

Section 4(1) (b)(ii) of Right To Information Act,2005

The Powers and Duties of its Officers and Employees

Principal Secretary :- He is the head of the Administrative Department and important Policy decisions are framed for the approval of the Minister in-charge of the department.

Commissioner and Secretary :- The Commissioner and Secretary, Transport assist the Principal Secretary in the discharge of his functions.

Officer on Special Duty :- The Officer on Special Duty, Transport who is the Commissioner of Transport, in turn assist the Commissioner and Secretary/ Principal Secretary and is the link man between the Commissionerate and the administrative department.

Under Secretary :- The Under Secretary exercises her control with regard to disposal of business and maintenance of discipline in the department. The Under Secretary disposes cases under the order of the Commissioner and Secretary or Principal Secretary on important matters.

Superintendent :- She is overall in-charge of the department and is responsible in helping and advising the staff, discipline in the department, timely action on receipts, expeditious disposal of works, etc. The Superintendent disposes the work with the help of staff (UDAs/LDAs) posted in the department.

Dealing Assistants :-

1. To examine promptly all receipts made over to him/her and deal with the receipts according to their priority, check the enclosures and if any is found short or missing, take action for obtaining the missing papers; to forwards receipts or extract from receipts to other concerned branches, to make entries in column 2 of the log- book of the Assistants.
2. To put up a case after examination to the Superintendent on the date require and where no date is mentioned, not later than 7(seven) days of its receipt.