

PROFILE OF THE GHATGE-PATIL TRANSPORT (PVT)LTD.

Ghatge-Patil Transport (Pvt)Ltd, was started from 1958, with the Head Office at Kolhapur and four regional offices located at Bombay, Dhulia, Kolhapur and Bangalore. Since, the company has been rapidly growing and now it is one of the renowned parcel carries in the country.

G.P.T Pvt.Ltd has owing a fleet of 350 vehicles (320 Trucks) and 30 Luxury buses. These trucks are of different kinds with aluminium and wooden half bodies as well as closed bodies. They have operating their vehicles almost all the states. The person who is driving the vehicle of the company is not directly in Employment of the company. The company has given their own trucks to the individual person on contractual basis for plying the said person is known as 'Hirer'. They are controlled by Traffic Department under the 'Operation Executive'. In addition, G.P.T has closed L.C.Vs too. This nature ensures, that whatever, the nature of the cargo.

The company has also grown steadily to cover the states with 1,000 offices and 200 branches. Today, Ghatge-Patil Transport is well known name in Karnataka, Tamilnadu, Andhra-Pradesh, Madhya Pradesh, Goa, Gujrat, U.P., Delhi and Haryana. The Co's trucks travel over 10 lakh kilometers every month through these territories. The company is the trusted transporter for several big companies. These companies are Bajaj, HMT, Telco, Ravalgaon, Siemens, Meltron, MICO, VST, Kirloskar, Garware, Narmada Cements, MRF, Modi, Ceat, Vikrant, Good Year and VIP. The cargo

ranges from fragile goods like T.V's bulbs and tube lights to crankshafts pumps and sophisticated control panels. G.P.T is encouraging entrepreneurship. It consider itself an ally of trade and industry. It's efforts to ensure the safe and timely delivery of all sorts of vital cargo are not confined to its own operations. The company helps many aspiring enterpreneurs to set up their own transport businesses, so that mere and more customers can benefit from reliable and cost effective service under the aegis of G.P.T. The company has embarked on a programme to computerise its operations already many computers have efficient and reliable.

Generally goods are transported from Booking off to the destination. But wherever, the quantity of goods is less or interested permit difficulty of vehicle are experienced, the goods are transported first to an intermediates station which is known as 'Transhipment' station. In this transhipment station goods of some rate are collected and then sent to the desired destination.

Administrative and Business activities of various offices are controlled by four regional offices, so the region means the area covered by that particular branch. For e.g. Kolhapur area is covered by Kolhapur region. The regions are :-

- 1) Bangalore
- 2) Kolhapur
- 3) Pimpri
- 4) Aurangabad
- 5) Ahmedabad
- 6) Bombay
- 7) Delhi
- 8) Salem in Tamilnadu.

Ghatge-Patil Transport Pvt.Ltd.has its own arrangement for booking and delivery by 350-400 places in almost all the states in India. It is one of the few transport co's to have a well staffed workshop to help keep the fleet 75% road worthy. The Co's central workshop undertakes minor repairs, major overhauls and preventive and accident repairs of a very high standard. The Co's professionalism extends to its choice of personnel too experienced and qualified personnel have been recruited to handle maintenance, commercial, Technical, Administrative, Marketing and Operational functions.

The Main functions of each department of the Head Office, are given by the following table.

TABLE NO. 3.1 : SHOWING NO. OF DEPARTMENTS, DESIGNATION OF
DEPARTMENTAL HEADS AND THEIR FUNCTIONS.

Sr. No.	Departments	Designation of Dept. Heads	Main Functions
1.	Accounts Department	Finance Executive.	Finance Executive.
2.	Traffic Department	Operation Executive.	Vehicle Operation.
3.	Maintenance Department.	Chief-Maintenance Engineer.	Maintenance of Vehicles.
4.	Personnel Department.	Personnel Manager.	Personnel,
5.	Customers Service Department,	Goods Suprintendent.	Complaints and claims.
6.	General Office.	Office Superintendent.	General Office work and stationery stores.
7.	Organisation and Methods Department.	O & M Officer.	Study of O & M and Control Data.
8.	Internal Audit Department .	Internal Auditor.	Auditing.
9.	Business Office.	Business Officer.	Unscheduled Vehicle Planning.

The regional offices and all the departments of the Head Office are directly under control of Managing Director.

1) ACCOUNTS DEPARTMENT

Accounts Department is called as Finance Department also and it performs the main function of finance. Finance Executive is the incharge of this department. There are 1000 employees in G.P.T and payment of wage and salaries are made by this department. Similarly, wages of hirer and assistant hirers (coolies and cartwallahs) are paid by this department. Not only that, but the payment of overtime and bonus is also made by this department.

All the things related to finance are done in this department.

2) TRAFFIC (OPERATION) DEPARTMENT

Operation Executive is the head of the Traffic Department. Functions of this department, are to determine the various routes for vehicles. Transportation is the main function of G.P.T Pvt.Ltd. In case of transportation, there are two types :-

- A) Scheduled Transportation.
- B) Unscheduled Transportation.

In case of Scheduled Transportation, vehicles are always running on same route and at the fixed time.

But in case of Unscheduled Transportation, there will be no particular patch as well as fixed time.

Provision for permit is also one of the important functions.

3) MAINTENANCE DEPARTMENT

Chief Maintenance Engineer is incharge of the whole workshop. Maintenance of vehicles (buses, trucks) is main function of this department for increasing the business activities, vehicles must be in a good conditions. Accident, Break-downs vehicles have become the reasons of less business.

There are Assistant Engineer under Chief Maintenance Engineer.

4) PERSONNEL DEPARTMENT

Personnel department is the main department. The main functions of this department are, the recruitment and selection function, training, promotion policy, job evaluation, employee compensation, wage incentives, payments, working conditions, Employee Welfare etc.

The personnel manager is at the head of the department.

5) CUSTOMER SERVICE DEPARTMENT

C.S.D department is controlled by Goods Superintendent. He makes provision for damages which are done by the company with the help of way bills and other information and then co., determines the proper amount of damage which is payable to the customer.

6) GENERAL OFFICE

Office Superintendent is incharge of the General Office Dept. He supplies stenos, Typists, Telephone Operator, Peons etc.

to the company. Checking of co's properly is also main function of this department. Stationery control is also looked after by this department. If any department requires some additional stationery or furniture then they send their requisition to office suprintendent who checks if really there is need of the things or not and then provides required things.

7) ORGANIZATION AND METHODS DEPARTMENT

O & M Officer is the head of this department. The main function is to study of organization and method and control data of this department.

8) INTERNAL AUDIT DEPARTMENT

Internal Auditor is the incharge of this department. The main function is, auditing the final accounts and to report, about financial position of the company.

9) BUSINESS OFFICE

It is controlled by Business Executive. The main functions which are performed by this department, are to increase the business activities. To increase these activities, he makes different policies. The main objective of this department is to earn more and more profit.

And some functions are also carried out by different departments such as - 1) Booking (2) Despatch (3) Receipt (4) Delivery (5) Transhipment (6) Miscellaneous.

1) BOOKING -

I - BOOKING OF GOODS

- A) Booking is acceptance of the goods by the co. for Transshipment.
- B) Goods (consignments) are mainly classified as follows:-
 - i) Parcel- Consignment weighing less than 20 quintals.
 - ii) Bulk- Consignment weighing more than 20 Qunitals.

II- BOOKING OF PARCEL

The main operation in booking are as follows :-

- A) Obtaining goods forwarding note. The goods forwarding note is filled by the Customer. It is checked by the Co's booking staff.
- B) Weighing, (C) Marketing (D) Stocking (E) Preparation of weigh bill and booking.

2) DESPATCH -

Despatch of goods comprises of the following main operations :-

- A) Loading of goods into all allotted vehicle.
- B) Preparing of despatch documents.
- C) Arranging for unschedule truck or space.

In Unschedule service, for clearing the accumulated goods.

3) RECEIPT

The main operations in receipt of goods(from a vehicle) at a station for delivery are as follows :-

- a) Unloading (b) Raising Station complaint, if any irregularity is observed (c) Preparing receipt document.

(Unloading is physically taking the goods from a vehicle and keeping them in godown)

4) DELIVERY

Most of goods are delivered to consignee at the Co's office, but in some cases the goods are also delivered at the door of the consignee.

Delivery at Co's office -

The main operations associated with the delivery of goods of consignee at the office are -

- A) Checking whether the goods have been received at the station
- (B) Completing delivery formalities.
- C) Effecting delivery
- (D) Preparation of delivery forms.

5) TRANSHIPMENT

The most desirable way to transport the goods is to transport directly from booking point to the destination in Co's truck, but this is not always possible specially in case of parcels due to difficulties like a permit condition of vehicles and non-availability of sufficient load. To overcome such difficulties goods for same route are transported upto a convenient point from where they are redistributed and despatched to respective destinations. This activity is called Transhipment.

The main operations in Transhipment are as follows :

- A) Unloading.
- (B) Inward document.
- (C) Loading
- D) Outward documentation.

6) MISCELLANEOUS WORK

Procedure in respect of the following miscellaneous work are included in this part : -

- A) Remittance of collection amount
- (B) Petty cash expenditure.
- C) Maintaining octroi Account
- (D) Correspondence

E) Attending to audit reports. (F) Formulation and control of Budgets. (G) Preparation or control statements and registers. (H) Requisitioning of printed and stationery items. (I) Attendance and leave records. (J) Stock-checking. K) Attending to breakdown, accident etc. to vehicle L) Summary of submission of statements. (M) Checking of vehicle invoice.

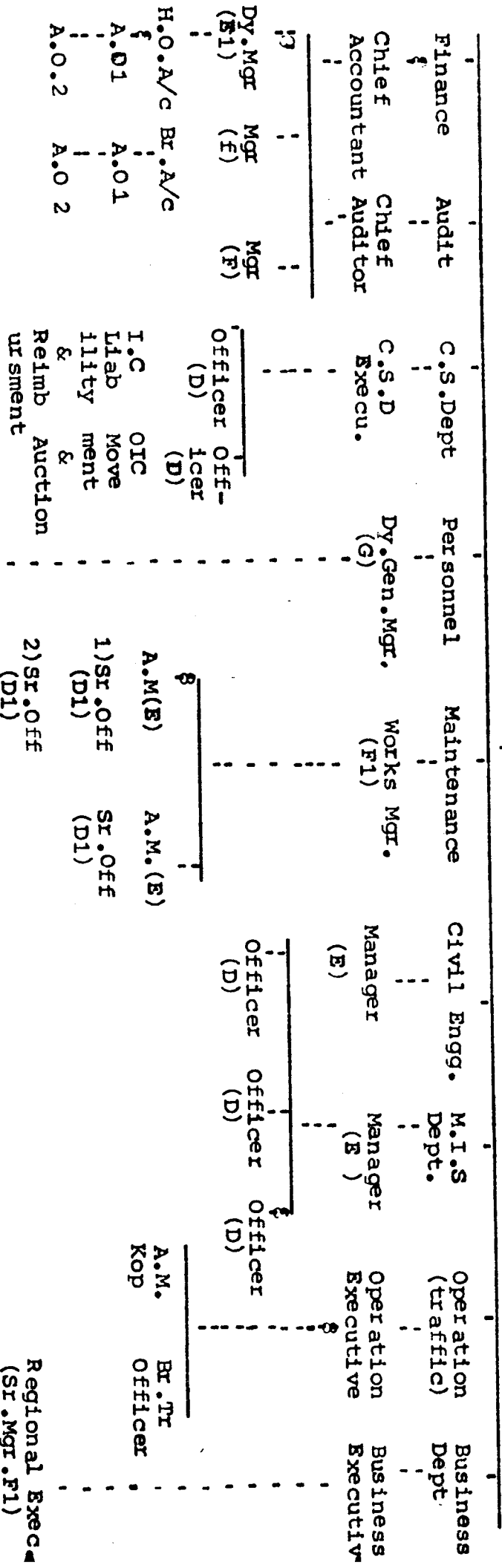
ORGANAL CHART

BOARD OF DIRECTORS

CHAIRMAN-MANAGING DIRECTOR

MANAGING DIRECTOR

CHIEF EXECUTIVE



G = Dy. Gen. Mgr.
F1 = Sr. Mgr.
F = Manager.

E = Asst. Mgr.
D1 = Sr. Officer
D = Officer