned.
- 10 To inspect buses and put up reports as regards quality of work, etc.
- 11 To be the liaison between the Depot Officer and the subordinate staff.

**Duties and Responsibilities of Foreman(Electrical Section) in Grade T7**

- i Leadership in controlling Labour & ability to get work done through supervisors under him
- ii Should have basic knowledge of simple rules, principles of DC & AC electricity, 230/440 volts supply & necessary precautions, measures in handling high voltage system.
- iii Should have basic knowledge of Repairs/Maintenance of electrical units fitted on buses & other motor vehicles.
- iv Should possess full knowledge of working of electrical installations, battery charging, water distillation plants, Testing bench multi meters & other equipments in use in the Section & at Depots.
- v Must be conversant with electricity, Act & requirement of Electrical Inspection.
- vi Must know procedures to be followed in case of electrical section.
- vii Must be able to allocate work to different persons as per their capability and guide them in case of difficulties.
- viii Must maintain production control over material consumption & be able to carry out other associated work entrusted to him and connected administrative work such as job card, material requisitions, etc.
- ix Must be able to inspect item for serviceability, study premature/repeated failures of units & suggest effective remedies.
- x Follow up of procurement of material, suggest use of alternate spares.
- xi To prepare damage reports & estimate costs.
- xii To indent correct quantity of material for various jobs.
- xiii To carry out spot checks on buses & other work done by staff, check for electrical faults, & instruct men accordingly for jobs/repairs to be carried out.
- xiv To observe performance of various units, batteries, material on test & investigate the reasons for premature failures of units/parts.
- xv Should have knowledge of winding of A.C./D.C. machines, welding machines, inverters, etc.

**Duties and Responsibilities of Assistant Foreman(Electrical Section) in Grade T6**

1. To supervise and guide the work of Electricians, Wiremen, Assistant Wireman and Fitters working in Electrical Section either in workshop or depots for carrying out all electrical jobs on buses. He should also be conversant with house and power wiring.
2. Allocate work to different persons and to ensure proper turn over.
3. To check work and to find out electrical defects on buses. He should be able to use all electrical instrument for the purpose available in the section.
4. Proper job slips showing labour & material used for respective jobs.
5. Prepare damage reports and to able to estimate the cost.
6. Be able to indent material required for different jobs. He should assess his requirements. He should scrap the material that needs to be scrapped.
7. To exercise vigilance over staff and maintain discipline in his section or depot.
8. To know protective devices necessary under Electricity Act and to know what precautions are necessary to comply with the requirements of Electrical Inspector etc.
9. He is responsible for quality and quantity of work being produced in his section.
10. Should have basically 2<sup>nd</sup> class wireman's certificate and about 10 years practical experience.
11. Should be preferably a matriculate and be able to prepare report independently in any of the language viz. English/Hindi/Marathi.

**Duties and Responsibilities of Assistant Foreman(Blacksmithy) in Grade T6**

- 1) To allocate, supervise and guide the work of blacksmiths, hammer men and other staff working under him.
- 2) To inspect materials pertaining to the shop, such as springs, spring bushes, metal sections, coal etc., test the materials for suitability and put up findings.
- 3) To indent and credit materials pertaining to the shop.
- 4) To prepare job slips, give estimates, write details of the labour and materials required/utilized pertaining to jobs in the shop.
- 5) To ensure proper upkeep and maintenance of the tools and equipment used in the shop.
- 6) To take responsibility for the quality and quantity of production in the shop.
- 7) To maintain discipline in the shop, report misconduct of staff, damage to tools and equipment etc.
- 8) To operate the power hammer for forging the jobs. To guide and instruct the staff for proper cambering of the spring leaves, forging of cutting tools required by Machine Shop and jobs required for fabrication of equipments.
- 9) To visit depots for inspection of the quality of the spring overhauling work. Guide the staff for correct and proper methods of assembling/cutting of spring leaves, clamps, scrapping of the leaves and follow up of the materials on test.
- 10) To inspect the depots whenever necessary at the time of loading scrap spring leaves.
- 11) To procure and supply spring materials to depots whenever necessary.

**Duties and Responsibilities of Assistant Foreman(Upholstery Section) in Grade T6**

Should have leadership in controlling labour in the Upholstery Section to run the Section efficiently.

**Duties of Responsibilities of Asst.Foreman (Deopts)**

- 1 Supervises the work of Mukadam, Fitter (MV), Fitter(Bench & Body), Welder, Vulcanizer, TPM, Electrician, Wireman, Greaser, Cleaners etc. and guide them whenever necessary.
- 2 Responsible for up-keep and major dock maintenance schedule of a fleet of vehicles of different makes and types.
- 3 Inspects and tests buses before or after they are attended for every schedule maintenance and defect, tests buses reported defective by driver for break-defect, etc. and certified and vehicle for it's road worthiness.
- 4 Takes attendance of the staff and allocates the jobs fixing priorities so that maximum number of vehicles can be made available to service.
- 5 Responsible for turning out the requisite number of buses in time.
- 6 Write reports and maintains registers regarding labour allocation, defects attended, etc. prepare damage reports pilferage reports, etc.
- 7 Responsible for allocation of buses to various routes taking into consideration the traffic requirement and the restricted to for the particular routes.
- 8 Ensures that all the vehicles are accounted for. Informs other depot officers in case their vehicles are attended in the depot. In case of missing vehicles, contacts other depots, traffic and Bus Control to locate vehicle and if necessary arrange to get the vehicles back to the Depot.
- 9 Works in shift duties.
- 10 Inspects materials received from workshop and defective materials to be forwarded to workshop for repairs.
- 11 In case of personal injuries, etc. arrange for medical help.
- 12 Responsible for attending to buses detained on line near about the depot.
- 13 Investigates the damages of units and puts up reports.
- 14 Ensures that staff uses correct type of tools for maintenance of buses.

**Duties of Responsibilities of Supervisor in Machine Shop Asst.Foreman/Charge  
Mechanic in Grade T6**

- 1 To supervise and guide the work of Turners, Assistant Turners, Drilmen, etc. working in various machine tools such as Centre lathes, Caps tans Boaring & Milling machines, shapers, Grinders, etc.
- 2 To allocate work taking into consideration the capacity of machine and urgency of job.
- 3 To devise means such as dies, jigs and fixtures for mass production.
- 4 To check the correctness and accuracy of the finished job with the aid of micrometer, dial gauge, slip gauge, etc.
- 5 To prepare job slips showing the labour and material used for scrap materials.
- 6 To indent materials required for job and credit excess or scrap materials.
- 7 To report misconduct of staff damage to machine, thefts etc.
- 8 To ensure that protective devises are maintained and safety precautions are observed.
- 9 Responsible for quality and quantity of production per machine.

### **Duties of Responsibilities of Asst.Foreman(Coach Repair Section)in Grade T6**

He should have leadership in controlling labour in body repair shop and to man the shop efficiently.

### **Duties of Responsibilities of Asst.Foreman(Vulcanizing) in Grade T6**

1. To allocate, supervise and guide the work of Vulcanizers, TPM's and other staff working under them.
2. To indent credit and inspect materials pertaining to Vulcanizing shop.
3. To prepare job slips give estimates work details of labour and material utilized for tyre/tube maintenance and repair jobs.
4. To ensure proper upkeep and maintenance of tools and equipments used in tyre shop.
5. To ensure that protective devices are maintained and safety precautions are observed pertaining to the work carried out in Vulcanizing shop.
6. To maintain discipline in the shop, report misconduct of staff, damage to tools and equipment, accidents, etc.
7. To be responsible for the quality and quantity production in the shop.
8. To carry out any assignment pertaining to tyre and tubes.
9. To inspect resoled/repairs defects.
10. To maintain imprest stock of tyres, tubes, flaps, etc. And report to higher authority for any shortage.
11. To maintain records of tyres, tubes and flaps outgoing and incoming and to prepare tyre change tag slips.
12. To maintain correct tyre inflation pressure on all wheels of buses in his charge by following tyre inflation pressure checking programme.
13. To remove smooth tyres on buses at proper time for giving them for resoling to get maximum life from tyre.
14. To report abnormal tyre wear due to mechanical irregularities and tyre damages due to broken spring leaf, torn panel, etc. to higher authority for immediate corrective action.
15. To check and correct wheel alignment of buses.
16. To store tyre tubes, vulcanizing material properly.

**Duties of Responsibilities of Asst.Foreman(Blacksmithy) in Grade T6**

1. To allocate, supervise and guide the work of Blacksmiths, Hammermen and other staff working under him.
2. To inspect materials pertaining to the shop, such as springs, spring bushes, metal sections, coal, etc., test the materials for suitability and put up findings.
3. To indent and credit materials pertaining to the shop.
4. To prepare job slips, give estimates, write details of the labour and materials required/utilized pertaining to jobs in the shop.
5. To ensure proper upkeep and maintenance of the tools and equipment used in the shop.
6. To take responsibility for the quality and quantity of production in the shop.
7. To maintain discipline in the shop, report misconduct of staff, damage to tools and equipment, etc.
8. To operate the power hammer for forging the jobs. To guide and instruct the staff for proper cambering of the spring leaves, forging of cutting tools required by Machine shop and jobs required for fabrication of equipments.
9. To visit depots for inspection of the quality of the spring overhauling work. Guide the staff for correct the proper methods of assembling/cutting of spring leaves, clamps, scrapping the leaves and follow up of the materials on test.
10. To inspect the depots whenever necessary at the time of loading scrap spring leaves.
11. To procure and supply spring materials to depots whenever necessary.

**Duties of Responsibilities of Asst.Foreman(Paint Shop) in Grade T6**

1. To allocate supervise and guide the work of Painters, Writers, B/B, Fitters, Tinsmiths and other staff working in Paint shop.
2. To guide spray painting work on cars and refrigerators and miscellaneous work of polishing and varnishing of wood work.
3. To indent and credit materials pertaining to the shop.
4. To inspect materials pertaining to shop such as paints, brushes, varnishers, putties, oils, etc. test the materials for suitability and put up findings.
5. To ensure proper up-keep and maintenance of the tools, equipments, paint, materials used in the shop.
6. To take responsibility for quality and quantity of production in the shop.
7. To prepare job slips showing labour and materials used for various jobs.
8. To maintain discipline in the shop, report misconduct of staff, damage to tools and equipment, etc.

Accordingly, requisite qualifications prescribed are :-

**Duties and Responsibilities of Sr.Time Study Assistant in GradeT7.**

1. He will be responsible for utilization of resources such as men, material and equipment to reduce cost.
2. To allocate work and supervise the work of staff in Work Study Section.
3. To select jobs for method study and work measurement to study operations, split process in to elements to check up time taken for each element and the process, after considering rating and compute work content and standard time.
4. To draw flow charts, flow process charts using various charting techniques.
5. To prepare new layouts for various sections and the work place layouts to improve productivity.
6. To actively participate in developing alternative methods designing jigs & fixtures etc. in consultation with departmental supervisors and staff, selling the new ideas and training the operators in new methods.
7. To take round the shop to –  
Inspect the method of operation adopted by the operators and report deviation if noticed.
  - a) Check the production records regularly and frequently.
  - b) verify if there are any snags in production due to introduction of new methods;
8. To check incentive bonus computations and verify for corrections;
9. To prepare weekly and monthly schedule of activities of different projects selected.
10. To prepare written standard practice for jobs studied under guidance of Dy.Engr. Workstudy;
11. To write inter-departmental letters;
12. To report the progress of various projects and put of workdstudy staff to Dy.Engr./AE Workstudy;
13. To suggest improvements in methods, process etc. for increasing the material productivity;
14. To carry out miscellaneous activities as special projects and administrative work as directed by Dy.E./AE.

## **Duties and Responsibilities of Time Study Assistant, T6.**

- 1 He will be responsible for studying, recording, analyzing and arriving at time-standards and norms. For production/efficiency of individuals and group of employees for incentive amounts. He will have to carry out snap check of actual production and report to supervisors/superiors. He will be responsible for figures and indices of bonus payable to individuals/group of employees. Other responsibilities which may be entrusted by superiors.
- 2 Record the data using the specified recording techniques and present to Sr.Time Study Asst./Dy.Engr.
- 3 Participate in analysis of data and developing alternatives.
- 4 Asst.Sr.T.S.A. in making physical aids like templates in developing and presenting new methods.
- 5 Asst.Sr.T.S.A./Dy.Engr., in preparing written standard practices.
- 6 Actively participate in trying out new methods in Methods Lab.on floor.
- 7 Conduct work measurement including work sampling etc. and calculate normal time.
- 8 Calculate standard time with allowance specified by Asst.Engr.
- 9 Actively participate in implenting the new methods;
- 10 Help Sr.T.S.A./Dy.Engr. in maintaining the installed methods and report any change in conditions observed that may call for re-study.
- 11 Help Sr.T.S.A/Dy.Engr./Asst.Engr., in administrative work.
- 12 Undertake checking or clerical work in exigencies like absenteeism urgency, overload etc.
- 13 Carry out miscellaneous activities on special projects. etc.

**Duties and Responsibilities of Controller in Grade P2/GVII**

1. Be conversant with working of engine, transmission and other components of petrol and diesel vehicles, use of different oils/grease and period fixed for change of oils/grease on motor vehicle.
2. To assist the supervisor in staff allocation and supervise the jobs carried out on vehicles attended for servicing.
3. To assess the daily sick position of motor vehicles and requirement of spares.
4. To ensure that (i) Motor Vehicles are washed properly before servicing and (ii) Motor vehicles are cleaned after servicing.
5. To test the motor vehicles after servicing.
6. To carry out snap checking on motor vehicles attended for service.
7. To assist G.O.F. in supervising the work carried out by Vulcanizers and TPM.
8. To assist G.O.F. in supervising the work carried out on motor vehicles attended for F.C. renewal (RTO passing).
9. To follow up the servicing schedule and contact the departments concerned to send the vehicles for servicing in case motor vehicles are not received on due date for servicing.
10. To carry out any work that may be given from time to time by his supervisors.
11. To supervise the repairs carried out on motor vehicles and officers' cars.
12. To test the motor vehicles/cars attended for running repairs.
13. To supervise the work of staff engaged in cleaning, sweeping, topping of the engine oil and water, tyre pressure checking of Undertaking's vehicles.
14. To follow up the progress on motor vehicle sent to workshop for tin work, body repairs and painting.

**Duties and Responsibilities of Driving Teacher in Grade P2/GVI**

1. To impart training to Officers/employees in driving of motor vehicles including Road-rollers.
2. To be conversant with working of engine/other components of motor vehicles, use of different oils/greases (especially periods fixed for change of oils/greases) in Motor vehicles.
3. To ensure proper upkeep of Training vehicle.
4. To be well-versed with traffic signs, traffic regulations, driving regulations, speed limits in Bombay and roads for training.
5. Should teach driving candidates what should be checked before and after starting a car. Also, how to detect minor defects/and attend to simple repairs.
6. To drive vehicles in emergencies/in absence of regular M.V. Drivers.
7. To carry out any other work that may be given from time to time by his superiors.

**Duties and Responsibilities of Driving Supervisor in Grade P2/GV**

1. To supervising garaging of Officers' cars and ensure that the cars are parked in proper order in the Electric House Officers', Car Garage.
2. To ensure that Officers' cars are regularly and properly cleaned/swept, topped for oil/water, tyre pressures are correctly maintained and the cars fuelled when required.
3. To supervise the work of staff engaged in cleaning, sweeping, topping tyre checking, etc. of officers cars in the garage.
4. To check vehicles for defects and to get them attended promptly by the staff concerned and then to test after necessary attention.
5. To follow up the schedule for servicing officers' cars and to attend the officers' complaints about servicing, cleaning, etc. of their cars.
6. To drive vehicles in emergencies/in absence of regular M.V. Drivers.
7. To carry out any other work that may be given from time to time, by his supervisors.

### **Duties and Responsibilities of Line Mechanic in Grade T6**

- 1) In case of breakdowns/detentions of buses and other motor vehicles due to mechanical/electrical/miscellaneous defects, on line, goes to spot, locates fault and rectifies the same in site if possible, otherwise tows the vehicle to the workshop/depots or sends vehicle to nearest depot. Reports to Bus Control on telephone/wireless equipment.
- 2) In case of breakdown buses resulting from accident or bus stick up in Mud, pulls out the bus by tractor/lorry and tows to workshop/depot.
- 3) Carries out minor repairs on line emergency vehicles viz. lorries delivery vans etc.
- 4) Ensures that line emergency vehicles is fuelled and radiator topped.
- 5) Replenishes stock of certain items like Battery with cables, oils, spare tyres, hosepipes, bulbs, nuts and bolts etc. maintained in the line emergency vehicle.
- 6) Keeps diary of work done day to day.
- 7) To fit or to replace minor units component on line so as to make vehicle roadworthy like fitting propeller shaft on articulated vehicle.
- 8) To replace torn governor diaphragm.
- 9) To change leaking fuel injection pipes.
- 10) To replace gear shift lever.
- 11) To replace tie rod if.
- 12) To replace flexible hose pipes.
- 13) Any other job given from time to time.

### **Duties and Responsibilities of Sr. Electrician Grade T6**

- 1) To attend to the defects in the various machines installed in depots such as Automatic Washing Machine. Static washing machine, multistage pump, smoke meter etc. which are run on 440 V.A.C.
- 2) To keep the plant and machinery in working condition round the clock.
- 3) Any other work that may be assigned from time to time.

**Duties and Responsibilities of Sr.Fitter(Bench & Body) in Grade T6**

- 1) Does bench fitting work involving metal filing, cutting, drilling, threading tapping etc., sometimes does filling work 'In situ' such as Starter Gear Ring.
- 2) Overhauls/repairs composite and metal bodies of buses, windows, destination boards and route indicator Gear, Locks, Vehicle Doors etc.
- 3) Overhauls appliances and tools such as portable drilling machine, pulley Blocks, bench vices, and other workshop equipment.
- 4) a) Files makes and fits keyways and keys for pinion axle shaft, worm Shaft etc.  
b) Files to the required profile and shape,starter gear rings,worm shaft teeth and manifold lugs etc.
- 5) Fabricates missing parts for brackets and chips/grinds/files component parts such as leaf springs, differential casing, brackets etc. after welding.
- 6) Does marking on welded components such as wheel disc propeller Shaft, flanges etc. for drilling.
- 7) Any other job given from time to time.

**Duties and Responsibilities of Welder in Grade T-4/5**

1. Welds by arc and gas components such as silencer, flanges rims, differential casings, etc.
2. Any other job given from time to time.

**Duties and Responsibilities of Mechanic A.C. in Grade T-4/5**

- 1) To maintain all fitments of AC units.
- 2) To ensure 100% air conditioning at all times.
- 3) Any other job that may be related to the AC unit.

### **Duties and Responsibilities of Mechanic(M.V.) in Grade T-4/5**

- 1) Carries out preventive maintenance work on diesel buses of different makes and models. It involves inspection and repair jobs listed under schedules for daily and weekly maintenance and also docking for 3750, 7500 and 45,000 kms.
- 2) Dismantles and assembles the various unit assemblies like transmission, gear box, braking, power and suspension system and calibrates the fuel pump and tests the engine on the load.
- 3) Repairs and/or replaces the various components of the unit assemblies with new or reconditioned parts.
- 4) Tests the buses for mechanical defects reported, attends the defects and retests for road-worthiness.
- 5) Attends to running repairs of 'sick' buses withdrawn from service.

### **Duties and Responsibilities of FITTER (Bench & Body) in Grade T-4/5**

- 1) Does bench fitting work involving metal filing, cutting, drilling, threading tapping etc., sometimes does filling work 'In situ' such as Starter Gear Ring.
- 2) Overhauls/repairs composite and metal bodies of buses, windows, destination boards and route indicator Gear, Locks, Vehicle Doors etc.
- 3) Overhauls appliances and tools such as portable drilling machine, pulley Blocks, bench vices, and other workshop equipment.
- 4) a) Files makes and fits keyways and keys for pinion axle shaft, worm Shaft etc.  
b) Files to the required profile and shape,starter gear rings,worm shaft teeth and manifold lugs etc.
- 5) Fabricates missing parts for brackets and chips/grinds/files component parts such as leaf springs, differential casing, brackets etc. after welding.
- 6) Does marking on welded components such as wheel disc propeller Shaft, flanges etc. for drilling.
- 7) Any other job given from time to time.

**Duties and Responsibilities of Electrician in Grade T-4/5**

- 1) Rewinds field coils for dynamos, wipers on formers.
- 2) Carries out armature winding of dynamos and dismantles, checks and reassembles and sets regulator cut-out etc.
- 3) Carries out various tests of dynamos and starters on crypton Test Bench.
- 4) Repairs Trafficators – electrically operated and air operated wipers and tests them on test rig.
- 5) Attend buses on docking & P.M. Schedule.
- 6) Attend buses reporting for Elect. Defects.
- 7) Battery charging job.
- 8) Any other job given from time to time.

**Duties and Responsibilities of Turner in Grade T-4/5**

- 1) Candidate must be able to work with proficiency on one or preferably more of the following machines.
  - a) Crank shaft grinding machine
  - b) Universal milling machine
  - c) Inline boring bar
  - d) Capstan lathe
  - e) Connecting rod fine boring machine
  - f) Centreless Grinder
  - g) Tool and cutter grinder
  - h) Cylinder grinder
  - i) Surface grinder
- 2) Must be able to read with proficiency micrometer dial gauge, cylinder gauge, vernier caliper protractor depth gauge etc.
- 3) Must be able to understand and read sectional views of machine drawing and capable of adding and subtracting dimensions in fractions and decimals.
- 4) Must thoroughly conversant with speeds and feeds for various types of materials and machines.
- 5) Should possess knowledge of Lubricants used in metal cutting.

### **Duties and Responsibilities of Vulcanizer in Grade T-4/5**

1. Vulcanizes the puncture in the tubes and carries out repairs or replacement of valves.
2. Check up front wheel alignment and rectifies the same if faulty.
3. Inspects tyres fitted on docked buses for their suitability and directs removal or otherwise depending on the conditions of the same.
4. Any other job given from time to time.

### **Duties and Responsibilities of Blacksmith in Grade T-4/5**

- 1) Forges, shapes, jumps and does similar other blacksmithy operations in making hooks, shackles, pole clamps, eye bolts and tools such as tongs etc.
- 2) Shapes concrete chisels, crow bars, pick axes etc.
- 3) Carries out preliminary shaping of cutting tools of high speed steel for lath operator.

### **Duties and Responsibilities of Uphosterer Grade T-4/5**

1. Fabrication seat cushions of three tyres, back rests, Grip handles, Beadings, Belts, Aprons, Leather Gloves, etc.
2. Upholsters and relines the interior of Motor vehicle.
3. Sews damaged or torn cash bags, covers, window curtains, beadings, hand gloves, etc.
4. Any other job given from time to time.

### **Duties and Responsibilities of Plant Operator Grade T-4/5**

- 1) Should be able to read/understand operational instructions on various Machines/Pumps.
- 2) Should know detailed operation of engine oil re-refining plant.
- 3) Should know operation, dismantling/assembling of centrifuge machine.
- 4) Should be able to decide suitability of various oils received by oil store for re-refining/filtration process.
- 5) Should have sound knowledge of operation/utility of various gauges like vacuum, pressure, temperature etc.
- 6) Should have firsthand experience in fault repairs of stirrers pumps, heaters & filters in the oil re-refining plant.
- 7) Should be able to carry out pipe connection job independently.

### **Duties and Responsibilities of Carpenter Grade T-4/5**

- 1) Must be well conversant with the use of hand tools pertaining to carpentry trade and be able to maintain them.
- 2) Must of conversant with and able to prepare various joints commonly used in wood work viz. Mortises, tenon, Devotail grooving, halved, dewelled etc.
- 3) Must be able to recognize different species of wood and to select it for appropriate and specific jobs.
- 4) Must be able to operate and use electrically/mechanically driven wood working machinery/hand tools horizontal drills, planners, hand drilling machine etc.
- 5) Must be able to fabricate jobs and follow simple dimensioned drawings/sketches etc.
- 6) Must be able to fabricate and repair furniture e.g. tables, chairs, cupboards, benches, racks etc. and trussals etc.

### **Duties and Responsibilities of Mason Grade T-4/5**

- 1) To make foundation of Machine Tools and various Electrical Equipments.
- 2) Constructs walls, floors and ceilings etc. and plasters them.
- 3) Repairs and maintenance of walls erected ceilings, floors etc.
- 4) Fixes and lays tiles etc. on floors and staircases.
- 5) Constructs/repairs drainage lines and man-holes.

### **Duties and Responsibilities of Painter Senior in Grade T-4/5**

1. Must have a basic knowledge about general painting procedure such as hand painting, oil painting on cloth and canvas; spray painting, wood polishing preferably knowledge of multi color bus body spray painting procedure will add to the merit of candidates.
2. Must be able to sketch English and Marathi letters to the scales in inches and milimeters and cut stencils. Should able to sketch simple objects.
3. Must be conversant with the proper use of spraying equipment and techniques, letters brushes, wood-work polishing and lacquare paint, polishing equipments.
4. Must be able to estimate paint/polishing materials required for various jobs.
5. Must be literate in Hindi and Marathi and be able to read and write.
6. Should know the process of specify painting giving air pressure and spraying nozzle details. Should judge mixing of paint for proper consistency and shed.
8. Must be able to estimate time requirement of various jobs.,

### **Duties and Responsibilities of Painter in Grade T-3**

- 1) Paints the following –
  - a) Sign Boards, Caution Boards, Destination Boards, Vehicle Numbers etc. by using Stencils, Cuts paper stencils for line sketches and figures,
  - a) Occasionally paints Notice Boards.
- 2) Mixes paints to required shades.
- 3) Scrapes off old paint from buses, applies paint remover and washes it off with water.
- 4) Paints buses as per standard procedure.
- 5) While working in Stores –
  - a) Prepares putty as per instructions.
  - b) Prepares grey paint mixtures to correct shades under directions.
  - c) Issues paints to other painters from stores as per instructions.

### **Duties and Responsibilities of Crane Driver in Grade T-3**

- 1) Regular oiling and greasing of dynamo meters and machineries such as line boring, liner press etc.
- 2) Greasing of overhead cranes.
- 3) Greasing and oiling of crank shafts, connecting rods, engine blocks etc. as and when the crane is not in operation and when he has got spare time.

### **Duties and Responsibilities of Motor Vehicle Driver in Grade P2/GIII**

1. Drivers Motor lorry, tower wagon, tractor, station wagon or motor as per directions.
2. Ensures that there is enough petrol/H.S.D. oil and Engine oil in the vehicle and that the Radiator is topped up.
3. In case of accident arranges to remove injured pedestrian to Hospital and gives complaint with all particulars to Traffic Inspector or to Officer concerned.
4. Attends to minor break downs like tyre puncture etc. reports to Motor Vehicle Department to send Line Fitter in case of heavy break downs.

### **Duties and Responsibilities of Tyre Pressure Man in Grade T3**

1. Checks up tyre pressures of buses daily and if under inflated, inflates to the correct pressure.
2. Strips the punctured tyres from the rims and fits good tyres.
3. Removes punctured tyres from the buses and fits good ones. Takes down the number of tyre, Undertaking's serial no., size of the tyre, of both fitted and removed tyres for preparing tags.
4. Inspects tyres daily for imbedded foreign bodies of stones in the tread and changes the tyre if necessary.
5. Checks wheel nuts on weekly schedules and tightens them if necessary and if defective replaces nuts.
6. Places tyres on the tyre spreader for inspection.
7. Any other job given from time to time

### **Duties and Responsibilities of Bus Greaser in Grade T3**

1. Checks oil levels in Engine Sumps, Fluid fly wheels, gear boxes, differentials etc. and tops up to the required levels whenever necessary with correct grades of oils.
2. Greases various chassis and engine lubricating points with prescribed grade of greases.
3. Keeps note of lubricants used.
4. Any other job given from time to time.

### **Duties and Responsibilities of Assistant Blacksmith in Grade T3**

1. Hammers hot or cold metal parts, plates, rods, distorted components, tools etc. for shaping or reshaping as directed by Blacksmith.
  2. Light hearth.
  3. Collects materials from Stores on requisitions, loads and unloads and carries on Trolley from place to place as may be required.
1. Assists Blacksmith in using telescopic hydraulic jack to bring into shape the damaged parts of bus bodies.
  2. Helping supervisor/Blacksmiths for holding, lifting and handling M.S. Sections Road springs, handling of material i.e. lifting, loading, unloading, from floor to work table and vice-versa. Also to carry their tool box and portable equipment.
  3. Any other job given from time to time.

### **Duties and Responsibilities of Tailor in Grade T3**

- 1) Candidates should be conversant with different tools and their usages.
- 2) Should be able to differentiate between qualities of P.V.C. leather cloth and to explain their usages.
- 3) Should be able to describe the different threads used in our shops and their usages.
- 4) Should be able to name the different hardware used in the section and their usages.
- 5) Must be able estimate material requirement for complete upholstery work of SD & DD buses, Motor Vehicle of different types.
- 6) Must have fair knowledge of material such as pilof foam, rubber foundations, coiled coil, spring type foundations, ordinary coir, cotton foundation used for bus cushions back rests, car upholstery etc.
- 7) Must be able to repair sewing machine.

### **Duties and Responsibilities of Mali in Grade T2**

- 1) Maintenance of garden by watering, Manuring the plants, removing weeds from lawns etc.
- 2) Sweeping of garden premises.
- 3) Mixing of soil and manure as per laid down in instructions, filling up flower pots and for preparing garden bed.

### **Duties and Responsibilities of Scavenger in Grade T1**

- 1) Maintains Lavatories, Water Closets, Bath Rooms, Washing Places, Spitoons etc. in clean condition, by scrubbing, washing and cleaning with detergents as washing soda, soap, muriatic acid, phenyl, bleaching power etc.
- 2) Sweeps yards and workshop gangways and dumps the collected waste, litter etc. at the place provided for.
- 3) Desilts gutters situated in the premises.
- 4) Collects cotton waste and saw dust and sends to the depots as per instructions.
- 5) Loads and unloads materials from the lorries whenever required.

**Duties and Responsibilities of Bus Shunter in P2/GIII**

1. Shunts buses inside depots, depot to depot, depot to workshop and vice versa (without passengers)
2. Stable buses inside the depot after service hours as per stabling plans.
3. Drives buses to RTO's office for test.
4. Any other job given from time to time.

**Duties and Responsibilities of Lab Attendant in Grade T3**

- 1) To conversant with standard sampling procedure for various lubricants, Greases, paints, liquid soap, acids, trichloroethylene textiles and other Chemicals.
- 2) To set up testing apparatus.
- 3) To follow sketches in IS for setting up apparatus in testing oil, greases etc.
- 4) To use precision balance and carry out elementary laboratory tests under the guidance of supervisor.

To operate the oil re-refining equipment under the guidance of Supervisor .

To keep test benches clean, to wash all apparatus/glassware and keep the laboratory in clean condition.

### **Duties and Responsibilities of Muccadam in Grade T2**

- 1) Allocates and supervises Cleaners/Nawghanies (numbering about 20 to 25), cleaning and washing vehicles, loading and unloading of materials in the transport lorries, cleaning of pits, depot/workshop yards etc. and keeps note of work done.
- 2) Issues mop cloth and brooms to Cleaners/Nawghanies and keeps note of the same.

### **Duties and Responsibilities of Cleaner(M.V.) in Grade T1**

- 1) Cuts packings /gaskets of fibre, leather, tinfoil felt, oil heat resistance sheet for chassis assemblies and engine joints.
- 2) Loads on and unloads material from the lorry whenever required.
- 3) Cleans chassis and fitments by scrapping, applying cleansing oil and wiping with cotton waste.
- 4) Carries and/or transports by trolley, parts such as Radiator, Differential etc. and equipment such as jacks etc.
- 5) Collects new materials and returns scrap material from and to the Stores as per requisitions/credit notes.
- 6) Fills the prescribed oil in the various components such as differentials, gear box, engine etc. as instructed by Mechanic (Motor Vehicle).
- 7) Fills Grease in hub and fills water in radiator.
- 8) Sweeps and dusts the interior of the bus and the floor of the section.
- 9) Occasionally renders manual assistance to the Fitter or Mechanics, Electricians in tightening or loosening nuts and bolts.