

ANNEXURE-1

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (i) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, functions and duties)

S.No.	Name of the Organization/Department/Board/ Corporation/Institution.	Function and duties (in brief).
1	State Transport Authority, U.T., Chandigarh.	<ul style="list-style-type: none">i) Registration of Motor Cabs, Maxi Cabs and tourist buses.ii) Reassignment/Transfer of Ownership on the basis of NOC from other states and within State.iii) Entry/Termination of Hire Purchase Agreement in respect of Tourist Vehicles.iv) Grant/Renewal of Permits in respect of transport vehicles including National Permits.v) Grant of Permits in respect of Private Service Vehicles in the name of Firms/Private Ltd., Companies, Institutions.vi) Issuance and Renewal of Stage Carriage permit in respect of CTU buses.vii) Approval of Models of New Vehicles.viii) Grant/Renewal of PSV Permit in respect of School buses in the name of Schools/Under agreement with schools.ix) Grant of permission for replacement of old auto rickshaws which have completed the life span of more than 15 years.x) Grant/Renewal of permit in respect of Contract Carriage buses and transfer.xi) Grant/Renewal of driving school licence.xii) Grant/Renewal of letter of Authority in respect of Pollution Checking Centres.xiii) Enforcement of the various provisions of the M.V. Act, 1988 & Compounding of Challans.xiv) Issuance of duplicate registration books in respect of tourist vehicles and permits in respect of transport vehicles.xv) Grant of Certificate of fitness in respect of transport vehicles.xvi) Disposal of bank drafts received from/to be sent to other transport authorities.xvii) Counter Signature of vehicles registered with other transport authorities.xviii) Cash collection.

ANNEXURE-2

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (i) OF THE RIGHT TO INFORMATION ACT, 2005**

(The particulars of the duties of the Officers and employees)

Name of the Department : State Transport Authority,
U.T., Chandigarh.

S.No.	Name of the post	Powers and duties (in brief)
1.	Chairman, S.T.A. (Head of the Department)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Chandigarh Motor Vehicle Rules, 1990 GFR, DFR, notifications issued by the Chandigarh Administration and the decisions taken in the various meetings of the S.T.A. held from time to time.
2.	Secretary, S.T.A. (Head of office)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Chandigarh Motor Vehicle Rules, 1990 GFR, DFR, notifications issued by the Chandigarh Administration and the decisions taken in the various meetings of the S.T.A. held from time to time.

....Contd.....P/2....

3.	Additional Secretary, S.T.A.	<ul style="list-style-type: none"> i) Supervision of the work regarding grant/renewal of all kind of permits of the transport vehicles. ii) All the matters pertaining to the Demand Drafts received from other states on account of Composite fee of National Permits, Conciliation. iii) Establishment matters of the office and Misc. or any other unallotted work. iv) Grant of temporary permits in respect of all categories of vehicles under Section 87 of the Motor Vehicles Act, 1988. v) Grant of regular permits in respect of all category of vehicles under Section 74, 79, 80 and 81 of the Motor Vehicle Act, 1988. vi) After approval of Chairman, STA grant of Private Service Vehicle Permit under Section 76 of the Act. vii) Grant of Tourist Permits in respect of Taxi/Maxi Cabs. viii) Registration of Tourist Taxi/Maxi Cabs. ix) Grant of National Permits in respect of Goods Carrier Vehicles under Section 88 (12) of the Motor Vehicles Act, 1988. x) Issuance of duplicate permits or parts of permits. xi) Grant/Renewal of Certificate of fitness of vehicles under Section 56 of the M.V. Act as Member Board of Inspection.
4.	Assistant Secretary, S.T.A.	<ul style="list-style-type: none"> i) Enforcement duties to check the violations of provisions of M.V. Act and Rules framed there under. ii) All type of Court Cases of the office. iii) Grant/Renewal of Certificate of fitness of vehicles under Section 56 of the M.V. Act as Member Board of Inspection. iv) All the cases of approval of passing orders in respect of all category of vehicles. v) Supervision of Pollution Cell.
5.	Senior Asstt-1	<p>Work relating to the registration of tourist taxies,grant/renewal of permits in respect of goods carrier, tourist taxies, private service vehicles (including school buses) autorickshaws, grant of authorization under tourist/national permit, transfer/N.O.C., store, stock and stationery, pollution checking centres, driving schools, counter signature of vehicles except stage carriage, passing orders of govt. vehicles, court cases/challan cases relating to above subjects, preparation of agenda of the meetings of S.T.A. and other meetings (including SOC) and convening thereof, implementation/clarification/interpretation of Motor Vehicle Act/Rules.</p>

6.	Senior Asstt.-II	Work relating to office establishment, passing orders in respect of vehicles without permit, registration/grant/renewal of permits in respect of contract carriage/stage carriage, tourist buses, counter signature of stage carriage permit, transfer/N.O.C., parliament questions, amendment in the Chandigarh Motor Vehicle Rules, approval of models of new vehicles, plan schemes, preparation of information for public use, implementation of notifications/amendment, court cases/challan cases, unallotted work.
7.	Senior Asstt-III	Working relating to establishment of pollution cell, reciprocal transport agreement, settlement of audit paras, disposal of incoming bank drafts, reconciliation with bank and treasury, joint time table, cash handling and maintenance of records, writing of cash book, subsidiaries cases, salary/contingency bills, BE& RE, court cases/challan cases.
8.	Motor Vehicle Inspector	Work relating to the enforcement/challaning, submission of record of challans to the court and other related matter, court cases. Member of Board of Inspection for grant/renewal of certificate of fitness.
9.	Junior Asstt-1	Work relating to passing orders, grant of permits, renewal/duplicate, transfer, N.O.C. in respect of tourist taxi/maxi cab, goods carrier vehicles, covered/not covered with permits, govt. vehicles, authorization under national permit, dispatching /maintenance of outstation drafts, issuance of special bus passes, court cases, cash collection on account of various kind of fee including compounding of challans, maintenance of cash book.
10.	Junior Asstt-II	Work relating to maintenance of store stock and stationery items, seized documents, issuance of new challan books, receipt books, release of documents after challan has been compounded, caretaker-maintenance of office building, vehicles, maintenance of all types of A.M.C. etc and court cases.
11.	Clerk-1	Work relating to passing orders, grant of permit, renewal/duplicate, transfer, N.O.C. in respect of autorickshaws, countersignatures, maintenance and disposal of incoming bank drafts, reconciliation with the bank and treasury, court cases.
12.	Clerk-II	Work relating to board of inspection, maintenance of record of certificate of fitness, passing/grant/renewal/duplicate permit in respect of PSV vehicles including school/educational institutions, service books, court cases.
13.	Clerk-III	Work relating to depositing cash in the bank and reconciliation with bank and treasury, diary/dispatch/enquiry, salary /contingency bills, BE/RE and refund cases.
14	Clerk-IV	Under Suspension.

ANNEXURE-3
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005

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

Name of the Department : **State Transport Authority,
U.T., Chandigarh.**

S.No.	Nature/Type of work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post).
1.	Permission for grant of certificate of fitness in respect of Private Service Vehicle including school buses.	Clerk/Jr.Asstt.	Senior Asstt/Supdt/Addl. Secy, Secy, S.T.A.	Chairman, S.T.A.
2.	Permission for grant of certificate of fitness in respect of transport vehicles .	Clerk/Jr.Asstt.	Senior Asstt/Supdt/ Asstt. Secy., or Addl. Secy.,	Secretary, S.T.A.
3.	N.O.C./transfer	Clerk/Jr.Asstt.	Senior Asstt/Supdt/Addl. Secy.,	Secretary, S.T.A.
4.	Establishment	Senior Asstt.	Supdt/Addl. Secy.,	Secretary, S.T.A./Chairman S.T.A.
5.	Pollution Cell	Senior Asstt.	Supdt/Asstt. Secy., Addl. Secy.,	Secretary, S.T.A.
6.	Accounts matter	Clerk	Senior Asstt/Supdt/D.D.O.	Secretary, S.T.A./Chairman S.T.A.
7.	Drafts	Clerk	Senior Asstt/Supdt/D.D.O.	Secretary, S.T.A.
8.	Registration of Tourist Vehicles.	Clerk/Jr. Asstt.	Senior Asstt/Supdt	Addl. Secy
9.	Grant/renewal/duplicate permit. In respect of goods carrier, tourist vehicles, private service vehicles including school buses, autorickshaws, contract carriage.	Clerk/Jr. Asstt.	Senior Asstt/Supdt	Addl. Secy
10.	Grant /renewal /duplicate of stage carriage permit.	Senior Asstt.	Supdt/Addl. Secy	Secretary, S.T.A
11.	Approval of model of new vehicles.	Senior Asstt.	Supdt/ Addl. Secy	Secretary, S.T.A/Chairman, S.T.A.
12.	Grant of driving school licenses/letter of authority for pollution check centers.	Senior Asstt.	Supdt/ Addl. Secy	Secretary, S.T.A.
13.	Compounding of challans	M.V.I.	--	Secretary, S.T.A.
14.	Grant of temporary stage carriage permit	Senior Asstt	Supdt	Addl. Secy., S.T.A.
15.	Court cases	Senior Asstt.	Supdt/Asstt. Secy or Addl. Secy	Secretary, S.T.A./Chairman, S.T.A.

ANNEXURE-4

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005
(The norms set for the discharge of its functions)**

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Item of work	Norms set by the department (number of days taken for decision making).
1	a) Registration/Passing of New Transport Vehicles. b) Transfer of Ownership within State. c) Entry/Termination of H.P.A. Agreement-Tourist Taxies/tourist buses. d) Grant of No Objection Certificate. e) Grant/Renewal of Permit in r/o. transport vehicles. f) Replacement/ Registration of New Auto Rickshaws Passenger Carrier. g) Renewal of Contract Carriage/Tourist Bus Permit. h) Registration of Tourist buses i) Issue of Duplicate R.C. of tourist vehicles. j) Grant of duplicate permit of transport vehicles.	7 working days.
2.	Passing /Grant of Permit in respect of Private Service Vehicles registered in the names of Company/firms etc.	15 working days
3	Registration of Schools buses in the names of schools/under agreement with school.	20 working days.
4	Approval of Models of New Vehicles.	30 working days.
5.	a) Re-assignment of buses brought out of Chandigarh on the basis of N.O.C. for registration as School buses. b) Transfer of Contract Carriage buses alongwith permit. c) Grant of driving school licenses. d) Grant of letter of authority for Pollution Check Centre.	60 working days.

ANNEXURE-5

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005**

**(The rules, regulations, instructions, manuals and records held by it or under control or
used by the employees for discharging functions)**

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/Document
1.	Motor Vehicles Act, 1988.	a) Central Motor Vehicles Rules, 1989. b) Chandigarh Motor Vehicle Rules, 1990. c) Punjab Civil Service Rules, 1970, Punjab Govt employees (Conduct Rules, 1966) as applicable to the employees of the Union Territory, Chd, DFR and GFR.	----	Amendments/orders/Notifications issued from time to time under the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Punjab Civil Services Rules, GFR, DFR.	----

ANNEXURE-6

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005**

(Statement of the categories of documents that are held or under control)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Category of documents
1.	The files pertaining to the transport vehicles such as Tourist Taxies, School buses, Govt. Vehicles, Goods Carrier (with/without permits), Three Wheelers, Private Service Vehicles/Cash receipt books/Cash books are being held by the respective Clerks/Jr. Asstt.
2.	The files pertaining to the establishment matters/Policy matters/Court Cases/Pollution Checking Centres/Driving Schools/Contract Carriage buses/Stage Carriage buses/All India Tourist buses etc. are being held by the respective Senior Assistants.
3.	Challan books and the court cases pertaining to the challans are being held by the M.V.I.

ANNEXURE-7

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005**

**(The particulars of any arrangement that exists for consultation with, or representation
by the members of the public in relation to the formulation of policy or
implementation thereof)**

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Details/Type of arrangements made
1.	Member of Parliament (Lok Sabha) is the Ex-Officio member of the State Transport Authority, Chandigarh.

ANNEXURE-8

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005**

(Statement of the boards, councils, committees and other bodies)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Name of the Board (s)	Name of Council (S)	Name of Committee (s)	Name of other bodies (s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	---	---	State Transport Authority.	----	No.	Yes.

ANNEXURE-9

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005**

(Directory of the Officers and employees)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Name of the Officer/employee	Designation	Telephone Number (O)
1.	Sh. Preetdev Singh Shergill	Secretary	2540444
2.	Smt. Meenakshi Goyal	Addl. Secretary	2540444
3.	Sh. Uma Shankar Sharma,	Drawing & Disbursing Officer.	2774137 (O)
4.	Sh. Vinod Sharma	Asstt. Secretary (Officiating)	2540444
5.	Sh. Rajinder Sharma	Superintendent	-do-
6.	Sh. Vipin Kumar	Senior Assistant	-do-
7.	Sh. Mohinder Salaria	Senior Assistant	-do-
8.	Sh. Uttam Chand	Senior Assistant	-do-
9.	Sh. Ravinder Singh	M.V.I.	-do-
10.	Sh. Balwinder Singh	Junior Assistant	-do-
11.	Sh. Ravi Sher Singh	Junior Assistant	-do-
12.	Sh. Ravinder Kumar	Clerk	-do-
13.	Sh. Maninder Singh	Clerk	-do-
14.	Sh. Sulinder Singh	Clerk	-do-
15.	Sh. Promil Sharma (U/S)	Clerk	-do-
16.	Smt. Priyanka Sethi	Stenotypist	-do-
17.	Sh. Suraj Bhan	Helper	-do-
18.	Sh. Varinder Singh	Helper	-do-
19.	Sh. Ram Kirpal	Peon	-do-
20.	Sh. Ram Naresh	Peon	-do-

ANNEXURE-10

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (x) OF THE RIGHT TO INFORMATION ACT, 2005**

(Monthly remuneration received by the Officers and employees)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Name of the Officer/employee	Monthly emoluments (Rupees)
1.	Sh. Vinod Sharma	14585/-
2.	Sh. Vipin Kumar	15791/-
3.	Sh. Mohinder Salaria	13667/-
4.	Sh. Uttam Chand	17547/-
5.	Sh. Ravinder Singh	11854/-
6	Sh. Ravinder Kumar	8567/-
7.	Sh. Maninder Singh	8882/-
8	Sh. Sulinder Singh	9379/-
9	Sh. Promil Sharma	9082/-
10.	Smt. Priyanka Sethi	7596/-
11	Sh. Suraj Bhan	7454/-
12	Sh. Varinder Singh	7910/-
13.	Sh. Ram Kirpal	6207/-
14.	Sh. Ram Naresh	6207/-

Note : Monthly emoluments as per the last month's salary bill.

ANNEXURE-11

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (xi) OF THE RIGHT TO INFORMATION ACT, 2005**

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

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

(Rs. In Lacs)

S.No.	Head/Item of the budget	Proposed expenditure during the year (2005-2006)	Disbursement made (2005-2006)
1.	"2041- Taxes on Vehicle-102 Inspection of Motor Vehicles (NP)	16.00	3.73
2	2041- Taxes on Vehicle-102 Inspection of Motor Vehicles (P)	5.00	1.44
3	"3435- Ecology & Environment- 103 Control of Pollution from Automobiles (N.P.)	4.50	1.46

ANNEXURE-12

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (xii) OF THE RIGHT TO INFORMATION ACT, 2005**

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

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Scheme under subsidy given.	Manner of execution of subsidy programme.	Amount allocated (Rs)	Details of beneficiaries.
1.	No subsidiary has been granted in any scheme.	---	----	-----

ANNEXURE-13

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (xiii) OF THE RIGHT TO INFORMATION ACT, 2005**

(Particulars of recipients of concessions, permits or authorizations granted)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Concessions/Permit/Authorization grant.	Name of the recipient	Address of the recipient
1.	No concessions/permit/authorization has been granted.	----	-----

ANNEXURE-14

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (xiv) OF THE RIGHT TO INFORMATION ACT, 2005**

(Details in respect of the information, available, reduced in an electronic form.)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Type of information
1.	Nil.

ANNEXURE-15

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (xv) OF THE RIGHT TO INFORMATION ACT, 2005**

(Particulars of facilities available to citizens for obtaining information)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Facilities available	Remarks (No. of days in a week/Timings etc.)
1.	The checklists pertaining to various information regarding registration of tourist vehicles, grants/renewal of permits in respect of Goods Carrier, School buses, Private Service Vehicles, Contract Carriage buses, N.O.C., transfer of transport vehicles, Grant of license for driving school are available free of cost.	7 to 60 days have been fixed for disposal of various types of work as already indicated in Annexure-4.

ANNEXURE-16

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4 (1) (b) (xvi) OF THE RIGHT TO INFORMATION ACT, 2005**

(Names, designations and other particulars of the Public Information Officers)

**Name of the Department : State Transport Authority,
U.T., Chandigarh.**

S.No.	Central Public Information Officer.	Designation	Telephone No. (Office/Residence)	Residential Address.	Appellate Officer.	Telephone Number (Office/Residence).	Residential Address.
1.	Ms. Meenakshi Goyal,	Additional Secretary, S.T.A.	2540444 (O) 2653511 (R)	H.No.2123 Sec-27-C, Chd.	Sh. P.S. Shergill, PCS Secretary, S.T.A.	2540444 (O) 2749929 (R)	H.No. 1025, Sector-11-C, Chandigarh.

From

The Home Secretary,
Chandigarh Administration.

No. 1H(1)-2005/11948 Dated : 6-7-2005

Subject : Enactment of the Right Information Act, 2005.

Vide PUC, the Chandigarh Administration has forwarded a copy of Right to Information Act, 2005, which has come into effect w.e.f. 15-6-2005 for strict compliance of the provisions of the said Act and for giving wide publicity through all means as well as for the information of all the employees working in the department. The information in respect of Section 4 (1)(b) is to be published within 120 days from the enactment of the Act. The Administration has stated that the information should be prepared within the next 10 days, so that further action regarding publication of the information is completed within schedule time as per the proforma made available. Similarly, Central Assistant Public Information Officers, Central Public Information Officer and Appellate Officer are to be designated in various offices under Sections 5&19 of the Act, which may be selected from amongst the Junior Grade "B" Officers, Senior Grade "B" Officers and Group "A" Officers respectively.

In this connection, it is submitted that the proformas from Annexure 1 to 16 have been filled in giving various information pertaining to this department placed below for consideration and approval. It is also proposed that the Office Superintendent may be designated as Assistant Public Information Officer, Assistant Secretary, S.T.A. as Public Information Officer and Secretary, S.T.A. as Appellate Officer, as required under Section 5&19 of the Act.

A meeting in this regard has been fixed for 21-7-2005 at 3.00 P.M. under the Chairmanship of A.A. in the Conference Hall, U.T., Secretariat, wherein various issues regarding enforcement of the said Act will be discussed. Secretary, S.T.A. may like to attend the above said meeting on the stipulated date and time.

Submitted please.

From

The Secretary,
State Transport Authority,
U.T., Chandigarh.

To

The Director Information Technology,
U.T., Chandigarh.

Memo. No. /STA/2005/
Dated Chandigarh, the

Subject : Enactment of Right information Act, 2005.

Hard copy and soft copy is enclosed for further necessary
action.

Additional Secretary,
State Transport Authority,
U.T., Chandigarh.