

CHAPTER – 3
Powers and Duties of Officers and Employees
[Section 4 (1) (b) (ii)]

The powers, duties and functions of the Officers and employees of the Board are as follows

Sl. No.	Designation	Powers and duties
1	Chairman	<ul style="list-style-type: none"> * To preside over the Board Meetings * To preside over certain Committees, such as Purchase Committee, Departmental Promotion Committee, etc. * Appellate authority in disciplinary proceedings against any employee of the Corporation.
2	Vice-Chairman	<ul style="list-style-type: none"> * To preside over the Board meetings in absence of Chairman
3	Directors	<ul style="list-style-type: none"> * To participate, deliberate and take collective decisions and resolutions in board meetings on policy and other important matters of the Corporation.
4	Managing Director	<ul style="list-style-type: none"> * Exercises and performs the duties and powers as Chief Executive Officer of the Corporation. * Over all control and supervision of the working and of the day to day administration of the Corporation * Over all control and supervision of the Officers and staff of the Corporation and their working * Framing of plans, schemes, and policies for consideration of the Board of Directors of the Corporation * Implementation of the decisions and resolutions made by the Board of Directors.
5	Chief Accounts Officer	<ul style="list-style-type: none"> * To guide and advise the Managing Director in financial matters * to prepare the budget and maintain the accounts of the Corporation * to prepare the annual accounts of the Corporation * to perform other duties relating to Finance and accounts of the Corporation.
6	Deputy Chief Accounts Officer	To assist the Chief Accounts Officer and the Managing Director in all financial and accounts matters of the Corporation.
7	Deputy General Manger	To assist the Managing Director in running the office and the operation of the fleet of the Corporation
8	Assistant General Mangers	To assist the Deputy General Manager and the Managing Director With the work/task assigned to them
9	Assistant Accounts Officer	To assist the Chief Accounts Officer and the Deputy Chief Accounts Officer in all accounts matters
10	Chief Automobile Engineer	<ul style="list-style-type: none"> * Over control and supervision of the Central Workshop and other maintenance Centres and of the technical officers and staff. * Maintenance of the fleet of the Corporation * To advise the Managing Director in matters relating to acquisition, maintenance and utilization of the fleet of the Corporation
11	Automobile Engineer	To assist the Chief Automobile Engineer and to directly supervise and control the working of the Central Workshop and the technical staff thereof

12	Assistant Engineers	<ul style="list-style-type: none"> *To assist the Chief Automobile Engineer and the Automobile Engineer *To directly supervise the repair and maintenance of the vehicles
13	Depot Managers	<ul style="list-style-type: none"> * To run, manage, control and supervise the working and functioning of Depots/Stations and staff thereof under their charge * To operate the fleet of buses under the Depots of their charge * To do all such acts and things they are empowered to do in relation to running of the Depots under their Charge
12	Assistant Depot Managers	<ul style="list-style-type: none"> * To assist the Depot Managers * To perform all the duties and powers of Depot Managers in absence of the Depot Manager and in respect of the Depots which have no Depot Manger
13	Office Superintendents	<ul style="list-style-type: none"> * To directly supervise the Branches/Wings/Cells under their charge in the Head Office. * To ensure that the staff under them keep and maintain the files, registers, and other papers properly and put up the papers in files for endorsing to higher officers * To initiate action on any matter that is required to be processed for consideration by the higher authority.
14	Head Assistants	Head Assistants are posted in the Depots and other Subordinate Offices, and their duties and functions are the same as that of the Office Superintendents in the Head Office
15	U. D. Assistants	<ul style="list-style-type: none"> *To open, keep, and maintain files, registers and other records * To put up the papers in files or registers for endorsing to the Officers and higher authorities consideration. * To all other works and duties which are clerical in nature.
16	L. D. Assistants	
17	Typists	<ul style="list-style-type: none"> * To do all typing work and to carrying such other duties as may be entrusted to them
18	Foreman	<ul style="list-style-type: none"> * To check the vehicles for mechanical defects and to carry out the necessary repairs of the vehicles * To maintain the records of such repair and replacement of part of the vehicles * To carry out all other work and duties which are technical in nature as assigned to them
19	Mechanics	
20	Drivers	<ul style="list-style-type: none"> * To drive the vehicles under their respect charges. * To ensure that the vehicle under their charge are sent for maintenance at regular intervals. * To ensure that the vehicles depart and reached their destinations on time when on any trip/journey. * To ensure the safety of the vehicles and of the passengers while on journey.
21	Conductors	<ul style="list-style-type: none"> * To check tickets of the passengers traveling by the bus under their respect charge. * To collect the fares from the road side passengers and to issue tickets for the same. * To regulate the embarkation and disembarkation and seating of the passengers in the bus and to ensure the safety of the passengers while traveling by the bus.