

R.T.O. OFFICE GANJAM
(Manual-1)
Particulars of organization functions and duties.
(Section 4 (1) (b) (i))

(1) Aims and objectives of the organization.

The R.T.O. Ganjam is entrusted with the management of transport activities including collection of MV Taxes in the Revenue District of Ganjam covering 3 subdivisions. It is also responsible for collection of Motor vehicle revenue in four check gates namely Girisola, Dhanagahar, Sorala and Chikiti Balarampur Check Gate. The main aim and objectives of the organization are to see the transport management such as patterns of passengers and frequent movements.

(2) Mission/Vision.

Management of Road Safety Stands and pollution control measure taking effective ways of tracking down traffic offenders

(3) Brief history and background for its establishment

This office is part of transport and commerce Department. R.T.O., is the head of the office assisted by MVI, Addl. RTO & Asst. RTO-Collector is the Chairman of the RTA. Ganjam.

(4) Organization Charts:

RTO , MVI –Addl. RTO –Asst. RTO, Jr. MVI ,Head Clerk, Sr. Clerk & Jr. Clerk .

(5) Allocation of business:

Registration of New Vehicles issue of Permit, Fitness, New DL & Renewal of DL Transfer of ownership of vehicles, HPA/HPC.

(6) Duties to be performed to achieve the Mission.

All staff of the office perform the tasks assigned to them and the combined efforts of all results in achieving the Mission.

(7) Details of services Rendered.

Registration of New Vehicles. Issue of Permit Fitness, New Driving Licence and Renew of D.L.

(8) Citizen's interaction.

The information on functioning of the office is open as per the provisions of Right to information. Act and Orissa Rules.

(9) Postal address of the office:

Regional Transport Office, Ganjam At/Po Chatrapur, Ganjam PIN 761020

(10) Map of Office located:

The office is situated near the office of the Collector, Ganjam.

(11) Working hours both for office and public

10.00 AM to 5.00 PM (Lunch Breaking from (1.30 PM to 2.00 PM) on all working days except on Summer time timing i.e. from 7.00 AM to 1.00 PM

(12) Public interaction if Any:

Public queries are dealt with very courteously by the staff and officials as it is a public office.

(13) Grievance Redressal Mechanism

A responsive grievance Redressal mechanism is being adopted. The Grievance Cell of the Collector & District Magistrate functions on every Monday and every Saturday (Except 2nd Saturday) To ensure the reach the cell functions is different areas and the public grievances are promptly attended to by the concerned authorities.

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Powers and duties of Officers and employees
{Section 4(1) (b) (ii)}
Powers and duties of Officers and staff.

Sl. No	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	R.T.O	Head of the office	Drawing and disbursing officer		Supervising	
2.	A.R.T. O				Assist to RTO	
3.	M.V.I				Inspection of Motor Vehicle involved in accident & issue of F.C to the vehicles	
4.	Addl. R.T.O				Supervision of enforcement activities	
5.	Jr. M.V.I				Collection of Revenue at check gate.	
6.	Head Clerk				Supervision & monitoring of office work	
7.	Sr. Clerk				To deal with cash, bill, treasury, new Regn., permit, Off road & establishment	
8.	Jr. Clerk				Dealing with issue/dispatch of letters and GRs.	
9.	Peon				To carry files from seat to seat , distribution of daks assist the staff & officers in office work	
10	Night Watcher				Guarding of office	

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Procedure followed in decision making process
{Section 4(1) (b) (iii)}

Sl. No	Activity	Level of action	Time frame
1.	Receipt of application /Letters	Diary Clerk	Same day
2.	Perusal of Daks	R.T.O	Same day
3.	Marking of Daks	Head Clerk	Same day
4.	Dairy & Delivery	Diary Clerk	Same day
5.	Entering of the letter in the log book & put up in the file	D.A concerned	3 days
6.	File endorse to R.T.O	Dealing Asst.	1 day
7.	Approval or rejected	RTO/ARTO	1 day
8.	To prepare final document	Smart Chip	Same day
9.	To sign & return card	RTO/ARTO	Same day
10.	Deliver of document to applicant	D.A	Same day

Manual- 4**Schedule VII. Performance Standards**

The concessionaire shall adhere to the following performance standards in respect of each of specified service.

Sl.No.	Specified services	Turn around time (minutes)
1	Issuance of driving license or Learners License in SCB card /Paper	One day passing the test
2.	Issuance of renewed Driving License or duplicate Driving license in SCB card	One day
3.	Issuance of upgraded driving license (up gradation to include additional categories of vehicle etc.)in SCB card	One day passing the test
4.	Issuance and/ or renewal of Trade certificate in security paper	Seven days
5.	Issuance of duplicate Trade certificate in SCB card	One day
6.	Issuance of Renewal of Regn. Certificate in SCB card	One day
7.	Issuance of duplicate Regn. Certificate in SCB card	One day
8.	Issuance of Regn. Certificates consequent to assignment of new registration mark in SCB card	One day
9.	Issuance of Registration Certificates consequent to transfer of ownership.	One day
10.	Issuance of Registration Certificates consequent to change of address in SCB card	One day
11.	Issuance of Registration Certificates consequent to recording alteration in the registration certificate in SCB card	One day after inspection and certification of the vehicle by the Inspector of motor vehicles
12.	Issuance of Registration Certificates consequent to endorsement/ cancellation of hire purchase / lease/ hypothecation agreement etc in SCB card.	One day
13.	Issuance / renewal of fitness certificate in SCB card	One day after inspection and certification of the vehicle by the motor vehicles
14.	Temporary Registration	One day
15.	N O C in Form 28	3 days after getting police report.
16	Conductor license	2 days
17.	Tax entry in R.C	Same day
18.	Issue of Temporary permit	Next day of application
19.	Issue of Permanent permit	15 days
20.	Issue of T.C.C	Same day

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Rules , Regulations, Instructions , Manuals and records for discharging function

List of rules, regulations, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions are as follows .

List of regulations, Instructions, manuals and records

Sl.No	Name of Act, Rules Regulations etc.	Brief gist of contents	Reference No. if any	Price in case of priced publication
1.	Central Motor Vehicle Act, 1988			
2.	Central Motor Vehicle Rules & Forms 1989			
3.	Orissa Motor Vehicles Rule, 1993			
4.	Orissa Motor Vehicles Taxation Act, 1975			
5.	Orissa Motor Vehicles Taxation Rules, 1976			

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

{Section 4 (1) (b) (vi)}

A statement of the categories of documents held.

Sl.No.	Nature of Record	Details of information available	Units/Section where available	Retention period where available
1.	G.Rs	Concerned D.As	Concerned section	Concerned section
2.	Permit Register	Concerned D.As	Concerned section	Concerned section
3.	Off. Road Register	Concerned D.As	Concerned section	Concerned section
4.	Fitness Register	Concerned D.As	Concerned section	Concerned section
5.	LLR Register	Concerned D.As	Concerned section	Concerned section
6.	D.L. Register	Concerned D.As	Concerned section	Concerned section
7.	V.C.R Register	Concerned D.As	Concerned section	Concerned section

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Nil

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Nil

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Directory of Officers and Employees
{Section 4 (1) (b) (ix)}

Sl.No	Name	Designation	Office PH. No
1.	Sri Subrat Satapathy, OAS- I,(J.B)	R.T.O	06811-263974
2.	Sri Dipti Ranjan Patra, O.T.E.S	M.V.I	
3.	Sri S.K. Pradhan	Asst.R.T.O	
4.	Sri C.R. Sahu	Jr. M.V.I	
5.	Sri D.K. Mishra	JR. M.V.I	
6.	Sri B.B. Das	Jr. M.V.I	
7.	Sri. A. K. Jena	Jr. M.V.I	
8.	Sri J.K. Nayak	Jr. M.V.I	
9.	Sri K.Ch. Mahanta	Jr. M.V.I	
10.	Sri Rabin Pattnaik	Jr. M.V.I	
11.	Sri S.S. Choudhury	Jr. M.V.I	
12.	Sri. S.K. Padhy	Jr. M.V.I	
13.	Sri R.Ch. Padhy	Jr. M.V.I	
14.	Sri. S.P. Subudhi	Jr. M.V.I	
15.	Sri B.D. Sahu	Jr. M.V.I	
16.	Sri Surendra Panigrahy	Jr. M.V.I	
17.	Sri P.K. Dixit	Jr. M.V.I	
18.	Sri R. K. Nayak	T.I	
19.	Sri J. K. Tiria	T.I	
20.	Sri T.C. Nayak	Head Clerk	
21.	Sri Murali Krishna Bramha	Jr. Steno	
22.	Smt. Kabita Das	Sr. Clerk	
23.	Sri K. C. Behera	Sr. Clerk	
24.	Sri D. P. Satapathy	Sr. Clerk	
25.	Sri P. K. Panda	Sr. Clerk	
26.	Sri N. Panigrahy	Sr. Clerk	
27.	Sri B. Ch. Mahapatra	Jr. Clerk	
28.	Sri P. Mishra	Jr. Clerk	
29.	Sri D. S. Hotta	Jr. Clerk	
30.	Sri Govinda Sathy	Jr. Clerk	
31.	Sri M. R. Mishra	Jr. Clerk	
32.	Sri S. K. Sahu	C. A	
33.	Sri N. Pradhan	OMVD constable	
34.	Sri L. D. Pradhan	OMVD constable	

35.	Sri Sanatan dash	OMVD constable	
36.	Sri B.B. Biswal	OMVD constable	
37.	S.C. Sahu	Peon	
38.	S. K. Swain	Peon	
39.	D. Gamango	Peon	
40.	P. K. Panigrahy	Peon	
41.	Abhimanyu Behera	Peon	
42.	V.D.D. Reddy	Peon	
43.	K. Sethy	Peon	
44.	R.Ch. Gouda	N. W	
45.	S R Panigrahi	J.C	

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The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulation
{Section 4 (1)(b) (x)}

Sl. No	Designation	Name	Pay Band	Grade Pay
1.	R.T.O	Sri Subrat Satapathy, OAS-I, JB	Rs. 9300 - 34800	Rs. 5400/-
2.	M. V.I	Sri Dipti Ranjan Patra, OTES	Rs. 9300 - 34800	Rs. 4600
3.	A.R.T.O	Sri S. K. Pradhan,	Rs. 9300 - 34800	Rs. 4200
4.	T.I	Sri R. K. Nayak	Rs. 9300 - 34800	Rs. 4200
5.	T. I	Sri J.K.Tiria	Rs. 9300 - 34800	Rs. 4200
6.	Jr. M.V.I	Sri C.R. Sahu	Rs. 9300 - 34800	Rs. 4200
7.	Jr. M.V.I	Sri D. K. Mishra	Rs. 9300 - 34800	Rs. 4200
8.	Jr. M.V.I	Sri B.B. Das	Rs. 9300 - 34800	Rs. 4200
9.	Jr. M.V.I	Sri A.K. Jena	Rs. 9300 - 34800	Rs. 4200
10.	Jr. M.V.I	Sri J. K. Nayak	Rs. 9300 - 34800	Rs. 4200
11	Jr. M.V.I	Sri P. Prusty	Rs. 9300 - 34800	Rs. 4200
12.	Jr. M.V.I	Sri K. Ch. Mahant	Rs. 9300 - 34800	Rs. 4200
13	Jr. M.V.I	Sri Rabin Pattnaik	Rs. 9300 - 34800	Rs. 4200
14	Jr. M.V.I	Sri S.S. Choudhury	Rs. 9300 - 34800	Rs. 4200
15	Jr. M.V.I	Sri S.K.Padhy	Rs. 9300 - 34800	Rs. 4200
16	Jr. M.V.I	Sri R.Ch. Panda	Rs. 9300 - 34800	Rs. 4200
17	Jr. M.V.I	Sri S.P. Subudhi	Rs. 9300 - 34800	Rs. 4200
18	Jr. M.V.I	Sri S. Panigrahy	Rs. 9300 - 34800	Rs. 4200
19	Jr. M.V.I	Sri P.K. Dixit	Rs. 9300 - 34800	Rs. 4200
20.	Jr. M.V.I	Sri B.D.Sahu	Rs. 9300 - 34800	Rs. 4200
21.	Head Clerk	Sri T.Ch. Nayak	Rs. 9300 - 34800	Rs. 4200

22.	Jr. Steno	Sri M.K. Bramha	Rs. 5200 - 20200	Rs. 2800
23.	Sr. Clerk	Sri P.K.Panda	Rs. 5200 - 20200	Rs. 2400
24.	Sr. Clerk	Sri N. Panigrahy	Rs. 5200 - 20200	Rs. 2400
25.	Sr. Clerk	Smt. Kabita Das	Rs. 5200 - 20200	Rs. 2400
26.	Sr. Clerk	Sri K.C.Behera	Rs. 5200 - 20200	Rs. 2400
27.	Sr. Clerk	Sri D.P Satapathy	Rs. 5200 - 20200	Rs. 2400
28.	Jr. Clerk	Sri B. Mohapatra	Rs. 5200 - 20200	Rs. 2400
29.	Jr. Clerk	Sri P.Ch. Mishra	Rs. 5200 - 20200	Rs. 1900
30.	Jr. Clerk	Sri D.S.Hotta	Rs. 5200 - 20200	Rs. 2000
31.	Jr. Clerk	SRI M.R.Mishra	Rs. 5200 - 20200	Rs. 2000
32.	Jr. Clerk	Sri G. Sethy	Rs. 5200 - 20200	Rs. 2000
33.	C.A	Sri S.K. Sahu	Rs. 5200 - 20200	Rs. 2200
33.	OMVD Constable	Sri N.Pradhan	Rs. 5200 - 20200	Rs. 1900
34.	OMVD Constable	Sri L. Pradhan	Rs. 5200 - 20200	Rs. 1900
35.	OMVD Constable	Sri Sanatan Das	Rs. 5200 - 20200	Rs. 2000
36.	OMVD Constable	Sri B.B. Biswal	Rs. 5200 - 20200	Rs. 2000
37.	Peon	S.Ch. Sadhu	Rs. 4440 – 7440	Rs. 1400
38.	Peon	S.K. Swain	Rs. 4440 – 7440	Rs. 1400
39.	Peon	D.Gomango	Rs. 4440 – 7440	Rs. 1300
40.	Peon	P.K.Panigrahy	Rs. 4440 – 7440	Rs. 1300
41.	Peon	A. Behera	Rs. 4440 – 7440	Rs. 1300
42.	Peon	V.D..Reddy	Rs. 4440 – 7440	Rs. 1300
43.	Peon	K. Sethy	Rs. 4440 – 7440	Rs. 1300
44.	N.W	R.Ch.Gouda	Rs. 4440 – 7440	Rs. 1300
45.	J.C	S R Panigrahi	Rs. 5200- 20200	Rs. 1900

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The Budget allocated to each agency
{(Section 4 (1)(b) (xi)}

Non-Plan Budget

Major Head	Activity to be performed	Sanctioned budget	Budget estimate	Revised estimate	Exp. For the last year
Demand No. 21-2041-00- 101-1175-RTA	Pay	52,10,000	52,09,000	50,97,400	28,01,818
	D P	60,000	-	60,000	8,15,496
	D.A	15,07,000	12,15,000	12,71,000	14,17,496
	H.R.A	100000	2,03,000	1,90,000	1,13,050
	O.A	1500	4500	4100	3235
	RCM	2000	10000	7000	53999
	T.E	4000	10000	10000	10997
	ELECTRICITY	30000	100000	100000	59000
	WATER	2000	5000	5000	3000
	Telephone	15000	20000	20000	24994
	O.C	40000	80000	5,75,000	32,000
	M.V	60,000	1,70,000	100000	50,000
	Arrear Pay	5,00,000	22,00000	22,00000	6,08,625
	Wages to NMR	80,000	2,90,000	9,15,000	70,230

Major Head	Activity to be performed	Sanctioned budget	Budget estimate	Revised estimate	Exp. For the last year
D.No. 21-2041-00-102-1454-T.I	Pay	4,50,039	7,67,000	7,73,300	4,82,585
	D P	-	-	-	2,59,262
	D.A	1,69,300	2,06,000	1,94,000	1,68,760
	H.R.A	26,000	38,000	34,560	12,165
	Arrear Pay	1,30,000	5,00,000	5,00,000	1,62,903
	T.E	-	7000	5,000	2000
D.No. 21-2045-00-104-1451- OTD	Pay	3,62,000	1,40,000	1,30,000	1,88,790
	D P	-	-	-	69294
	D.A	91000	40000	30000	1,21,167
	H.R.A	10,000	10,000	7000	9236
	Arrear Pay	25,000	52,200	52,200	65,540
	O.A	1200	-	-	-
D.No-21-2041-00-101-1055-PD Cell	Pay	1,60,550	500000	4,87,500	70,439
	D P	-	-	-	19,765
	D.A	44000	1,28000	1,17,700	32,009
	H.R.A	8000	18500	17000	391
	Arrear Pay	30,000	1,85,000	1,85,000	34,776
	T.E	-	3000	2000	500
	RCM	-	5000	3000	500

Major Head	Activity to be performed	Sanctioned budget	Budget estimate	Revised estimate	Exp. For the last year
D. No.- 21-2041-00- 0368-ENF	Pay	17,70,000	18,95,000	8,53,800	9,29,723
	D P	2,35,000	1,20,000	1,92,500	2,59,262
	D.A	6,15,000	5,33,500	4,93,200	4,74,071
	H.R.A	35,000	77,500	60,000	27,409
	O.A	1500	1800	1800	3344
	RCM	1500	7000	5000	-
	T.E	5000	10000	7000	4995
	ELECTRICITY	10,000	40,000	30,000	85,000
	WATER	5000	7000	5000	1000
	Telephone	20,000	30,000	20,000	3130
	O.C	8000	30,000	3,20,000	6,965
	M.V	50,000	70,000	2,50,000	1,62,750
	Arrear Pay	3,50,000	16,00000	-	11,93,758

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Nil

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Nil

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Information available in an electronic form {Section 4 (1) (b)(xiv)}

Sl.No	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	2	3	4	5

Information are available in the computer.

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Particulars of facilities available to citizens for obtaining information {Section 4 (1) (b)(xv)} facilities available for obtaining information

Sl.No	Particulars available	Nature of information available	Working Hours
1.	Smart Chip Ltd.	All information's regarding registration / T.O/HPC/Tax payment/ I.C/F.C available	10 A.M to 5.P.M

Manual – 16
Name, designation & other particulars of Public Information Officers
 {Section 4 (I) (b)(xvi)}
List of Public Information Officers

Sl. No	Designation of the offices designated as PIO	Postal Address	Telephone No.	E-Mail address	Demarcation of area/ activities, if more than one PIO is there
1.	Er. Dipti Ranjan Patro, OTES (II)	MVI, Ganjam, Chatrapur	06811-263974	-	-

First appellate authority with in the department

Sl. No	Designation of the offices designated as Appellate authority	Postal Address	Telephone No.	E-Mail address	Demarcation of area/ activities, if more than one PIO is there
1.	Sri Subrat Satapathy, OAS-I, (JB)	R.T.O, Ganjam, Chatrapur	06811-263974	-	-