

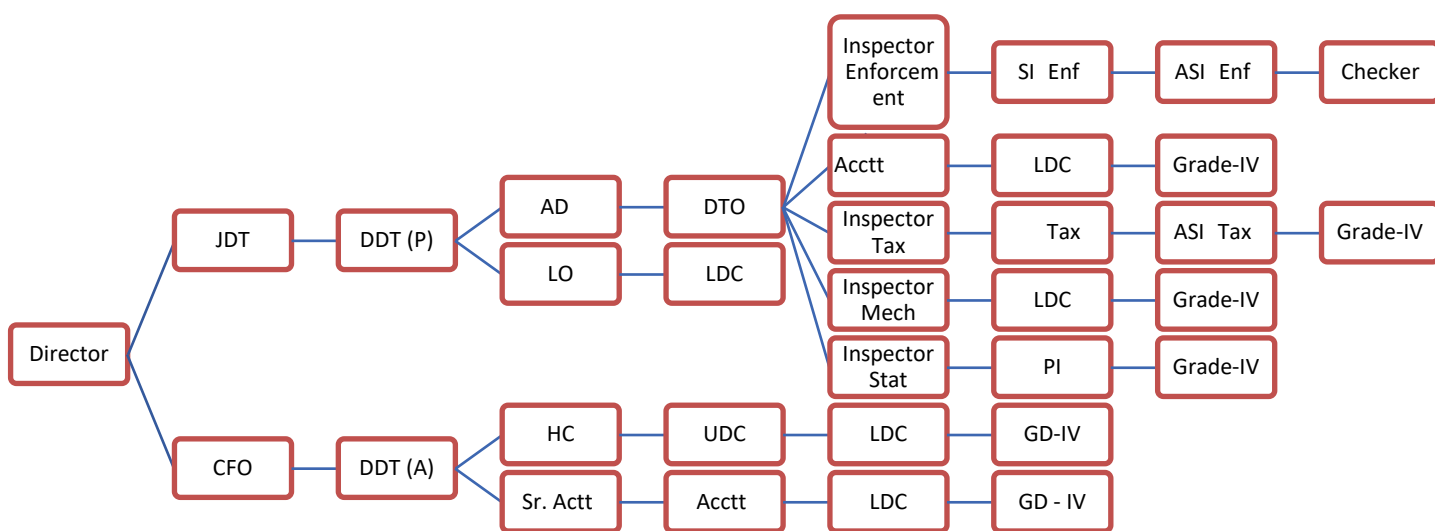
**PROACTIVE DISCLOSURE ON RTI ACT 2005**  
**Department of Transport, Govt. of Manipur**

**Proactive Disclosure under Section 4(1) (b) (i):** the particulars of its organization, functions and duties:

The Transport Department was once under the Police Department. In 1979, it was bifurcated from the Police Department with the creation of Directorate of Transport. The role and responsibilities of Transport Department is multifarious and work load has increased manifold in the recent past. Most of the activities of Transport Department are Non-Plan in nature. It can be broadly divided into two categories (i) Public delivery services such as grant of driving licence, vehicle registration, route permits, revenue collection as motor vehicle taxes/fees/fines (ii) Enforcement of provisions in Motor Vehicles Act, 1988 and Central Motor Vehicles Rules, 1989, etc. With the introduction of VAHAN (Registration of vehicles) & SARATHI (Driving Licence), department has initiated online public services delivery for obtaining driving license, online permit and e- challan system, online transfer ownership, etc. Transport Department is committed to provide more online services to minimise physical interface for a more transparent public delivery services.

The Transport Department is also functioning as Nodal Department for Civil Aviation, Railways and Inland Waterways.

# ORGANISATIONAL CHART



**Proactive Disclosure under Section 4(1) (b) (ii): the powers and duties of its officers and employees:**

Sl.No.	Designation	Power & Duties
1.	Director	Head of Department and controlling authority
2	Jt. Director	Assist to Director in discharging duties
3	Dy. Director	Head of Office/DDO and assist to Director in discharging duties
4	Dy. Director (Planning)	Assist to Director (Transport) in the matters related to Research & Planning and enforcement of MV Act & Rules
5	Astt. Director	Assist to Director/Jt. Director/Dy.Directors in discharging duties
6	Legal Officer	Any legal matters related to Court Cases in discharging duties
7	District Transport Officer	Revenue collection, Issue Driving License, Registration of vehicles under M.V. Act & Rules in discharging duties
8	Mechanical Inspector	Assist to DTOs and inspection of vehicles in discharging duties
9	Taxation Inspector	Assist to DTOs and collection of taxes in discharging duties
10	Statistics Inspector	Assist to Officers and compiling of statistical data of vehicular population & revenue collection in discharging duties
11	Enforcement Inspector	Assist to DTOs in enforcement of MV Act & Rules
12	Asst. System Manager	Assist to officers and matters related to IT in the department
13	Stenographer	Assist to Officers in discharging duties
14	Head Clerk	Assist to officers in Establishment matters
15	Sr. Acctt.	Assist to officers in Accounting matters
16	Accountant	Assist to Sr. Accountant in Accounting matters
17	UDC	Assist to Head Clerk/Sr. Accountant in discharging duties
18	LDC/OA	Assist to Head Clerk/Sr. Accountant in discharging duties
19	Primary Investigator	Assist to Inspector (Statistics) in discharging duties
20	SI(Tax)	Assist to Inspector (Tax) in discharging duties
21	SI(Statistics)	Assist to Inspector (Statistics) in discharging duties
22	SI(Enforcement)	Assist to Inspector (Enforcement) in discharging duties
23	ASI(Tax)	Assist to Inspector (Tax) in discharging duties
24	ASI(Statistics)	Assist to Inspector (Statistics) in discharging duties
25	ASI(Enforcement)	Assist to Inspector (Enforcement) in discharging duties
26	Checker	Assist to Inspector (Enforcement)/SI(Enforcement)/ ASI (Enforcement) in discharging duties
27	Peon	Assist to Officers/officials in discharging duties, Dak runner and maintain cleanliness, etc.
28	Sweeper	
29	Chowkidar	