

Introduction

The Transport Department is charged with the responsibility of looking after the functioning of J&K Motor Vehicles Department, J&K State Motor Garages Department and J&K State Road Transport Corporation. The department has clear vision of providing mobility with comfort and safety to all sections of the society to different parts of the State especially remote and far-flung areas. Improving infrastructure and encouraging innovations with due emphasis on capacity building and training of the drivers. Raising safety level of both personalized and public transport by creating awareness and strict enforcement. Maximizing revenues from transport related services.

Chapter-I

Particulars of Organization, Functions and Duties.

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. Each Minister is in-charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various departments, each one or more department headed by an Administrative Secretary. The following Departments/Corporation are working under the Administrative control of the Transport Department: -

1. Motor Vehicles Department.
2. State Motor Garages Department.
3. J&K State Road Transport Corporation.

Motor Vehicles Department: - Jammu and Kashmir Motor Vehicles Department is one of the Public Services Department with lot of interface with the people on day to day basis. The Motor Vehicles Department is implementing monitoring and co-coordinating various transport related activities in consonance with the Central Motor Vehicles Act, 1988, and J&K Motor Vehicle Rules 1991 and other statutes/enactments.

Objectives: -

1. Ensuring Road Safety
2. Efficient development of Public centric Road Transport System
3. Fixation of High Security Registration plates
4. Enhancing Transparency and ensuring responsive customer friendly interface.
5. Human Resource Development
6. Infrastructure Development
7. Monitoring of Driving Training Institutes
8. Mitigation of vehicular pollution
9. Introduction of GPS in vehicles
10. Improving collection of revenue.

Functions: -

1. Implementation of central Motor vehicles Act, 1988 & other related Acts & Rules.
2. Framing of polices aimed at Road Safety & better management.
3. Computerization of the records.
4. Data collection and analysis for an efficient management of transport system in the State.
5. Creating public awareness among stake-holders including drivers, MVD personnel, checking squads and general public in respect of Road Safety and passenger care.
6. Operation of passenger welfare fund and quick response system for the benefit of affected people in road accidents.
7. Collection of fee, fines & taxes.
8. Monitoring and review of utilization of funds, both plan and non-plan.
9. Evaluation of outcome of schemes for their constant improvement.
10. Enhancing Service capacity of J&K State Road Transport Corporation
11. Monitoring of Pollution Checking centers.
12. Monitoring of fixation of High Security Registration Plates on all vehicles.
13. Capacity enhancement & monitoring of Driving Training Institutes.
14. Streamlining the tariff structure in consonance with inflation.
15. Issuance of permits for purchase of commercial vehicles.
16. Introduction of new vehicles in transport system of J&K.

State Motor Garages Department: -

The basic responsibility of the State Motor Garages Department is to provide light transport to the Hon'ble Governor of J&K State, Council of Hon'ble Ministers, Senior State Government functionaries, State Guest and other Touring Officers. The Department is also charged with the Job of maintaining light motor vehicles of all State Government Departments including the B.P. Vehicles of Council of Hon'ble Ministers, other protected serving Government officers and vehicles attached with SSG.

J&K, State Road Transport Corporation:-

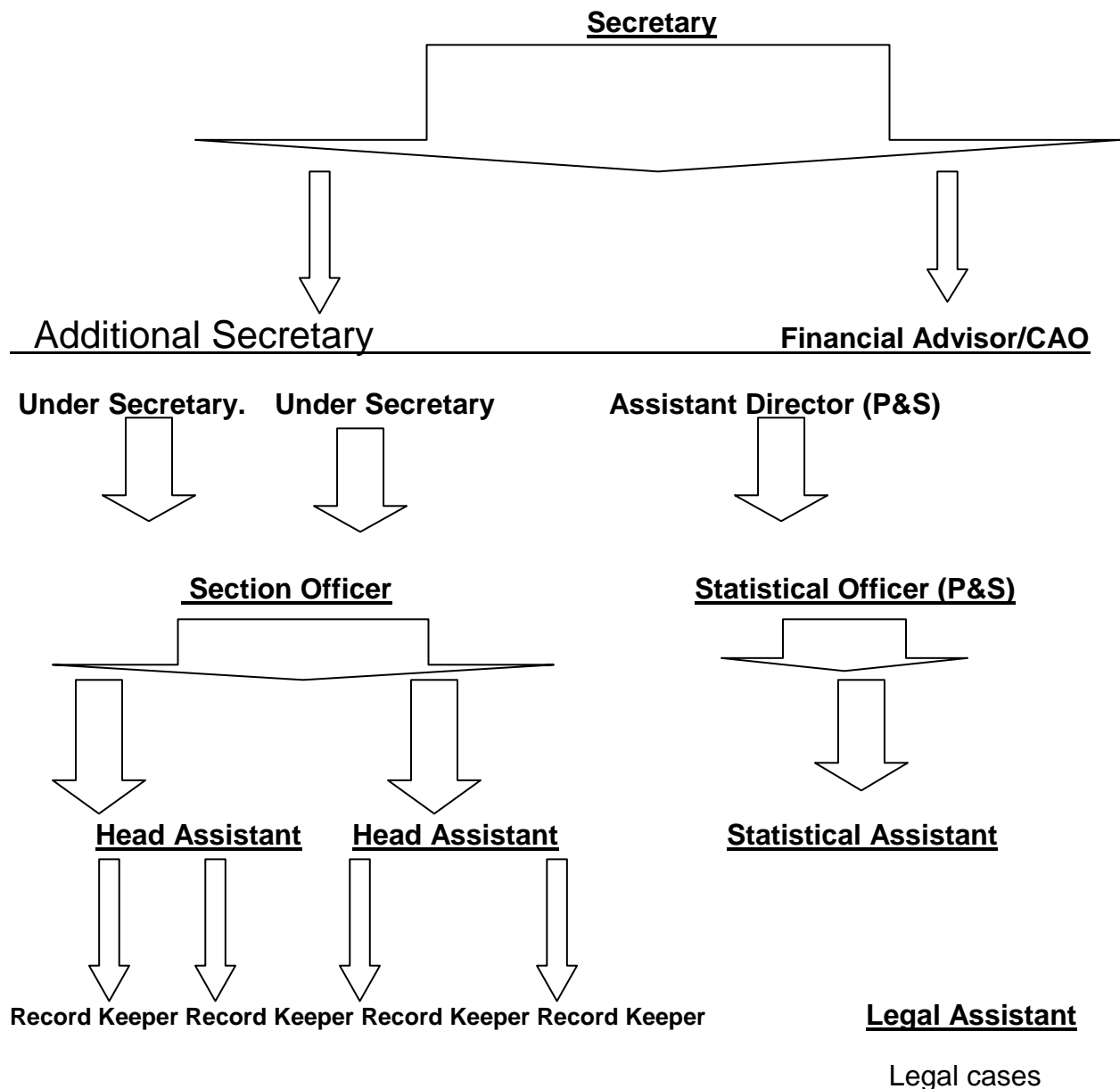
The Erstwhile Government Transport Undertaking was established in 1948 and was converted into JKSRTC on 1st September, 1976 under section (3) of the Road Transport Corporation Act, 1950.

Under the provisions of section 23(1) of the Road Transport Corporation Act, 1950, the Corporation has to provide adequate, economic and coordinate transport to the public.

Since its inception JKSRTC is dutifully serving the people of the State. The Corporation has also been successfully performing the transportation business for Armed forces, Border Roads Organization etc; besides providing un-interrupted services during Hartals, Curfews and crisis situations.

With a view to dealing with the different issues pertaining to the Transport Department, different sections have been setup. The brief description is as under: -

Motor Vehicles Section: - The section deals with the services of the Gazetted officers of the Motor Vehicles Department. These include the personnel matters like appointments, promotion, training, settlement of service benefits etc. Referring of vacancies, framing of Recruitment Rules, Legal Cases in consultation with Legal Assistant. Referring of cases of Gazetted Officers to Public Service Commission for their confirmation by DPC/PSC and all other matters relating to Motor Vehicles Act and Rules framed the under, referred by the HoDs working under the Administrative Control of Transport Department. The flow chart is as under: -



State Motor Garages Section: - The section deals with the services of the Gazetted officers of the Motor Vehicles Department. These include the personnel matters like appointments, promotion, training, settlement of service benefits etc. Referring of vacancies, framing of Recruitment Rules, Legal Cases in consultation with Legal Assistant. Referring of cases of Gazetted Officers to Public Service Commission for their confirmation by DPC/PSC.

J&K, State Road Transport Corporation Section:- The section deals with the release of budgetary allocations with the concurrence of the Finance Department to JKSRTC and gives approval to their Administrative matters.

General Section:-

The section deals with the important issues like Right to Information applications, Chief Minister's Grievances cell, Public Service Guarantee Act, and other issues of general nature/coordination cases etc.

Accounts Section: - The section deals with all the financial/accounts matters of the department under the supervision of the Director Finance.

Planning Section: - All the plan matters are looked after by the Plan section comprises of Assistant Director (P&S), Statistical Officer and Statistical Assistant.

Chapter-II

Powers and Duties of Officers and Employees: - The Transport Department plays vital role for providing better mobility with comfort and safety to all sections of the society to different parts of the State especially remote and far-flung areas.

The Administrative Secretary of the Department is assisted by the team of officers of the rank of Additional Secretary/Deputy Secretary and Under Secretaries.

Down below the Under Secretary there is an established Non-Gazetted Administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in Secretariat Manual. As per the Secretariat Manua, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

Chapter-3

Rules, Regulations, instructions, Manual and Records for discharging functions.

The list of rules, regulations, instructions, manual and records is hosted on the website of the Transport Department. www.jktransport.nic.in

Chapter-4

Constitution of Road Safety Council and Road Safety Authority at State as well as district level

The Transport Department has constituted the following Road Safety Council and Road Safety Authorities at District Level:-

Notification

Jammu, the 1st February, 2012

SRO 52-. In exercise of the powers conferred by sub-section (2) of section 215 of the Motor Vehicles Act, 1988 (59 Of 1988), the Government of Jammu and Kashmir hereby constitute for the State a State Road Safety Council comprising of the following:-

1.	Chief Secretary	Chairman
2.	Director General of Police	Member
3.	Administrative Secretary of Finance Department	Member
4.	Administrative Secretary of Home Department	Member
5.	Administrative Secretary of PW (R&B) Department	Member
6.	Administrative Secretary of Planning & Development Department	Member
7.	Administrative Secretary of Housing & Urban Dev. Department	Member
8.	Administrative Secretary of Health and Medical Education Department	Member
9.	Administrative Secretary of Transport Department	Member
10.	Chairman Pollution Control Board	Member
11.	Inspector General of Police (Traffic)	Member
12.	Director National Highways Authority of India, Jammu	Member
13.	Director Health Services, Jammu	Member
14.	Director Health Service, Kashmir	Member
15.	Chief Engineer Project Beacon, Srinagar	Member
16.	Chief Engineer Project Vijayak	Member
17.	Chief Engineer Project Himank	Member
18.	Managing Director, J&K SRTC	Member
19.	Transport Commissioner	Member Secretary

The State Road Safety Council shall:-

- i) Advise the Government for the steps to be taken for collecting, comparing and analyzing road accidents data, establishment of a Road Safety Fund, provision of Trauma and Health Care facilities to the victims of road accidents etc;
- ii) Formulate a comprehensive Road Safety Policy for implementation by all the concerned departments/organizations with the overall objective of preventing/minimizing the incidence of road accidents;
- iii) Prescribe the procedure and methodology for its functioning and shall hold its meeting at least twice a year.

By order of the Government of Jammu and Kashmir.

Sd/-

Commissioner/Secretary to Government

Transport Department

Dated: -01-02-2012

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Notification
Srinagar, the 9th October 2012

SRO_ 328 in exercise of powers conferred by sub-section (3) of section 215 of the Motor Vehicles Act, 1988 (59 of 1988) the Government of Jammu and Kashmir hereby constitute a District Road Safety Committee for each District of the State, comprising the following: -

- | | |
|--|------------------|
| 1. Deputy commissioner | Chairman |
| 2. District Superintendent of Police | Member |
| 3. Executive Engineer (R&B) | Member |
| 4. Chief Medical Officer | Member |
| 5. Chief Education Officer | Member |
| 6. Representative of boarder Road Organization to be nominated by the concerned Chief Engineer of the BRO Project. | Member |
| 7. Two NGO's/Experts in the field of Road safety To be nominated by the concerned Deputy Commissioner. | Member |
| 8. Regional Transport Officer/Assistant Regional Transport Officer concerned. | Member-Secretary |

The Committee so constituted shall: -

- i) Take effective measures for collecting, comparing and analyzing road accident data, provision of trauma and health care facilities to the victims of the road accidents;
- ii) Coordinate with District Disaster Management Committee/Quick Reaction Team (QRT), concerned organization dealing with Road Safety Management, conduct Road Safety Audit of roads within the territorial limits of the District and advise for measures to be taken mitigating the road accident deaths and for better management of traffic within the District;
- iii) Meet at least once in a quarter of the year; and
- iv) Submit such reports and returns and furnish such information to Transport Commissioner as may be required from time to time and the Transport Commissioner shall submit a consolidated report to the State Road Safety Council annually.

By order of the Government of Jammu and Kashmir.

Sd/-

Commissioner/Secretary to Government
Transport Department.

CHAPTER-5

The names, designation and other particulars of the Public Information officers are given at the heading of RTI in the web site of Transport Department.

Public Information Officers. (PIO)

1	Name	Shri Romesh Kumar Giri
2	Designation	Under Secretary to Government,
3	STD Code	Jammu-0191 Srinagar-0194
4	Phone No. Off.	Jammu-2570007 Srinagar-2453533
5	Fax	2547935, 2452261
6	Email	
7	Address	Transport Department Civil Secretariat

Assistant Public Information Officer. (APIO)

1	Name	Smt. Shobha Rani
2	Designation	Under Secretary to Government,
3	STD Code	Jammu-0191 Srinagar-0194
4	Phone No. Off.	Jammu-2570007 Srinagar-2453533
5	Fax	2547935, 2452261
6	Email	
7	Address	Transport Department Civil Secretariat

First Appellate Authority.

1	Name	Shri Raj Kumar Katoch,
2	Designation	Additional Secretary to Government,
3	STD Code	Jammu-0191 Srinagar-0194
4.	Phone No. Off.	Jammu-2570007 Srinagar-2453533
5	Fax	2547935, 2452261
6	Email	Rkjmu9@yahoo.in
7	Address.	Transport Department Civil Secretariat

CHAPTER-6

The monthly remuneration received by each of the Officers and employees of Transport Department.

Sr. No	Name and designation S/Sh.	Monthly remuneration
1	Shahid Anayatullah IAS Secretary to Government	37400-67000+8700
2	Raj Kumar Katoch, KAS Additional Secretary to Government	15600-39100+7600
3	Shobha Rani, Under Secretary to Government	9300-34800+4800
4	Romesh Kumar Giri, Under Secretary to Government	9300-34800+4800
5	Bladev Singh Assistant Director (P&S)	9300-34800+4600
6	Mohd Arshad Khan, Pvt. Secretary	9300-34800+4800
7	Veena Saraf Section Officer	9300-34800+4600
8	Kaleshwar Singh Sts. Officer	9300-34800+4600
9	Sami-Ullah Mir Senior Steno	9300-34800+4600
10	Sandeep Gupta Head Assistant	9300-34800+4200
11	Aijaz Ahmad Head Assistant	9300-34800+4200
12	Randeep Singh Junior Sts. Assistant	9300-34800+4200
13	Ruksana Banoo Senior Assistant	5200-20200+2400
14	Shadi Lal Senior Assistant	5200-20200+2400
15	Ajay Mohan Bhat Senior Assistant	5200-20200+2400
16	Satish Safaya Senior Assistant	5200-20200+2400
17	Manzoor Ahmed Banka	5200-20200+2400
18	Yudvinder Singh Senior Assistant	5200-20200+2400
19	Rajesh Kumar Junior Assistant	5200-20200+1900
20	Sanjeet Singh Orderly (NPS)	4440-7440+1300
21	Bashir Ahmad Orderly	4440-7440+1400