

CHAPTER - IV

PERSONNEL SET-UP

OF MAHARASHTRA

STATE ROAD

TRANSPORT

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TRANSPORT CORPORATION.

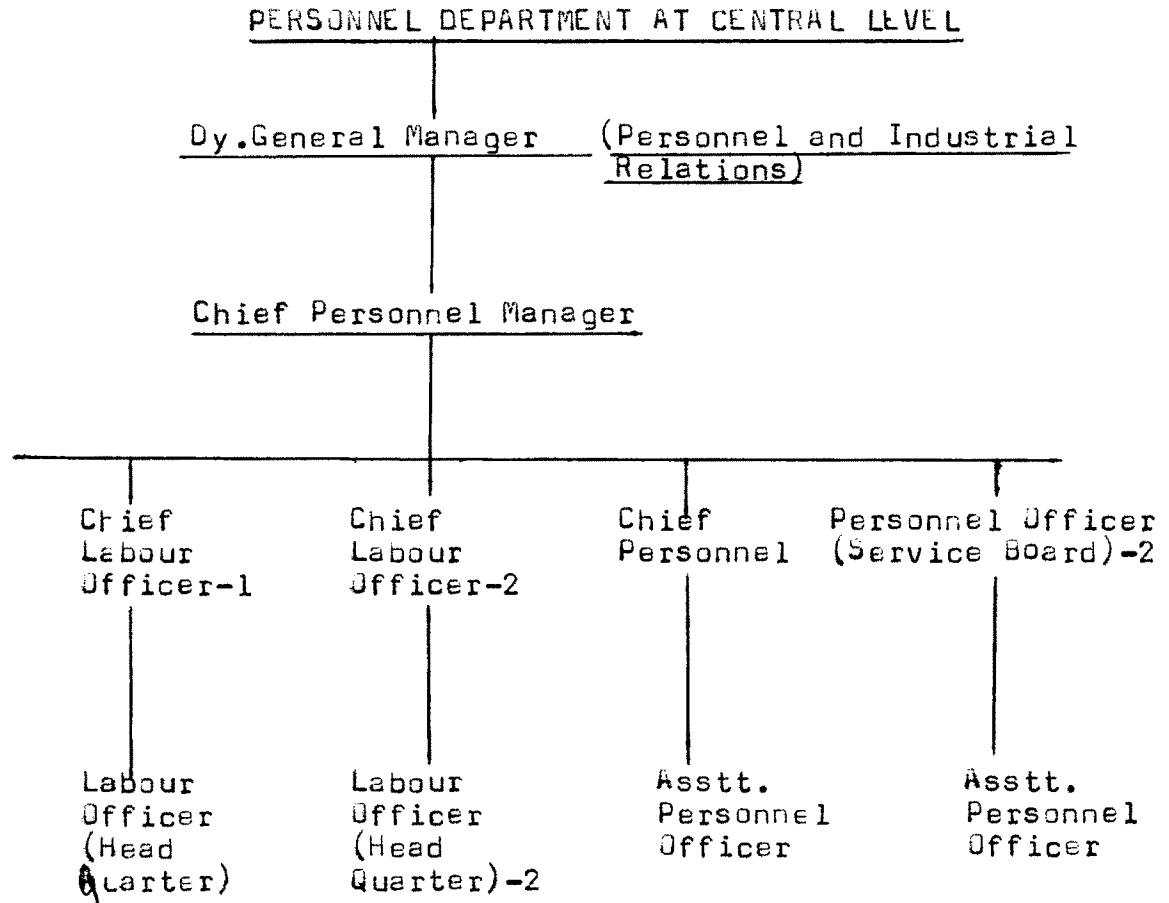
The Maharashtra State Road Transport Corporation has accorded due attention to the matters pertaining to its personnel at large. The corporation functions at four levels viz i) the central II) regional, III) divisional and IV) at depot level. It has provided for the necessary administrative units for looking after the personnel concerned. Accordingly, at the central level, there a personnel department. Similarly at the regional level a personnel of proper size has been provided for. A personnel branch deals with personnel matters at the divisional level. At the lowest level i.e. the depot level. It is not necessary to have such a branch. The divisional branch covers personnel at the depot level.

PERSONNEL DEPARTMENT AT CENTRAL LEVEL :

The Personnel Department is headed by the Manager (Personnel) whose status is that of a Departmental

Head and he also exercises authority as the Deputy of the General Manager and in certain cases on behalf of the Vice-Chairman of the Corporation also (at present these officers have been combined into one) a part from administering the duties the Head of the personnel Department. It, therefore, exercise control and authority over the Head of the Units to whom he has to issue instructions in the above capacity. In the exercise of his functions he is assisted by.

- a) Administrative Officers.
- b) Administrative Officer (Tranlation and Training)
- c) Assistant Administrative Officer.
- d) Nunior Training Officer at Central Office level.



(Source : 'Parivahan Pathik' Dec., 1991, P.59)

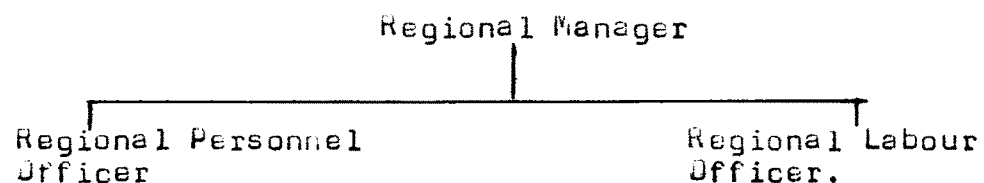
In addition, the Labour Branch also functions in the Central Office. Under the Labour Branch is headed by the Chief Labour Officer (Head Quarters) who is assisted by a Labour Officer. All matters pertaining to Labour such as strikes, Industrial Disputes, Joint Committee work, negotiation Labour Settlement, Grievances of the workers, etc. are dealt with by this branch. In the past this branch was a part and parcel of the Administration

Department and worked as wing of the Administration Department Subsequently, it has been working as a separate branch directly under the General Manager.

PERSONNEL DEPARTMENT AT REGIONAL LEVEL :

The Administration Department, since designated on Personnel Department formation of Regional Office w.e.f. 15.6.1976 (1) is generally in the charge of all the Administrative matters pertaining to establishment such as recruitment, staffing, transfers, promotions, man power planning, etc. in the region.

PERSONNEL DEPARTMENT AT REGIONAL LEVEL



(Source : 'Parivahan Pathik' Dec.1991, P.59)

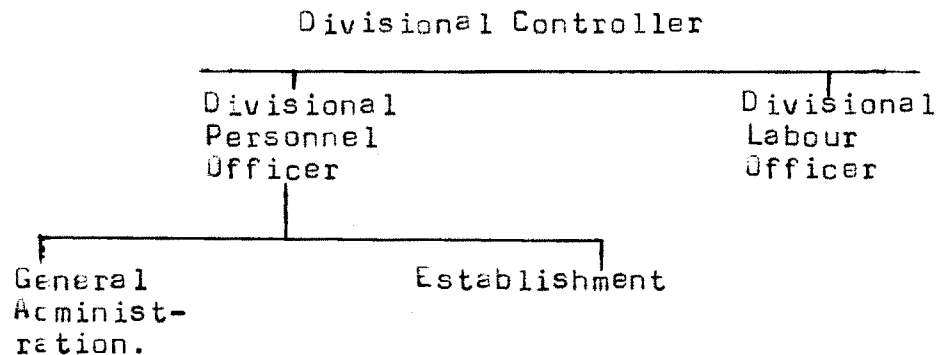
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1. Maharashtra State Road Transport Corporation,
Manual, P.6

The function of the various departments have broadly been defined but in cases where such functions are not assigned to any particular Department also looks after such matters and is therefore. In charge of General Administration which includes such subjects as financial sanction methods and procedures for maintenance and sanction of telephone allocation of departmental vehicles, maintenance and disposal of all records etc.

PERSONNEL BRANCH AT DIVISIONAL LEVEL :

Both, the General Administration section and establishment section are under Control Divisional Personnel Officer, at divisional level. Labour Section Divisional Labour Officer is a in-charge of Labour section.

PERSONNEL BRANCH AT DIVISIONAL LEVEL



(Source : 'Parivahan Pathik' , Dec. 1991 P. 59)

SCOPE AND FUNCTIONS OF PERSONNEL SECTION AT THE
DIVISIONAL LEVEL :

As distinct from the General Administration, the General Administration, the functions of the Personnel Section can be specified in as much as they mainly relate to the Personnel matters concerning the employees working in the Division. It includes the recruitment of staff. Transfer, promotion, disciplinary records, such as personnel files, level account, service book etc.

Some important personnel section functions are listed below :-

1. Man-Power forecast
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2. Recruitment and confirmation of staff.
3. Holding of selection committee meetings and preparation of minutes.
4. Recruitment of Apprentices under the Apprenticeship Act.
5. Training (Both preservice and Inservier)
6. Grant of promotion.
7. Maintenance of waiting list for direct sector, and departmental sector.

8. Transfer of staff.
9. Grant of staff.
10. Maintenance of service book, leave account forms.
11. Fixation of pay.
12. Maintenance of various establishment registers such as - staff sanction, visual acquity, increment register, Super annuation register, Fidelity Guarantee register, Ratio register, Roster.
13. Drawal of increment.
14. Medical examination of employees.
15. Visual acquity test.
16. Staff sanction and maintenance of Register.
17. Family Pension and Gratuity submission of documents to provident Fund Commissioner.
18. Reservation of vacancies and concessions to the backward class employees.
19. Forwarding of applications to outside agencies for which the Divisional Controller / unit head is authorised.
20. Seniority list and periodical disply of the lists.



21. Adjustment of staff in the light of the P.M.T.T. other sanctions.
22. Labour complaints pertaining to establishment matters.
23. Maintenance of personnel files.
24. Grant of special type of leave such as disability leave, maternity leave, T.B. leave etc.
25. Registration, termination etc.
26. Compilation and submission of various establishment returns.
27. To watch the absentism of staff in various units.
28. To watch the proper utilisation of staff (with a view to see that there is no excess utilisation particularly in respect of crews).
29. To maintain proper control over the expenditure on staff in the Divisions.
30. To issue confirmation orders of staff.
31. To arrange for leave substitutes.
32. Cases of employees under Bombay State Transport Employees' service Regulation 44-B

33. To attend court cases arising out of establishment matters.

SCOPE AND FUNCTIONS OF GENERAL ADMINISTRATION SECTION
IN DIVISION :

The general administration section which is under the Divisional Personnel Officer looks after certain important personnel matters besides certain routine operations.

The job of the General Administration Section is varied in-nature. Nevertheless some of the important functions are enumerated below :-

1. Providing various types of general services such as sanitation, telephones, Telex, Staff vehicles, office equipment, furnitures, stationary etc. and maintaining record there of, reservation of guest houses / rest houses.

2. Grant of advances such as house building advances, cycle advance against T.A.
3. Maintenance of old record, disposal of waste papers.
4. Periodic Inspection and annual inspections.
5. Disposal of appeal cases.
6. Review of default cases decided by the Competent Authorities.
7. Incentive Scheme for drivers / conductors.
8. Approval to journeys.
9. Holding of meetings and conferences of Divisional Officers.
10. Stamp amount Register.
11. Instructions on default and appeal procedure.
12. Issue of family free pass under the settlement.

13. Equipment, maintenance of Guest Houses / Reservation thereof.
14. Maintenance of confidential Reports of Unit cadre posts / sending Confidential Reports of state cadre cases to Central Office communicating adverse remarks to incumbents.
15. Inward / outward of correspondence and cases/files.
16. Telephone / Telex service.
17. Cyclostyling work.
18. Forwarding of diaries of officers concerned to Regional office.
19. Office Equipment of furniture.

It can be noted that the matters such as periodic inspection, disposal of appeal cases, review of default cases, maintenance of confidential reports etc. are related vitally to the personnel administration of the division.

ROLE OF LABOUR WELFARE OFFICER AND PERSONNEL OFFICER IN
MAINTAINING GOOD INDUSTRIAL RELATIONS :

At the divisional level, in the administrative chart, two important officers post are provided for viz. Divisional Personnel Officer and Labour Officer obviously, they are expected to promote healthy and cordial relations between employees and the employer. The scope for attaining this goal by them can be brought with a list functions given below.

- 1) He can play important role by establishing contracts and holding consultation with the objective of maintaining harmonious relations between the management and workers.
- 2) Watching Industrial relations and using his influence to prevent and dispute arising between management and workers and when a dispute arises by helping to bring about a settlement through persuasive efforts.

- 3) Bringing to the notice of the management the workers grievances whether individual or collective with a view to securing their expenditures redress.
- 4) Studying and understanding labour is view point with a view to helping management shape and formulate labour policies and interpret them to the workers, in a language they can understand.
- 5) Maintaining an impartial attitude during lawful strike or lockouts and thus helping to bring a peaceful settlement.
- 6) Advising workers against going on illegal lockouts and there by helping to avoid antisocial activities.
- 7) Improving the working conditions and helping the workers to adjust and adopt themselves to their working environements.
- 8) Advising and helping management to make

provision for amenities like canteens and shelters for rest.

9) Encouraging the formation of workers and Joint Production Committees as well as safety and welfare committees and supervising their work.

10. Bringing to the notice of workers their rights and liabilities under the standing orders and other rules.