

CURRENT JOB PROFILE AND RESPONSIBILITY OF DIFFERENT CATEGORIES OF POSTS IN THE TRANSPORT DEPARTMENT:

1. **Director** – The Director of Transport is Head of the department, and overall controlling authority in all matters relating to communication and exchanging responsibility with other departments. Directs the lower officers under him, and takes initiative for accomplishment of any targeted plans of Government. He guides the department at par with other government departments in all developmental functionalities;
2. **Joint Director** – The Joint Director of Transport (Non-Cadre/Class-I) assists and is directly responsible to the Director of Transport in all functions & duties of the Director in his presence and absence, such as emergency matters of day to day development, research, planning and reporting of the activities and performance in the department, Civil Aviation, Helicopter Services, Computerization of HSRP, Smart Card & Railways, Inland waterways, Road Safety, Court cases, etc.;
3. **Deputy Director (Administration)** – He is the overall controlling authority in the department under the Director, and supervisor over all lower officers/officials under him with responsibility to achievement and proper organization of the department for integrity and sound management of the staff under him for the Transport Department, Manipur. He manages financial accounts and utilizes the allocated funds in sound and tune. He is responsible for all day to day successful result of the targeted plans;
4. **Deputy Director (Planning)** – Deputy Director (Planning) takes responsibility and guide in all new plans and structural developmental projects, such as surface transport, inland water system, airway services, etc.;
5. **Assistant Director** – The Assistant Director of Transport plays many fold roles in traffic control system amidst the increasing vehicular population to cope with traffic problems. He also compiles monthly, quarterly and yearly revenue progress report, assesses the revenue target along with the implementation of VAHAN & SARATHI system. He also manages the maintenance of vehicle population and registration of both for private and public transportation system, issue of driving licenses and prepares progress report monthly, quarterly, annually and plan-wise hand in hand with the District Transport Officers under the Transport Department. Assists in Court related cases in connection with the vehicles and driving licenses. Maintains all records of auditing and accounting reports of the Transport Department and other Government Departments for clarity and estimates the requirement of the resources needed for growth and achievement of all set plans. Assists in the emergency works of General Elections of State Assembly, Lok Sabha and computation on data entry, etc. and other related matters such as arranging transport system for VVIPs and VIPs on all occasions. Also compiles for budget estimate, revise estimate, etc. of the requirements. He also assists the Director of Transport in many other exigency works;
6. **Chief Finance Officer (CFO)** – Auditing and Accounting works relating to PAC, Finance Commission, all matters related to sanction/encashment from the budget and Transport Projects.
7. **Finance Officer (FO)** – Assisting in all matters related to the Chief Finance Officer (CFO) in all financial involvement matters and policies.

8. **Legal Officer (LO)** – Legal Officer (LO) deals and maintains in legal matters relating to all Court cases in the Transport Department in connection with Supreme Court, High Court and other cases of RTI matters for settlement and responses in time;
9. **District Transport Officer** – District Transport Officers in all concerned districts are DDOs/Head of the offices in the Transport Department and plays the vital role. He is the registering and licensing authority and in charge in collecting revenues from vehicular population and from holders of driving licenses in collaboration with his subordinate staff. The sole responsibility of achievement of revenue targets lies with him. He is also responsible for any cases arising out of registration of vehicles and issue of driving licenses and also in connection with RTI related cases;
10. **Inspector (Mechanics)** – Inspector (Mechanics) works under the supervision of a District Transport Officer and he is fully responsible for inspection of vehicle accidents, mechanical defects, etc. of private vehicles and departmental vehicles. During auction and sale of vehicles he examines the fitness of the vehicles, evaluates the prices and reports the condition of the vehicles to the District Transport Officer concerned for disposal of the cases. He examines the pollution free condition of the vehicles with time to time improved pollution testing machineries available. He inspects the fitness for vehicles to be newly registered and issue of driving licenses of all types and categories prior to action taken. He issues fitness certificate of vehicles, deals in all cases related to Court and supplies the required information to the concerned District Transport Officer and other higher authorities for timely disposal;
11. **Inspector (Statistics)** – Inspector (Statistics) collects data of all administrative cases, such as progress in revenue collection from vehicles taxes, taxes levied from issue of driving licenses, reports and keeps records of periodical fluctuations and stableness of all times for proper assessment of the quarterly, monthly and year-wise record maintenance with the assistance of Sub-Inspector (Statistics) and Primary Investigators. He keeps all records of related Court cases and supplies report in time of requirement;
12. **Sub-Inspector (Statistics)** – The duties and responsibility of the Sub-Inspector (Statistics) is to collect data from all District Transport Offices relating to all kinds of revenue matters and compile to keep proper record of progress in the Transport Department for further improvement and comparison of fluctuation differences of time to time development
13. **Primary Investigator** – The duties and responsibility of Primary Investigator is to collect data of all related works of District Transport Offices and Heads of the offices with the Transport Department and compiles the record of progress and achievement of the department of time to time development and supplies information in time of requirement;
14. **Inspector (Taxes)** – Inspector (Taxes) compiles and maintains proper records and entries made in the computation of all the reports of revenue collected from vehicles taxes, issue of driving licenses, issue of related fitness certificates, etc. with the help of Sub-Inspector (Taxes) and Assistant Sub-Inspector (Taxes) under him and makes entry in the computer monthly, quarterly, annually and supplies required information in time of needs for report;
15. **Sub-Inspector (Taxes)** – Sub-Inspector (Taxes) collects taxes of all types vehicles and driving licenses with the prescribed rates and collects fines, penalty fees and makes necessary entries and thereby maintains/keeps proper record in the subsidiary Registers and computer.

16. **Assistant Sub-Inspector (Taxes)** - Assistant Sub-Inspector (Taxes) collects taxes of vehicles and licence fees in the counter and submits daily collection reports after he has made necessary entry in his record and hands over the collected money to concerned cashier for further action to be taken by the concerned authority;
17. **Inspector (Enforcement)** – He is a commandant in the enforcement sector with regard to the enforcing Acts and Rules of Motor Vehicles and driving licenses of all types which plies on Road. He looks into the worthiness of road discipline by the public and drivers, and takes fitting actions against the private motor riders and public transporters who violates motor vehicle Acts and Rules, checks validity of relevant documents, etc. with the help of Sub-Inspector (Enf), Assistant Sub-Inspector (Enf), Checkers, etc. and collects fine, imposed penalties for proper implementation in keeping with the Motor Vehicles Acts and Rules amended from time to time. In time of emergency, such as General Election, visiting VVIPs, VIPs, etc. he takes the leading role to the full accomplishment of the programmes;
18. **Sub-Inspector (Enforcement)** – Sub-Inspector (Enforcement) is the leader of the striking team on the road to check defaulters of vehicle taxes, driving without licenses, seizure of defaulted vehicles and assists during national and public emergency relating to supply of public necessities and visit of VVIPs and VIPs and during election times;
19. **Assistant Sub-Inspector(Enforcement)** - Assistant Sub-Inspector (Enforcement) assists in dealing with the matters assigned to the Sub-Inspector (Enforcement) on the road in checking the defaulting vehicle Acts and rules and driving licences and in matters relating to national and public emergency hand in hand with the Sub-Inspector (Enforcement) with his lower staff i.e., Checkers.
20. **Checker** – The duty of Checker in the Transport Department is to check on road with a view to check valid documents under a responsible officer who accompanies him and commands to perform his duty. In course of discharging his duty on road, he assists in imposing fines and penalties from the defaulters of vehicle taxes and seizes documents of unauthorized and invalidated documents with the vehicle for necessary actions to be taken up as per the prescribed Motor Vehicles Acts and Rules amended from time to time;
21. **Senior Accountant** - Senior Accountant in the Transport Department plays a key role in accounting works of financial involvement and compilation of incomes and expenditures of the department in all program of planned and non-planned developmental activities by maintaining up-to-date records of the office expenditures incurred statements as per the annual budget and thereby compares with that of the figures of Accountant General, Manipur. He receives all revenue collection and expenditure statements from the District Transport Offices and compiles to tally with the targeted figures of the department. He deals with all bills of salary payment and payment of other beneficiaries in connection with staff of the Transport Department including expenses on office improvement works, etc;
22. **Head Clerk** – Head clerk in the Transport Department supervises over all staff duties and works of the department. He/she is sole responsible officer in dealing and management of whole administrative and field staff to be kept well equipped with establishment of the department and all other works in all angles coming from other departments. He/she keeps ready for other unforeseen exigency works and accepts for implementation. All file works concerning the department routes through him/her and as such he/she is core working officer for all the administrative work paradigm between higher and lower echelons of the department;

23. Accountants – Accountant of Transport Department assists in all accounting and proper maintenance hand in hand with the Senior Accountant of the department. He compiles all sorts of revenue matters and updates monthly, quarterly and annually statements for vilifying and reporting the mistakes and errors if detected in any information/reports received from the district offices. He makes the entry of all compilation works in the computer and supplies the required information in time of necessity. He reconciles the expenditures and compares to tally with that of Accountant General, Manipur annually to keep the clean record of budget allocation of the department. All in all he also deals in clerical works such as proper maintenance of day to day unseen developmental project, plans, etc. and takes the responsibility of accounting and auditing works with the Senior Accountant and in his absence. Record keeping in computer and supply of the information in time of requirement is another main assignment of the Accountant in the department. Receiving and communicating with other departments and government plans is another main function of the Accountant;
24. Upper Division Clerks – Upper Division Clerk (UDC) is the next to head clerk in dealing matters in the Transport Department. He performs the clerical works in record and file maintenance in keeping with the instructions and unlimited set norms of a department under the supervision of the Head Clerk and other higher authorities in the department. Collects, compiles and makes entry in the computer all detailed works for performance and accomplishment in the department;
25. Lower Division Clerk – The Lower Division Clerk (LDC) in the Transport Department is the main functionary ground of all establishment works such as computer typing works, maintenance of record and keeping all necessary documents worked out and to be worked out. Supplies all materials required in time of necessity with the materials available in the files and records. Drafts all communication letters to different departments and agencies;
26. Driver – Driver in the Transport Department accompanies and plies on behalf of the Officer concerned whom he is attached with in all times during office hour and emergency events for the interest of Government services. Day or night, he has the bounden duty to attend to the officer concerned for the service of Government if an exigency arises;
27. Peon – Peon in the Transport Department is a dag runner and serves in all official works during office hour from the concerned department to other departments and communicates all matters from one departmental office to another departmental offices. He sends letters (Dags) and brings letters (Dags) from one office to another office and vice versa;
28. Chowkidar – Chowkidar in the Transport Department takes care of the department by keeping the office clean and sanitized. He safeguards with utmost care for the protection from unwanted incidents such as outbreak of fire and other natural calamities. He opens office in time and closes after the office hour is over;-
29. Sweeper – Sweeper in the Transport Department takes responsibility in keeping the office hygienic and pollution free. He cleans the office rooms and surrounding environment everyday on office working days ahead of the office hour and keeps the office in healthy condition with sanitization.