

MANNUAL – (2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. No.	Name and Designation Tv1./Tmt.	Powers			Duties
		Administration	Financial	Others	
01	T.Karikalan Transport Commissioner	Functioning as Transport Commissioner – cum – Joint Secretary (Transport)	As dele- gated to Heads of Department	Secretary to State Transport Authority	<ul style="list-style-type: none">➤ Head of the Department & Jt. Secretary to Govt (Tr.)➤ Secretary to STA (Permits)➤ Registering Authority in Puducherry Region➤ Licencing Authority in Puducherry Region➤ Licencing Officer in Puducherry Region➤ Member of the Railway Zonal Committee➤ First Appellate Authority under “Right to Information Act,2005”➤ Member of Condemnation Committee (Govt. Vehicles)➤ Incharge of the post of Executive Engineer, Govt. Automobile Workshop, Puducherry.➤ Enforcement of Motor Vehicles Act/Rules.

02	A. Vincent Rayar, Deputy Transport Commissioner	Deputy Transport Commissioner – cum – Under Secretary to Government (Transport)	—	Assistant Secretary -I to State Transport Authority	<ul style="list-style-type: none"> ➤ Public Relation Officer ➤ State Public Information Officer under RTI Act ➤ Assistant Secretary I to STA ➤ Incharge of Transport Commissioner while TC is not in duty ➤ Enforcement of Motor Vehicles Act / Rules.
03	V.Bakthavatchalam Senior Accounts Officer, Puducherry.	Head of Office	As delegated to Head of Office	—	<ul style="list-style-type: none"> ➤ Head of Office and Head of Accounts Section. ➤ Drawing and Disbursing Officer
04	S. Nithyanathan, Regional Transport Officer, Puducherry.	Incharge of Technical Section/Matters	—	Assistant Secretary -- II to State Transport Authority	<ul style="list-style-type: none"> ➤ He is overall incharge of Technical Sections/matters and Computer section ➤ Licensing Officer (Motor Vehicle -Tax) ➤ Assistant Secretary II to STA ➤ Member of the Auction Committee (Disposal of condemned Motor Vehicles of Govt Department.) ➤ In-charge of Asst. Secretary I to STA while DTC is not in duty ➤ Enforcement of Motor Vehicles Act/Rules.

05	N.K.Ragunath M.V.I Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	—	—	<p><u>License A.L.A</u></p> <p>1. Grant of Driving License, Conductor Licence</p> <p>2. Renewal/Additional endorsement, Change of Address and Badge etc.,</p> <p>3. Maintenance of Registers/Files related to Driving schools and periodical inspection.</p> <p>4. Any other work assigned from time to time.</p>
06	A. Selvam Gabriel, M.V.I. Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	—	—	<p><u>M.V.I. (Reg-II)</u></p> <p>1. Transfer of ownership 2. Hypothecation endorsement 3. Hypothecation cancellation 4. Change of address 5. Alteration of Vehicle 6. NOC 7. NOC Surrender 8. Genuineness confirmation 9. B-Register Extract 10. Check report for Non Transport Vehicle 11. Any other work assigned from time to time</p>

07	K.V.Seetharamaraju, M.V.I Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	_____	_____	<u>M.V.I. Registration-1</u> 1. Registration of Motor Vehicles Temporary/Permanent. 2. Issue of Duplicate R.C 3. Renewel of Registration 4. Issue and Renewal of Trade Certificate 5. Vehicle Inspection. 6. Reservation of Fancy Registration Numbers 7.Assignment of Registration Numbers. 8. Any other work assigned from time to time
08	P.Angalan M.V.I Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	_____	_____	<u>M.V.I. (Tax/F.C)</u> 1. Inspection of Motor Vehicles for the issue of F.C./Renewal 2. Maintenance of Register s and follow up action. 3. Collection of M.V. Tax B, maintenance of Demand collection and Balance Register and follow up action on the defaulters. 4. Any other work assigned from time to time

09	V.Calaiaperumal M.V.I. Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	---	---	1. Conduct of test for the grant of Driving Licence and additional endorsement and belated renewal cases. 2. Any other work assigned from time to time
10	K.V.V. Prabhakara Rao M.V.I.	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	--	--	1. Enforcement cell 2. Parking place of Vehicles
11	Ramesh M.V.I.	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	--	--	<u>MVI Gorimedu Check Post Incharge</u> 1. Collection of M.V. Tax and issue of TP for Goods Carriages and Contract Carriage for other State Vehicles 2. Inspection of Motor Vehicles involved in accident pertaining to Traffic Police Station. 3. Enforcement duty at Check post. 4. Any other work assigned from time to time
12	V.Sinouvasan AMVI	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	--	--	1. Duplicate R.C. 2. Fresh R.C. 3. Renewal of R.C./NOC 4. All Trade Certificates 5. Alteration of Veh. 6. Registration approval for model vehicles

13	A.Panneer A.M.V.I., Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	—	—	1. Conduct of LLR test and valuation of test papers. Issue of Learners' Licence
14	M. Sundar, A.M.V.I. Puducherry	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	—	—	<u>Check Post Incharge</u> 1. Collection of M.V. Tax and issue of TP for Goods Carriages and Contract Carriage for other State Vehicles 2. Inspection of Motor Vehicles involved in accident pertaining to Traffic Police Station 3. Enforcement duty at Check post. 4. Any other work assigned from time to time
15	M.Datchinamurthy A.M.V.I.	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	—	—	<u>Check Post Incharge</u> 1. Collection of M.V. Tax and issue of TP for Goods Carriages and Contract Carriage for other State Vehicles 2. Inspection of Motor Vehicles involved in accident pertaining to Traffic Police Station 3. Enforcement duty at Check post. 4. Any other work assigned from time to time

KARAIKAL REGION:-					
01	V.Vijayaragavan, Regional Transport Officer, Karaikal	Incharge of Technical Section/Matters Licensing Officer	Head of Office	--	Over all incharge of Transport wing, Karaikal
02	P. Palanisamy M.V.I. Karaikal	1. Assistant Registering Authority 2. Additional Licensing Authority 3. Licensing Officer	---	---	1. Registration of Vehicles. 2. Issue of RC Book , FC, issue of Licence and connected matters
MAHE REGION:-					
01	P.Datchinamurthy MVI, Mahe	1. Assistant Registering Authority 2. Licensing Officer	---	---	Incharge of Transport wing, Mahe under the control of Regional Administrator, Mahe
YANAM REGION:-					
01	V.Raymond Fernandez MVI Yanam	1. Assistant Registering Authority 2. Licensing Officer	---	---	Incharge of Transport wing, Yanam under the control of Regional Administrator, Yanam

DUTIES OF OFFICERS AND EMPLOYEES
MINISTERIAL STAFF

PUDUCHERRY:-

Sl. No.	Name and Designation	Nature of work
1.	P. Arumugam, Programmer	In charge of Computer Section
2.	M.Soundirassou, Superintendent	In charge of Estt. Section, Accounts Section, and contract carriage permit section (TP – 5)
3.	L. Chandrasekaran, Superintendent	Incharge of DD-Cell, Permit Section (TP-3 – Counter signature permit) and TP-2 (Auto)
4.	S. Kichenassamy, Assistant shown as Superintendent	Incharge of Secretariat Wing of the Transport Department Incharge of Permit section-IV (Goods vehicle, Taxi and National Permits)
5.	C. Karthigeyan, DPA	In charge of backup procedure, Maintenance of computers, rectification of minor problems both in SARATHY and VAHAN Software and any other work assigned by the Programmer from time to time.
6.	K. Rajan, Steno Grade-I	PA to TC
7.	Sulchana Mars Assistant	All Secretariat works pertaining to Transport Department and Govt. Automobile Workshop.
8.	P.Nadaradjane, Legal Assistant	All files relating to legal matters pertaining to the Transport Department.
9.	R.Mohan, Statistical Assistant	Collection, compilation & presentation of Statistical Data.
10.	G. Malathi, Steno Gr-II	PA to DTC
11.	A. Gounassegarane, DEO	Maintenance of computer systems in Transport Dept., Puducherry and Check post, Gorimedu, assisting in the pay bill generation and rectification of the minor problems both in SARATHY and VAHAN Software and any other work assigned by the Programmer from time to time.
12.	U. Udhayaraj, DEO	Maintenance of computer systems, rectification of minor problems both in SARATHY and VAHAN Software and any other work assigned by the Programmer from time to time
13.	V. Selvan, Store Keeper	In charge of Store section. Purchase and issue of all materials in respect of Transport Department, Puducherry.
14.	Bharathamani, UDC	Noting, drafting and application of rules and regulations, in the disposal of Establishment and R.T.I. matters.

15.	V. Arulmalar, LDC	Preparation of pay bills preparation of contingent bills TA bills/ MR bills and advance bills. Scrutiny and submission of GPF proposal to Government. Preparation of Income Tax returns for all staff.
16	Sudha Vasugi.M	Incharge of all service matters
17.	P.S. Vinothini, LDC	Preparation of all contingent bills and GPF
18.	Sankaran Assistant	Receipt of other state DDs, preparation of chalans for Remittance of DDs into Government account. Returning of DDs to the concerned banks for revalidation. Receipt and reconciliation work.
19.	G.Mathivanan Asst.	TP- 1 All Stage Carriage – Inter State & Intra State All Corporation All Spare buses and Registration – II All Transfer of Ownership, Hypothecation Hypothecation Cancellation
20.	K. Manogar, UDC	TP-2 All auto rickshaw of Puducherry, Karaikal, Mahe and Yanam
21.	M.Subramanian, Asst.	TP-3 All counter signature of goods vehicles / T.Taxi/ CSP Fresh and renewal
22	V.Ramesh, Asst.	TP-4 All Goods Vehicles permit – Puducherry and National permit
23.	J. Selvamani Jaganathan, UDC	TP-5 Maxi cab permit / All Tourist Taxi and South zone permits / All PSV / All contract carriage LMV / HMV and its replacements.
24	K. Pargunan, UDC	Registration-I All Fresh registrations/ Other state registrations / Re-registrations / Genuineness / Fancy Number allotted
25.	V. Dasaradane, UDC	Registration-III Duplicate Registration Certificate / Fresh RC / Renewal of RC / NOC / All trade certificates / Alteration / Registration approval for new model vehicles
26.	C. Sougumar, Assistant	TAX All transport FC / Tax / Refund of Tax / DCBR

27.	D. Arumugam, Asst.	Issue of Driving Licence All correspondence relating to budget Reconciliation of expenditure figures with DAT. Grant of all kinds of leave to the Transport Department Staff Correspondence relating to AMC for computers/Machine/phones and supply of liveries to Drivers/Group 'D' staff.
28.	A.Pachaippan, Asst.	Renewal of Licence / Change of name and address, Badge – All driving schools, DL Extract Conductor licence.
29.	L. Srinouvassane, UDC	Revenue collection, Transport Department collection Fancy No. Amount, Over payment of salaries and other related matters pertaining to cash remittance in the Bank and maintaining cashbook.
30.	B. Maran, UDC	Collection of fees in respect of L.L.R., Licence, Renewal of Licence, Driving school Licence and other related fees,
31.	G. Annamalai, LDC	Issue of temporary Permits to the vehicles at Gorimedu Checkpost on shift basis.
32.	Subramanian, Asst	Issue of temporary Permits to the vehicles at Gorimedu Checkpost on shift basis.
33.	Narasingan, UDC	Issue of temporary Permits to the vehicles at Gorimedu Checkpost on shift basis.
34.	Rajendiran, Record Clerk	Incharge of all valuable records of this department
35.	Mahindra Raj, Binder Asst.	Incharge of binding all RC books and related records
36.	Arumugam, Driver	Attached to DTC
37.	A. Ravichandar, Driver	Attached to TC
38.	D.Dhanasegaran, Driver	Attached to Enforcement Cell
39.	R. Alagesan, Peon	Cash Section
40.	V. Palanisamy, Peon	Despatch Section
41.	K. Pandurangan, Peon	Attached with R-1
42.	Rangaraj, Peon	Attached with RTO
43.	P. Venkatesan, Peon	Attached with R-2
44.	K. Gunasegaran, Attender	Receipt Section
45.	N. Sozhan, Peon	Attached with DD Cell
46.	S. Udayakumar, Peon	Attached with Despatch Section
47.	M. Kalidassan, Peon	Attached with TC
48.	Velayutham, Peon	Attached with Enforcement Section

49.	G. Veerappan, Watchman	Attached with Estt. Section
50.	S. Malady, Daily Rated Clerk	Registration – I
51.	A. Sengeny, Daily Rated Clerk	Despatch including RTO service section
52.	R. Nakkiran, Daily Rated Clerk	DD - Cell
53.	P. Sagundala, Daily Rated Clerk	Licence Section (Photo)
54.	R. Venkatesan, Daily Rated Clerk	Despatch of RC
55.	A. Danaraju, Daily Rated Clerk	DD-Cell
56.	Uma Sankari (Daily rated Sanitary Asst.)	Cleaning of Transport Department, Puducherry
57.	Perumallama, (Daily rated Sanitary Asst.)	-do-
58.	Nakkiran, -do-	-do-
59.	Saravanan, -do-	-do-
60.	Jayapragash, -do-	-do-

	<u>KARAIKAL REGION:-</u>	
1.	P. Kumaran, DEO	In-charge of computer section, Maintenance of Computers and other computer related activities
2	S. Kasthuri, UDC	Cash collection section, Tax, LLR preparation, New Driving Licence maintenance of Registration, contingent bill, pay bill, TP and Service book
3	M. Padmanabhan, LDC	Receipt, Despatch, Reconciliation, RC, Reregistration, maintenance of B-Register, Rate Certificate, Fancy, Stoppage, store incharge, DCBR, check report, Audit.
4	G. Kalidass @ Kamatchisundaram LDC	Additional endorsement, Driving Licence, Renewal, Conductor Licence, Duplicate Licence, Hypothecation, HPT, Transfer of Ownership, NOC, Alteration, FC, Tax endorsement, Budget.
5	Singaram Gopal, Driver	Department Driver
6	S. Muthukumarasamy, Peon	Assisting the staff of Transport Department, Karaikal.
	<u>MAHE REGION:-</u>	
1	B.P. Babu, UDC	Dealing with all files/matters relating to Transport Unit, Mahe
2	N.K. Mohanan, Peon	Assisting the staff of Transport Unit, Mahe region.
	<u>YANAM REGION:-</u>	
1	Padala Venkateswara Rao, UDC	Dealing with all files/matters relating to Transport unit, Yanam
2	Manno Venkateswara Rao, Peon	Assisting the staff of Transport Unit, Yanam