DUTIES & RESPONSIBILITIES OF ESTABLISHMENT SUPERVISOR (P)

1) He has to prepare Absentee memo of 'A' grade officers.
2) He has to prepare Absentee memo of 'B' Grade Officers.
3) He has to prepare Monthly statement of OT of staff members.
4) Preparation of monthly retainership bills of Retainer Advocates, attached to Claim Section. Collection of Retainer Advocate cheques forwarding cheques to two Retainer Advocates.
5) He has to assist for submit the proposal for Appointment, continuation of Retainer Advocates
6) He has to put up Requisition for stationary of Claims Section.
7) He has to put up D.L .for printing the stationary items of Claims Section.
8) He has to see Computer maintenance and follow up
9) He has to put up proposal for BEST annual diary, calendar requirement of Claims Section.
10) Administrative report – collect the data from MACT & Claims section complied it and submit the report AM(Tr.)
11) Budget collect require information from Budget Department regarding Claims Section and submit the same to AM(Tr)
12) He has to carry out any other work assigned by Senior officers.

DUTIES & RESPONSIBILITIES OF SUPERVISOR (P)M.A.C.T.

1) To prepare court briefs for follow up with particulars and to forward to Solicitor/Advocate.
2) Follow up of departmental enquiry result from Divisions of Accident Cell and to send reminders.
3) To register the applications in progress register and to enter in the standard diary date-wise to avoid the duplication.
4) To prepare the bills in settled MACT matters (u/s-166) with necessary entries in briefs, MACT register, BCR copy and with progress register.
5) To prepare new MACT register to carry forward pending cases after closing of every financial year.
6) To prepare the covering letters to the Solicitors while depositing the cheques.
7) To prepare a file of typed Committee notes and forward the same.
8) To enter cheque nos in progress register
9) To file the papers, briefs, BCR properly after necessary entries in the register.
10) To make entries in progress register and file acknowledgement receipts in respective briefs.
11) To carry out other work assigned by from senior officer time to time.

DUTIES & RESPONSIBILITIES OF SUPERVISOR (P)(CLAIMS)

1) He has to look after the work of claims against outside parties by the Undertaking.

2) He has to register the claims against Undertaking from outside party regarding damage to their property due to vehicular accident wherein Undertaking vehicle is involved.

3) He has to assist to prepare draft letter to outside party/Insurance Co. & RTO offices regarding claims/

4) He has to collect damage report form various department for processing the claim.

5) He has to forward the claims letters to various divisional traffic offices for departmental enquiries against staff.

6) He has to send letter to RTO Offices for owner wanted, if the address given by parties is not correct.

7) He has to deposit the claim amount recovered from outside party to Cash Department within stipulated time.

8) He has to maintain the register of direct settlement and MACT cases register.

9) He has to prepare/draft the BCR for direct settlement cases and legal proceeding.

10) To carry out any other work assigned by AO(A)/Senior Officers.

DUTIES & RESPONSIBILITIES OF SUPERVISOR (P) CLAIMS SECTION

1) He has to look after the work of claims against the Undertaking by outside party.
2) He has to prepare draft letter for Party contact/ reply for vehicle inspection and documents.
3) Inspection of vehicle is done at MV(Anik), if vehicle is not produced the papers are sent to MV(Anik) for assessing the cost of damages caused to the vehicle.
4) He has to sent papers to concern Traffic Office for departmental enquiry against driver.
5) He has to verify with Insurance company if any claim compensation received by claimant.
6) He has to put up papers for Panel after receiving estimate, D.E. papers documents from party PANEL-AM(CL)/Dy.CM(Tr.)Gen./CM(Tr).
7) He has to put up consent/offer letter to party.
8) He has to put up cases for DGM(TO)/G.M. sanction.
9) He has to Prepare bill vouchers
10) He has to put up B.C.R.- Claims against outside party by BEST Undertaking (Vehicle/property damage)
11) He has to do Departmental outdoor dispatch.
12) He has to carry out any other work assigned by AO(A)/Senior officers.

DUTIES & RESPONSIBILITIES OF SUPERVISOR(MACT)

1) He has to Prepare court briefs in absence of clerk/in emergency.
2) He has to prepare full & final bills of compensation (Award cases)
3) He has to send order (police case)copies/written statement/replies to advocates
4) He has to Prepare bills of High Court appeals (Award) Prof.fees (advance) deposit u/s 173 (`25,000/-) court fees etc.
5) He has to Prepare prof.fees bill of Advocate (settle matters) scrutiny of bills sending proposal to GM.
6) He has to put up approvals of award, prof.fees, additional prof.fees to advocate.
7) He has to prepare witness bhatta of staff member who have called to lead the evidence in MACT Court to obtain approval of DGM(TO)
8) He has to put deputation of officers /advocate bill journal entry bill.
9) He has to prepare journal entry bills of dismissed/withdrawn matters.
10) He has to make provision of "Motor Vehicle (Third Party Insurance) Fund" `20,000/- every year on 1st April to obtain vehicle statement from EOT(Dadar) fleet position.
11) He has to prepare monthly statement of MACT cases/appeal
12) He has to put up High Court fees/advance in appeal matters
13) He has to solve MCA query sending them yearly statement of MACT cases, other queries.
14) He has to prepare statistical report every year in May/June and to submit require information for Administration report.
15) He has to scrap of old records every year Oct./May(MACT matters/Settled/Dismissed)
16) He has to make entry of cheques in progress register and send them to advocate/ sending cheques to advocate/tribunal in award matter
17) Follow up of MACT matters/appeals outside Mumbai limit.
18) Conciliation of statements of A/C 1905 and 1911 with Account Department.
19) He has to carry out any other work assigned by AO(A)/Senior officer.

DUTIES & RESPONSIBILITIES OF SUPERVISOR (IMPREST)

1) He has to supervises, control and is responsible for the work of the clerical staff working under him

2) The section is provided with the imprest cash of 25,000/- for which he has to maintain the imprest cash register and to make the payment against the vouchers submitted for the miscellaneous expenses incurred by all five Accident divisions.

3) To collect the bill voucher from Accident Division, tax bill, xerox bill, cash bails, cash fine, interim relief, tea expenses etc. and the same is forwarded for recoupment.

4) He has to maintain the register for issue/replacement of brief cases to the Officers/staff.

5) He has to carry out any other work that may be assigned by AAO.

D:\sane\Duties of claims section Sup(P).doc

DUTIES OF ADMINISTRATIVE MANAGER (CLAIMS)

He is overall in-charge of the Claims Section of the Traffic department of the BEST Undertaking. The Claims Section deals with the Claims against the BEST Undertaking filed by outside parties before the MACT for compensation on account of personal/fatal accident wherein the buses/vehicles of the Undertaking are involved. The Claims Section also deals with the claims of the Undertaking filed against the outside parties for compensation for damage to the vehicle/property of the Undertaking, due to accident caused by their vehicles. The following are the duties and responsibilities of A.M.(Claims) .

1) He is overall in charge of the MACT and Claims/Est. Section assisted by on AAM(Claims), two Administrative Officers(Accident).

2) To keep track of applications/summons received from the Registrar of the MACT and to take time bound action for forwarding the same to the Solicitors, Courts, advocates, legal department etc.

3) Make correspondence with Claimants, Solicitors, Retainer advocates reply to outside parties, advocates etc.

4) To prepare and file claims against third party and insurance companies for the damages to the vehicles/ property of Undertaking.

5) To check and sign the application, affidavit, written statements to be filed before MACT.

6) He has to put up proposals to the Management regarding Without Prejudice Discussion, to be held for settlement of Claims before Lok Adalat, Conciliation, Mediation authorities.

…2/-

7) He has to attend the Without Prejudice Discussion held in the office of MACT with the solicitors of Undertaking and advocate of applicant.

8) After settlement of MACT cases before MACT/ Lok Nyayalaya/Conciliation initiate the Committee notes for approval of Committee.

9) He has to attend Third Party Claim Panel meetings for out of Court settlement of Claims for damage to vehicles/property due to accident wherein the buses/vehicles of the Undertaking are involved.

10) He has to attend the meeting called by CM(Tr.), DGM(TO), AGM(L), GM for discussing the issues involved in accepting/challenging the Award/ settlement of claims.

11) He has to attend Fatal panel meeting called by CM(Tr) with DY.CM(Tr),DM & Sr.AO(Accident)

12) He has to attend Lok Nyayalaya, Conciliation, Courts in the MACT matters.

13) He has to brief the counsels of the Undertaking for appeal filed against the Order of MACT.

14) He is also required to attend the High Court during the proceedings.

15) To look after all establishment matters pertaining to Claims Section.

16) He has to supervise and control the work of all Officers/Staff posted to work under him.