

# Voultary Disclosure under section 4(1)(b)

## Transport Department (Regulatory Authority)

### Right to Information Act, 2005 - Compliance under Section 4(1)(b)

#### (i) Particulars of organization, functions and duties:

The Transport Department, Haryana has two wings

##### i) Operational Wing (Haryana Roadways):

The operational wing looks after the operation of Haryana Roadways, which is a departmental State Road Transport Undertaking of the State Govt. and is headed by the Director General State Transport, Haryana. The Haryana Roadways is providing essential public transport services both within the State as well as to important destinations in the neighbouring States.

##### ii) Regulatory Wing:

The department has its head office at Chandigarh. It has 21 district offices, each headed by Secretary, Regional Transport Authority.

Secretaries, Regional Transport Authority at all 21 district headquarters register transport vehicles & omnibuses and issue learner/driving licences in respect of such vehicles. SDOs (Civil) in the State at all 54 sub-divisional headquarters register vehicles for private use (non-transport) except omnibuses and issue learner/driving licences in respect of such vehicles and also the conductor licences. They have been notified as Registering & Licensing Authorities for this purpose. Allotment of first 100 numbers of every series to vehicles owned by individuals or State or Central Government is done centrally at Head Office. Thus, total number of locations where registration of motor vehicles is done in the State is 76 (54 SDOs (Civil), 21 DTOs & Head office, Chandigarh). Learner/driving licences are issued at 75 locations (54 SDOs (Civil) & 21 DTOs) and conductor licences are issued at 54 locations.

The inspection of transport vehicles for grant of fitness certificates to them is done by the Motor Vehicle Inspection Board consisting of the Secretary, RTA and the Motor Vehicle Inspectors at each district headquarter. The inspection is done on specified days of the week at each district headquarter.

#### (ii) Powers & duties of officers and employees:

##### Regulatory Wing:

Sr. No.	Name of Officer	Duty Allotted
1.	Transport Commissioner	The Transport Commissioner is the over all administrative head and also the controlling and sanctioning authority of the HQ and other offices in the State under the department.
2.	Additional/Joint Transport Commissioner	The Additional/Joint Transport Commissioner are the next higher authorities after the Transport Commissioner and supervises the over all functions at the HQ and field offices.
3.	Sub Divisional Officers (C)	The Sub Divisional Officers (C) are functioning as Registering and Licensing Auhtorities in respect of non-transport vehicles.
4.	Secretary, RTAs	The Secretary, RTAs are primarily responsible for enforcement of the provisions of Motor Vehicles Act/Rules.
5.	Senior Accounts Officer (Accounts)	The Senior Accounts Officer (Accounts) at the HQ deals with all financial matters relating to the Head Quarter and the field offices.
6.	Senior Accounts Officer (Audit)	The Senior Accounts Officer (Audit) deals with all matters relating to audit.
7.	Deputy District Attorney	The Deputy District Attorney at the HQ deals with all litigation matters relating to district courts, Hon'ble High Court and Hon'ble Apex Court.

8.	Office Superintendent	The office Superintendent at the HQ is the supervisory authority of the ministerial staff of the office.
9.	Section Officer	The Section Officers are primarily responsible for the audit of all transactions relating to accounts matter.
10.	Motor Vehicle Inspector	The Motor Vehicle Inspectors are under the direct control and supervision of the Secretary, Regional Transport Authority to carry out their duties as per their directions.
11.	Office Assistants	The primary duty of the office assistants is to process the correspondence(s) received in the office through the respective supervisory officers for disposal.

2. The duties being performed by various branches at the HQ are discussed hereunder:-

1. Establishment Branch

- i. Transfer, posting, appointment and all type of establishment work such as grant of increments, fixation of pay, medical reimbursement, pension/ gratuity and all other allied work of the staff posted in TC office and Secretary, RTA offices in respect of class III category.
- ii. Transfer, posting, appointment and all type of establishment work such as grant of increments, fixation of pay, medical reimbursement, pension/ gratuity and all other allied work of the staff posted in TC office and Secretary, RTA offices in respect of class I, II and IV category.
- iii. Maintenance of ACR record of all the above officials.

2. Store Branch

- iv. Purchase of stationery, furniture, typewriters, installation of telephones, hiring/construction/maintenance of buildings for headquarters as well as for field offices.
- v. Printing work of TC/Secretary, RTA offices.
- vi. Maintenance/cleanliness of TC office and supervision over sweepers/ chowkidars.

3. Registration Branch

- vii. Maintenance of record and issue of RCs in respect of non-transport vehicles from serial No.1 to 100 of all series.
- viii. Maintenance of record of HR-70 series.
- ix. All type of registration/litigation work pertaining to aforesaid motor vehicles.
- x. Maintenance of state register in respect of all type of motor vehicles.
- xi. Receipt of RC fees and deposit of cash with the cashier.
- xii. Maintenance of daily cash collection register.

4. Transport Branch - I

- xiii. To implement the provisions of Motor Vehicles Act/Rules and Taxation Act/Rules.
- xiv. Amendments/Notifications under the Motor Vehicles Act/Haryana Motor Vehicles Rules.
- xv. To issue guidelines for driving licences/registration certificates etc.
- xvi. To fix road tax for all type of motor vehicles.
- xvii. To fix permit fee for all type permits.
- xviii. To provide information pertaining to fee for the issue of driving licences and registration certificates.
- xix. To setup inspection centers for issue of fitness certificates.
- xx. To control/regulate driver training schools.
- xxi. Computerization work.
- xxii. Arrangement of watermark stationery.

5. Transport Branch - II

- xxiii. To frame schemes for all type of passenger motor vehicles such as stage carriage permits, contract carriage permits, maxi cabs and taxis etc. etc.
- xxiv. To grant Red-Light Stickers.

- xxv. To grant licences for pollution centers and to frame policy.
- xxvi. Reciprocal transport agreements with the neighbouring States.
- xxvii. To grant countersignatures to stage carriage permits under the reciprocal transport agreements.
- xxviii. To grant prototype approval for registration in the State to the newly manufactured motor vehicles.

#### 6. Computer Branch

- xxix. To study,develop software and implement all type of computerization programme in Secretary, RTA offices such as Licensing, Registration Certificates, Permits and Challans etc.
- xxx. To provide all type of assistance to the TC office/secretary, RTA offices.
- xxxi. To keep/maintain all type of data/information of enforcement, statistical, legal branches etc.etc.

#### 7. Statistical Branch

- xxxii. To compile/collect all type of data such as registration of motor vehicles, driving licences, challans etc. from Secretary, RTAs and SDO (C) offices and to submit their information.
- xxxiii. To prepare and get published Annual Administration Report.
- xxxiv. Monthly performance report of Secretary, RTAs.
- xxxv. To deal with the road safety matters.

#### 8. Issue (Record) Branch

- xxxvi. To receive all the fresh Dak other the dak received by name.
- xxxvii. To mark all the fresh Dak, get it diarised and receiving thereon from the concerned branches.

#### 9. Legal Branch

- xxxviii. To deal with all type of legal cases/notices such as writ petitions, contempt petitions, State Transport Appellate Tribunal cases etc.
- xxxix. To attend courts on due dates.
  - xl. Preparation of written statements to be filed in various courts.
  - xli. To vet chargesheets, speaking orders and reply of notices.
  - xlii. To get notifications/written statements vetted from LR/AG office/from the Govt. appointed Supreme Court Counsel.
  - xliii. To deal with all types of sanctions of court cases.

#### 10. Accounts Branch

- xliv. Drawl/disbursement of cash.
- xlv. Preparation of all types of bills.
- xlvi. Preparation of budget etc.
- xlvii. Tour diaries in respect of officers of Secretary, RTAs, headquarters.
- xlviii. Maintenance of records/deposit of bank drafts received from other states regarding national permit composite fee and other type of fees.

#### 11. Audit Branch

- xliv. To submit audit/inspection report of the TC/Secretary, RTAs/SDOs (C) offices.
  - 1. To deal with all type of audit paras and send their comments.
  - li. To deal with all type of PAC/CAG matters.
  - lii. To prepare/keep up-to-date information regarding recovery of audit paras.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability:**

#### **Administration Branch**

The set up of the administration branch is as under:-

- a) Additional/Joint Transport Commissioner.
- b) Superintendent
- c) Assistants
- d) Clerks

In administration branch, the clerks put up the papers received from various quarters to the Assistants and also maintain dairy and dispatch.

The Assistants deal with the files and are fully accountable for the work and correctness of the facts of the case.

The office Superintendent verifies the correctness of the facts mentioned and record his own comments for onward transmission to the Joint/Additional Transport Commissioner.

The Additional/Joint Transport Commissioner scrutinizes the notes of the dealing assistants and disposes of the routine cases. In other cases, he records his views/recommendations for the Transport Commissioner. In case of policy matters, final decision is taken either by the Secretary or Transport Minister and Chief Minister.

All members of staff/officials are accountable for the factual correctness of the figures/subject matter recorded in notes or letters or any other work done by each of them.

**(iv) The norms set by it for the discharge of its functions:**

The office of Transport Commissioner follow the norms set up in the manual of office procedure and also the applicable Legislations, rules and regulations for the execution of various activities and programs.

**(vi) A statement of the categories of documents that are held by it or under its control:**

Sr. No.	Category of document	Name of the document and its introduction in one line	Held by/under control of
1.	Files and correspondences	Relating to schemes, ACRs, correspondences from State and Central Govt.	Office of Transport Commissioner
2.	Files/registers relating to driving licences		Office of Sub Divisional Officers (C) and Secretary, RTAs in the State
3.	Files registers relating to registration of vehicles		
4.	Cash book	Maintenance of cash	1. Office of Transport Commissioner. 2. Office of Sub Divisional Officers (C) and Secretary, RTA in the State.

**(vii) The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration, thereof:**

The draft policies/rules/schemes are published through notification in official gazette and through publication in newspapers as per requirements of the provisions of various Act/Rules

**(viii) A statement of the boards, councils and other bodies - Minutes:**

Sr. No.	Name of Officer		Duty Allotted	
1.	State Transport Authority	1. TC: Chairperson 2. ATC/JTC: Member	A. to co-ordinate and regulate the activities and policies of the Regional Transport Authorities, if any, of the State; B. to perform the duties of a Regional Transport Authority where there is no such authority and, if it thinks fit or if so required by a Regional Transport	As and when required.

			<p>Authority, to perform those duties in respect of any route common to two or more regions;</p> <p>C. to settle all disputes and decide all matters on which differences of opinion arise between RTAs.</p> <p>D. to formulate routes for plying stage carriages after approval by Government.</p> <p>E. to discharge such other functions as may be prescribed by the Government.</p>	
2.	Regional Transport Authority	<p>1. TC : Chairperson</p> <p>2. ATC/JTC: Member</p> <p>3. Concerned Secy, RTA: Member</p>	To discharge the functions as provided in chapter V of the Motor Vehicles Act, 1988.	As and when required.

**(ix) A directory of officers and employees:**

**Telephone Directory - Office of Transport Commissioner, Haryana, Chandigarh**

30 Bays Building 2<sup>nd</sup> Floor, Sector 17B, Chandigarh  
Email :

ISD Code +91  
STD Code 0172  
Tele Fax No. : 2701290

Sr. No.	Officer's Name Sarv Shri	Designation	Office Telephone	Residence	
				Telephone	Address
1.	S. K. Joshi, IAS	Transport Commissioner	2784359	9417512201, 2560857	419, Sector 6, Panchkula
2.	Vivek Atray, HCS	ATC-I	2700541	9779027272	18A, Sector 10, Panchkula
3.	Bhupinder Singh, HCS	ATC-II	2701290	2743023	1023, Sector 11C, Chandigarh
4.	S.K.Goyal	Sr. Accounts Officer(Acetts)	2700514	09416657581	3201/1, Sector 45-B, Chandigarh.
5.	Vishvender Kumar	Sr. Accounts Officer(Audit)	2700514	0171-2531122	1851/Sec-15, Panchkula.
6.	S.K. Vashist	Deputy District Attorney	2700541	0172-2712393	274/22-A, Chandigarh.

**Telephone Directory - Registering Authorities -cum- Secretary, RTA**

Sr.No.	Name of Registering Authority	STD Code	Office Telephone Number
1	Ambala	0171	2645051
2	Panchkula	0172	2586877
3	Yamunanagar	01732	244980
4	Kaithal	01746	227456
5	Jind	01681	249670
6	Panipat	0180	2668668
7	Sonipat	0130	2221937
8	Karnal	0184	2251600
9	Kurukshetra	01744	225723

10	Gurgaon	0124	2224444
11	Sirsa	01666	244025
12	Fatehabad	01667	226388
13	Faridabad	0129	2285777
14	Bhiwani	01664	252800
15	Mahendergarh	01282	255107
16	Rohtak	01262	245639
17	Hisar	01662	233929
18	Rewari	01274	225245
19	Jhajjar at B. Garh	01276	230811
20	Mewat at Nuh	01267	-
21	Palwal	01275	240024

**(ix) Telephone Directory - Registering Authorities -cum- SDO (Civil)**

Sr. No.	Name of Registering Authority	STD code	Office Telephone	Residence Telephone
1.	Ambala	0171	2530350	2551818
2.	Jagadhri (Yamuna Nagar)	01732	237805	237855
3.	Panchkula	0172	2561685	2576851
4.	Naraingarh	01734	284008	284081
5.	Karnal	0184	2267701	2254520
6.	Panipat	0180	2651303	2653053
7.	Thanesar (Kurukshetra)	01744	220032	220352
8.	Kaithal	01746	234220	231900
9.	Guhla	01743	221234	221281
10.	Sonepat	0130	2222100	2222300
11.	Gohana	01263	252049	252050
12.	Rohtak	01262	252101	252102
13.	Bahadurgarh	01276	230306	231200
14.	Jhajjar	01251	269017	269018
15.	Meham	01257	233148	233149
16.	Bhiwani	01664	242101	242102
17.	Siwani	01255	277222	277244
18.	Loharu	01252	258227	258228
19.	Dadri	01250	220053	220147
20.	Hisar	01662	232798	232289
21.	Hansi	01663	254074	254005
22.	Fatehabad	01667	230011	220058
23.	Tohana	01692	230280	230459
24.	Sirsa	01666	247345	247445
25.	Dabwali	01668	222997	230708
26.	Gurgaon-I	0124	2321808	2321809
27.	Gurgaon-II	0124	2225042	2223305
28.	Nuh	01267	271201	271207
29.	Ferozpur Zhirka	01268	277222	277333
30.	Ballabgarh	0129	2304500	2304600
31.	Palwal	01275	252700	252701
32.	Jind	01681	26003	269103
33.	Narwana	01684	240130	240366
34.	Saffidon	01686	262050	262049

35.	Mahendergarh	01285	220228	220282
36.	Narnaul	01282	251153	251152
37.	Rewari	01274	222270	221560
38.	Assandh	01749	278334	278205
39.	Pehowa	01741	220448	220434
40.	Ganaur	01264	2460810	2460800
41.	Kosli	01259	275106	275375
42.	Ellenabad	01698	220287	220288
43.	Kalka	01733	220500	2585830
44.	Hodal	01275	235836	235700
45.	Faridabad	0129	2227868	2280023
46.	Hathin	01275	261480-81	2321402
47.	Ratia	01697	251700	251900
48.	Samalkha	0180	2571100	2571111
49.	Tosham	01253	258352	242101
50.	Barara	01731	286711	-
51.	Pataudi	0124	2672900	2222103
52.	Indri	0184	2383700	2266900
53	Bilaspur	01735	274890	274891
54	Beri	01251	220999	-

**(x) The monthly remuneration received by each of officers and employees including the system of compensation as provided in regulations:**

Sr. No.	Name of the officials S/Shri/Smt.	Designation	Pay Scale
1	S. K. Joshi, IAS	T.C	37400-670000 + 10000 GP
2	Bhupinder Singh, HCS	A.T.C	37400-670000 + 8700 GP
3	S.K.Goyal	SAO (Acctts)	9300-34800 + 6000 GP
4	Vishvender Kumar	SAO (Audit)	9300-34800 + 6000 GP
5	S.K. Vashist	DDA	9300-34800 + 5400 GP
6	Kamal Singh	ADA	9300-34800 + 4600 GP + 200 S.Pay
7	Palwinder Singh	ADA	9300-34800 + 4600 GP + 200 S.Pay
8	Raj Kumar	ADA	9300-34800 + 4600 GP + 200 S.Pay
9	Sandeep Lamba	ADA	9300-34800 + 4600 GP + 200 S.Pay
10	Seema	ADA	9300-34800 + 4600 GP + 200 S.Pay
11	Shakti Singh	ADA	9300-34800 + 4600 GP + 200 S.Pay
12	Sidharth Singh	ADA	9300-34800 + 4600 GP + 200 S.Pay
13	Harpal Singh	Section Officer	9300-34800 + 4600 GP + 100 S.Pay
14	Parvinder Singh	Section Officer	9300-34800 + 4600 GP + 100 S.Pay
19	Gian Singh	Superintendent	9300-34800 + 4200 GP

20	Ashok Kumar	Superintendent	9300-34800 + 4200 GP
21	Anil Rai	Assistant Secy	9300-34800 + 3600 GP
22	Bal Kishan	Assistant Secy	9300-34800 + 3600 GP
23	Baldev Singh	Assistant Secy	9300-34800 + 3600 GP
24	Chander Kanta	Assistant Secy	9300-34800 + 3600 GP
25	Darshana Kumari	Assistant Secy	9300-34800 + 3600 GP
26	Dev Raj	Assistant Secy	9300-34800 + 3600 GP
27	Hawa Singh Bhoria	Assistant Secy	9300-34800 + 3600 GP
28	Joginder Chawla	Assistant Secy	9300-34800 + 3600 GP
29	Kali Charan	Assistant Secy	9300-34800 + 3600 GP
30	Krishna Gehlawat	Assistant Secy	9300-34800 + 3600 GP
31	K.S. Rathi	Assistant Secy	9300-34800 + 3600 GP
32	Kuldeep Bakshi	Assistant Secy	9300-34800 + 3600 GP
33	Mahabir Parsad Gupta	Assistant Secy	9300-34800 + 3600 GP
34	Pardeep Gupta	Assistant Secy	9300-34800 + 3600 GP
35	Raj Kumar	Assistant Secy	9300-34800 + 3600 GP
36	Ram Kumar Sharma	Assistant Secy	9300-34800 + 3600 GP
37	Roop Chand	Assistant Secy	9300-34800 + 3600 GP
38	Raj Rani	Assistant Secy	9300-34800 + 3600 GP
39	Tikka Ram Sharma	Assistant Secy	9300-34800 + 3600 GP
40	Varinder Sharma	Assistant Secy	9300-34800 + 3600 GP
41	Balak Ram	MVI	9300-34800 + 3600 GP
42	Gurmail Singh	MVI	9300-34800 + 3600 GP
43	Krishan Kumar	MVI	9300-34800 + 3600 GP
44	Nathi Ram	MVI	9300-34800 + 3600 GP
45	Niranjana Sharma	MVI	9300-34800 + 3600 GP
46	Saminder Kumar	MVI	9300-34800 + 3600 GP
47	Soran Kumar	MVI	9300-34800 + 3600 GP
48	Anil Kumar	Assistant	9300-34800 + 3200 GP
49	Dharam Pal	Assistant	9300-34800 + 3200 GP
50	Gobind Singh	Assistant	9300-34800 + 3200 GP
51	Hira Lal	Assistant	9300-34800 + 3200 GP
52	Jai Singh	Assistant	9300-34800 + 3200 GP
53	Jagbir Singh	Assistant	9300-34800 + 3200 GP
54	Jasbir Singh	Assistant	9300-34800 + 3200 GP
55	Jasbir Kaur	Assistant	9300-34800 + 3200 GP

57	Khaddar Singh	Assistant	9300-34800 + 3200 GP
58	Lekh Raj	Assistant	9300-34800 + 3200 GP
60	Naresh Kumar	Assistant	9300-34800 + 3200 GP
61	Narinder Rathi	Assistant	9300-34800 + 3200 GP
62	Om Parkash Yadav	Assistant	9300-34800 + 3200 GP
63	Pardeep Kumar	Assistant	9300-34800 + 3200 GP
64	Pardeep Kumar	Assistant	9300-34800 + 3200 GP
65	Parkash Pannu	Assistant	9300-34800 + 3200 GP
66	Pushap Lata	Assistant	9300-34800 + 3200 GP
67	Rakesh Kumar	Assistant	9300-34800 + 3200 GP
68	Roop Chand	Assistant	9300-34800 + 3200 GP
69	Sahi Ram	Assistant	9300-34800 + 3200 GP
70			
71	Shish Pal	Assistant	9300-34800 + 3200 GP
72	Siri Niwas	Assistant	9300-34800 + 3200 GP
73	Sohan Lal	Assistant	9300-34800 + 3200 GP
74	Sunita Rani Gupta	Assistant	9300-34800 + 3200 GP
75	Surinder Redhu	Assistant	9300-34800 + 3200 GP
76	Surinder Singh	Assistant	9300-34800 + 3200 GP
77	Surat Singh	Assistant	9300-34800 + 3200 GP
78	Sushila Devi	Assistant	9300-34800 + 3200 GP
79	Tej Singh	Assistant	9300-34800 + 3200 GP
80	Vinod Kumar Jain	Assistant	9300-34800 + 3200 GP
81	Zile Singh	Assistant	9300-34800 + 3200 GP
82	Ami chand	Accountant	9300-34800 + 3200 GP
83	Badal Singh Saini	Accountant	9300-34800 + 3200 GP
84	Bhanwar Singh	Accountant	9300-34800 + 3200 GP
85	Harish Grover	Accountant	9300-34800 + 3200 GP
86	Jagdish Sharma	Accountant	9300-34800 + 3200 GP
87	Krishan Lal	Accountant	9300-34800 + 3200 GP
88	Partap Ahuja	Accountant	9300-34800 + 3200 GP
89	Raj Kishan	Accountant	9300-34800 + 3200 GP
90	Ram Kumar	Accountant	9300-34800 + 3200 GP
91	Ram Phal	Accountant	9300-34800 + 3200 GP

92	Ranbir Singh	Accountant	9300-34800 + 3200 GP
93	Rishi Dev Rohila	Accountant	9300-34800 + 3200 GP
94	Vijay Kumar	Accountant	9300-34800 + 3200 GP
95	Bushan Lal	TSI	9300-34800 + 3200 GP
96	Chand Kumar	TSI	9300-34800 + 3200 GP
97	Deep Chand	TSI	9300-34800 + 3200 GP
98	Ishwar Singh	TSI	9300-34800 + 3200 GP
99	Jai Parkash	TSI	9300-34800 + 3200 GP
100	Krishan Kumar	TSI	9300-34800 + 3200 GP
101	Mewa Singh	TSI	9300-34800 + 3200 GP
102	Mitulesh Gaba	TSI	9300-34800 + 3200 GP
103	Munish Madan	TSI	9300-34800 + 3200 GP
104	Nirmala Devi	TSI	9300-34800 + 3200 GP
105	Om Parkash Mor	TSI	9300-34800 + 3200 GP
106	Raj Kanwar	TSI	9300-34800 + 3200 GP
107	Ram Kumar Boora	TSI	9300-34800 + 3200 GP
108	Ramesh Lal Batra	TSI	9300-34800 + 3200 GP
109	Ram Savroop	TSI	9300-34800 + 3200 GP
110	Sanjeev Kumar	TSI	9300-34800 + 3200 GP
111	Satish Kumar Jain	TSI	9300-34800 + 3200 GP
112	Shammi Sharma	TSI	9300-34800 + 3200 GP
113	Shyam Lal Kaushik	TSI	9300-34800 + 3200 GP
114	Sunil Kumar	TSI	9300-34800 + 3200 GP
115	Suraj Bhan	TSI	9300-34800 + 3200 GP
116	Suraj Bhan	TSI	9300-34800 + 3200 GP
117	Surinder Singh	TSI	9300-34800 + 3200 GP
118	Swinder Singh	TSI	9300-34800 + 3200 GP
119	Satya Narain	Cashier	9300-34800 + 3200 GP
120	Parkash Chand	Jr. Auditor	9300-34800 + 3200 GP
121	Raj Kumar	SA	9300-34800 + 3300 GP
122	Ashok Kumar	Sr.Sc. St.gpr	9300-34800 + 3200 GP
123	Charanjeet Uppal	Jr.Sc. St.gpr	5200-20200 + 2400 GP
124	Satinder Pal	Jr.Sc. St.gpr	5200-20200 + 2400 GP
125	Harinder Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
126	Kishori Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
127	Mahender Singh	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay

128	Mukesh Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
129	Naresh Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
130	Rajesh Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
131	Rajinder Kaur	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
132	Ram Niwas	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
133	Sanjay Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
134	Sanjeev Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
135	Satbir Singh	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
136	Sawtantar Kumar	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
137	Tajinder Nehra	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
138	Varinder Singh	Steno-Typist	5200-20200 + 1900 GP +100/- S. Pay
139	Ajay Saini	Clerk	5200-20200 + 1900 GP
140	Anand Kumar	Clerk	5200-20200 + 1900 GP
141	Angrejo Devi	Clerk	5200-20200 + 1900 GP
143	Avtar Singh	Clerk	5200-20200 + 1900 GP
144	Balbir Singh	Clerk	5200-20200 + 1900 GP
145	Baljeet Singh	Clerk	5200-20200 + 1900 GP
146	Bansi Lal	Clerk	5200-20200 + 1900 GP
147	Bir Singh-I	Clerk	5200-20200 + 1900 GP
148	Bir Singh -II	Clerk	5200-20200 + 1900 GP
149	Chetan Sharma	Clerk	5200-20200 + 1900 GP
150	Dalbir Singh	Clerk	5200-20200 + 1900 GP
151	Des Raj	Clerk	5200-20200 + 1900 GP
152	Dharam Raj	Clerk	5200-20200 + 1900 GP
153	Gagan Deep	Clerk	5200-20200 + 1900 GP
154	Gajender Gautam	Clerk	5200-20200 + 1900 GP
155	Ghanshyam Dass	Clerk	5200-20200 + 1900 GP
156	Gian Chand	Clerk	5200-20200 + 1900 GP
157	Gurdeep Singh	Clerk	5200-20200 + 1900 GP
158	Gurjeet Kaur	Clerk	5200-20200 + 1900 GP
159	Gurpreet Singh	Clerk	5200-20200 + 1900 GP
160	Hans Raj	Clerk	5200-20200 + 1900 GP
161	Harbans Singh	Clerk	5200-20200 + 1900 GP
162	Harish Chander	Clerk	5200-20200 + 1900 GP
163	Harminder Singh	Clerk	5200-20200 + 1900 GP

164	Harpal Singh	Clerk	5200-20200 + 1900 GP
165	Harpreet Randhawa	Clerk	5200-20200 + 1900 GP
166	Harsh Aghi	Clerk	5200-20200 + 1900 GP
167	Ish Kumar	Clerk	5200-20200 + 1900 GP
168	Ishwar Chander	Clerk	5200-20200 + 1900 GP
169	Ishwar Singh	Clerk	5200-20200 + 1900 GP
170	Jagdish	Clerk	5200-20200 + 1900 GP
171	Jagdish Chand	Clerk	5200-20200 + 1900 GP
172	Jagmohan Sharma	Clerk	5200-20200 + 1900 GP
173	Jai Bhagwan	Clerk	5200-20200 + 1900 GP
174	Jai Singh	Clerk	5200-20200 + 1900 GP
175	Jasbir Singh	Clerk	5200-20200 + 1900 GP
176	Jasbir Singh	Clerk	5200-20200 + 1900 GP
177	Joginder Dhull	Clerk	5200-20200 + 1900 GP
178	Joginder Singh	Clerk	5200-20200 + 1900 GP
179	Krishan Singh	Clerk	5200-20200 + 1900 GP
180	Krishan Singh	Clerk	5200-20200 + 1900 GP
181	Kuldeep Chand	Clerk	5200-20200 + 1900 GP
182	Kulwant Singh	Clerk	5200-20200 + 1900 GP
183	Madan Lal	Clerk	5200-20200 + 1900 GP
184	Mahavir Singh	Clerk	5200-20200 + 1900 GP
185	Mahesh Kumar	Clerk	5200-20200 + 1900 GP
186	Mahinder Singh	Clerk	5200-20200 + 1900 GP
187	Manish Kumar	Clerk	5200-20200 + 1900 GP
188	Mir Singh	Clerk	5200-20200 + 1900 GP
189	Munish Kumar	Clerk	5200-20200 + 1900 GP
190	Nand Lal	Clerk	5200-20200 + 1900 GP
191	Naresh Kumar	Clerk	5200-20200 + 1900 GP
192	Naresh kumar	Clerk	5200-20200 + 1900 GP
193	Narender Kumar	Clerk	5200-20200 + 1900 GP
194	Naseeb Singh	Clerk	5200-20200 + 1900 GP
195	Naveen Kumar	Clerk	5200-20200 + 1900 GP
196	Om Dutt	Clerk	5200-20200 + 1900 GP
197	Parveen Sharma	Clerk	5200-20200 + 1900 GP
198	Parveen Sharma	Clerk	5200-20200 + 1900 GP
199	Pawan Kumar	Clerk	5200-20200 + 1900 GP

200	Prem Parkash	Clerk	5200-20200 + 1900 GP
201	Raj Kumar	Clerk	5200-20200 + 1900 GP
202	Rajesh Chand	Clerk	5200-20200 + 1900 GP
203	Rajesh Kumar	Clerk	5200-20200 + 1900 GP
204	Rajesh Kumar	Clerk	5200-20200 + 1900 GP
205	Rajesh Malik	Clerk	5200-20200 + 1900 GP
206	Rajesh Narang	Clerk	5200-20200 + 1900 GP
207	Rajinder Singh	Clerk	5200-20200 + 1900 GP
208	Rajinder Singh	Clerk	5200-20200 + 1900 GP
209	Rameshwar Dass	Clerk	5200-20200 + 1900 GP
210	Ramesh Chander	Clerk	5200-20200 + 1900 GP
211	Ramesh Chander	Clerk	5200-20200 + 1900 GP
212	Rakesh Madan	Clerk	5200-20200 + 1900 GP
213	Rakesh Kumar	Clerk	5200-20200 + 1900 GP
214	Rakesh Kumar	Clerk	5200-20200 + 1900 GP
215	Rakesh Kumar Yadav	Clerk	5200-20200 + 1900 GP
216	Rakesh Kumar Gupta	Clerk	5200-20200 + 1900 GP
217	Rakesh Rana	Clerk	5200-20200 + 1900 GP
218	Ram Avtar	Clerk	5200-20200 + 1900 GP
219	Ram Phal	Clerk	5200-20200 + 1900 GP
220	Ranbir Singh	Clerk	5200-20200 + 1900 GP
221	Rishi Pal	Clerk	5200-20200 + 1900 GP
222	Rohtash Malik	Clerk	5200-20200 + 1900 GP
223	Roshan Lal	Clerk	5200-20200 + 1900 GP
224	Sachin	Clerk	5200-20200 + 1900 GP
225	Samunder Singh	Clerk	5200-20200 + 1900 GP
226	Sandeep Kumar	Clerk	5200-20200 + 1900 GP
227	Sandeep Kumar	Clerk	5200-20200 + 1900 GP
228	Sanjeev Kumar	Clerk	5200-20200 + 1900 GP
229	Satish Kumar	Clerk	5200-20200 + 1900 GP
230	Satnam Singh	Clerk	5200-20200 + 1900 GP
231	Satyadeep	Clerk	5200-20200 + 1900 GP
232	Satyawan Singh	Clerk	5200-20200 + 1900 GP
233	Shamsher Singh	Clerk	5200-20200 + 1900 GP
234	Shashi Bala	Clerk	5200-20200 + 1900 GP
235	Som Dutt	Clerk	5200-20200 + 1900 GP

236	Sube Singh	Clerk	5200-20200 + 1900 GP
237	Surinder Pal Singh	Clerk	5200-20200 + 1900 GP
238	Surinder Singh	Clerk	5200-20200 + 1900 GP
239	Surinder Singh	Clerk	5200-20200 + 1900 GP
240	Surjeet Singh	Clerk	5200-20200 + 1900 GP
241	Sushil Kumar	Clerk	5200-20200 + 1900 GP
242	Ved Pal Dhankhar	Clerk	5200-20200 + 1900 GP
243	Vikas Thukral	Clerk	5200-20200 + 1900 GP
244	Vikas Yadav	Clerk	5200-20200 + 1900 GP
245	Vinay Dhall	Clerk	5200-20200 + 1900 GP
246	Yogesh Kumar	Clerk	5200-20200 + 1900 GP
247	Ajit Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
248	Anand Kumar	Driver	5200-20200 + 2400 GP + 200 S.Pay
249	Baljeet Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
250	Balwan Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
251	Bhagirath Sharma	Driver	5200-20200 + 2400 GP + 200 S.Pay
252	Davinder Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
253	Dawarka Parsad	Driver	5200-20200 + 2400 GP + 200 S.Pay
254	Dharmbir Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
255	Gurmeet Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
256	Hukam Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
257	Jagbir Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
258	Jaibir	Driver	5200-20200 + 2400 GP + 200 S.Pay
259	Karambir	Driver	5200-20200 + 2400 GP + 200 S.Pay
260	Mewa Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
261	Narinder Kumar	Driver	5200-20200 + 2400 GP + 200 S.Pay
262	Narinder Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
263	Phokar Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
264	Raj Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
265	Ram Karan	Driver	5200-20200 + 2400 GP + 200 S.Pay
266	Rishi Pal	Driver	5200-20200 + 2400 GP + 200 S.Pay
267	Sajjan Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
268	Satyawan	Driver	5200-20200 + 2400 GP + 200 S.Pay
269	Subhash Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay
270	Suresh Kumar	Driver	5200-20200 + 2400 GP + 200 S.Pay
271	Surinder Singh	Driver	5200-20200 + 2400 GP + 200 S.Pay

272	Vishnu Dutt	Driver	5200-20200 + 2400 GP + 200 S.Pay
273	Ranbir Singh	Peon	4470-7440 + 1300 GP
274	Abhinav	Peon	4470-7440 + 1300 GP
275	Ashok Kumar	Peon	4470-7440 + 1300 GP
276	Babu Ram	Peon	4470-7440 + 1300 GP
277	Bant Ram	Peon	4470-7440 + 1300 GP
278	Bhim Sain	Peon	4470-7440 + 1300 GP
279	Beer Singh	Peon	4470-7440 + 1300 GP
280	Bish Ram	Peon	4470-7440 + 1300 GP
281	Charan Dass	Peon	4470-7440 + 1300 GP
282	Dhanpati	Peon	4470-7440 + 1300 GP
283	Gian Chand	Peon	4470-7440 + 1300 GP
284	Gulab Singh	Peon	4470-7440 + 1300 GP
285	Gurjinder Singh	Peon	4470-7440 + 1300 GP
286	Gurvinder Singh	Peon	4470-7440 + 1300 GP
287	Hakam Singh	Peon	4470-7440 + 1300 GP
288	Inder Jit	Peon	4470-7440 + 1300 GP
289	Ishak Khan	Peon	4470-7440 + 1300 GP
290	Jai Singh	Peon	4470-7440 + 1300 GP
291	Jasbir Singh	Peon	4470-7440 + 1300 GP
292	Jasmer Singh	Peon	4470-7440 + 1300 GP
293	Karambir Singh	Peon	4470-7440 + 1300 GP
294	Khem Raj	Peon	4470-7440 + 1300 GP
295	Krishna Kaur	Peon	4470-7440 + 1300 GP
296	Kulwant Singh	Peon	4470-7440 + 1300 GP
297	Lala Ram	Peon	4470-7440 + 1300 GP
298	Maman Ram	Peon	4470-7440 + 1300 GP
299	Mange Ram	Peon	4470-7440 + 1300 GP
300	Mohinder Singh	Peon	4470-7440 + 1300 GP
301	Nand Kishor	Peon	4470-7440 + 1300 GP
302	Om Parkash	Peon	4470-7440 + 1300 GP
303	Om Parkash	Peon	4470-7440 + 1300 GP
304	Parvinder Kumar	Peon	4470-7440 + 1300 GP
305	Raj Bir	Peon	4470-7440 + 1300 GP
306	Raj Kumar	Peon	4470-7440 + 1300 GP
307	Rajesh Kumar	Peon	4470-7440 + 1300 GP

308	Rajinder Singh	Peon	4470-7440 + 1300 GP
309	Rajinder Nehra	Peon	4470-7440 + 1300 GP
310	Rakesh Kumar	Peon	4470-7440 + 1300 GP
311	Ram Araj	Peon	4470-7440 + 1300 GP
312	Ram Phal	Peon	4470-7440 + 1300 GP
313	Rattan Singh	Peon	4470-7440 + 1300 GP
314	Ravinder Kumar	Peon	4470-7440 + 1300 GP
315	Roop Chand	Peon	4470-7440 + 1300 GP
316	Sajjan Singh	Peon	4470-7440 + 1300 GP
317	Satbir Singh	Peon	4470-7440 + 1300 GP
318	Shakuntla	Peon	4470-7440 + 1300 GP
319	Shish Pal	Peon	4470-7440 + 1300 GP
320	Shiv Darshan	Peon	4470-7440 + 1300 GP
321	Siri Bhagwan	Peon	4470-7440 + 1300 GP
322	Sohan Lal	Peon	4470-7440 + 1300 GP
323	Sube Singh	Peon	4470-7440 + 1300 GP
324	Subhash	Peon	4470-7440 + 1300 GP
325	Subhash Chand	Peon	4470-7440 + 1300 GP
326	Sudha Rani	Peon	4470-7440 + 1300 GP
327	Sulekh Chand	Peon	4470-7440 + 1300 GP
328	Suraj Bhan	Peon	4470-7440 + 1300 GP
329	Surinder Dagar	Peon	4470-7440 + 1300 GP
330	Tarsem Lal	Peon	4470-7440 + 1300 GP
331	Ved Parkash	Peon	4470-7440 + 1300 GP
332	Zile Singh	Peon	4470-7440 + 1300 GP
333	Balwan Singh	Sweeper	4440-7440 + 1300 GP
334	Balwan Singh	Sweeper	4440-7440 + 1300 GP
335	Data Ram	Sweeper	4440-7440 + 1300 GP
336	Dhoop Singh	Sweeper	4440-7440 + 1300 GP
337	Jagdish Singh	Sweeper	4440-7440 + 1300 GP
338	Jagir Singh	Sweeper	4440-7440 + 1300 GP
339	Joginder Kumar	Sweeper	4440-7440 + 1300 GP
340	Krishan Kumar	Sweeper	4440-7440 + 1300 GP
341	Mohan Singh	Sweeper	4440-7440 + 1300 GP
342	Nirmal Parkash	Sweeper	4440-7440 + 1300 GP
343	Raj Kumar	Sweeper	4440-7440 + 1300 GP

344	Ram Mehar	Sweeper	4440-7440 + 1300 GP
345	Ramesh Kumar	Sweeper	4440-7440 + 1300 GP
346	Samey Singh	Sweeper	4440-7440 + 1300 GP
347	Suresh Kumar	Sweeper	4440-7440 + 1300 GP
348	Vir Bhan	Sweeper	4440-7440 + 1300 GP
349	Baljeet Singh	Chowkidar	4440-7440+1300 GP
350	Bhuvneshwar Kumar	Chowkidar	4440-7440+1300 GP
351	Hari Singh	Chowkidar	4440-7440+1300 GP
352	Isham Singh	Chowkidar	4440-7440+1300 GP
353	Kesar Singh	Chowkidar	4440-7440+1300 GP
354	Nafe Singh	Chowkidar	4440-7440+1300 GP
355	Nathi Ram	Chowkidar	4440-7440+1300 GP
356	Prem Pal	Chowkidar	4440-7440+1300 GP
357	Rajbir Singh	Chowkidar	4440-7440+1300 GP
358	Ramesh Chand	Chowkidar	4440-7440+1300 GP
359	Ram Adhar	Chowkidar	4440-7440+1300 GP
360	Satpal	Chowkidar	4440-7440+1300 GP
361	Shiv Kumar Jasht	Chowkidar	4440-7440+1300 GP
362	Sohan Singh	Chowkidar	4440-7440+1300 GP
363	Som Dutt	Chowkidar	4440-7440+1300 GP
364	Sunil Kumar	Chowkidar	4440-7440+1300 GP
365	Sushil Kumar	Chowkidar	4440-7440+1300 GP
366	Ved Parkash	Chowkidar	4440-7440+1300 GP

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

(Figures Rs. Lac)

Sr. No.	Name of the plan scheme	2010-11 Annual Plan approved outlay	2010-11 Anticipated expenditure	Remarks
1.	Land and Building programme/ Road Safety	1405.00	1405.00	For establishment of Institutes of Driving Training and Research at Rohtak, Bahadurgarh and Kaithal.
2.	Computerization programme	100.00	100.00	For computerization of Registration/Licensing work in offices of RAs/LAs

**(xii) The manner of execution of subsidy programmes, including amount allocated and the details of beneficiaries of such programmes:**

No such programme exists in the department.

**(xiii) The Particulars of receipts of concessions, permit or authorizations granted by it :**

This department has not granted any concession to any person. The permits are granted as per the rules after charging the prescribed fee.

**(xiii) details in respect of the information, available to or held by it, reduced in an electronic form:**

Information pertaining to registration of vehicles and issue of DLs in the offices of Secretary, RTAs and SDO (C)s(Partial).

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours or a library or reading room, if maintained for public use:**

The office of Transport Commissioner and field offices are easily accessible to the public. The public can meet the officers and staff and seek any information. The office is open on all working days from Monday to Friday from 9.00 AM till 5.00 PM excepting gazette holidays.

**(xvi) The names, designation and other particulars of Public Information Officers**

S. No.	Offices	SPIO	First Appellate Authority	Office Address
1	Head Office	Supdt/Dy. Supdt /MVI/ SAOs for their respective branches	Concerned ATC/JSTC	IInd Floor, 30 Bays Building, Sector 17B, Chandigarh Tel No. 0172-2701290
2	O/o Secretary, RTAs	Asstt. Secretary	Secretary, Regional Transport Authority	At district headquarters, RTAs and Assistant Secretaries
3	O/o SDO (Civil) Registering/ Licensing Authority (Motor Vehicles)	Asstt. Superintendent	SDO (Civil)	In all sub-division offices.