

TAMIL NADU STATE TRANSPORT CORPORATION KUMBAKONAM

RIGHT TO INFORMATION ACT 2005 MANUAL

Pro-Active-Disclosures under section 4(1)(b)

Topic of the Manual

Right to Information Act,2005 (here-in-after Act) provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities,in order to promote transparency and accountability in the working of every public authority. Tamil Nadu State Transport Corporation Kumbakonam Limited,Kumbakonam, Thanjavur District Tamil Nadu – 612 001 is a public sector enterprise. In compliance with Chapter-II,section 4 (1) Sub-clause b), the information is placed as:

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TNSTC KUMBAKONAM is Public Serviceable organization. The Powers of Company officials are well defined at all levels in the organization. The duties are assigned from time to time.

.Zeal to Excel and Zest for Change

.Integrity and fairness in all matters

.Respect for Dignity and Potential of Individuals

.Strict Adherence to commitments

.Ensure Speed of response

.Foster Learning, Creativity and Team-work

.Loyalty and Pride in Company

INTRODUCTION

- 1.1 In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted "The Right to Information Act, 2005", (RTI Act) which came into force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, the Tamil Nadu State Transport Corporation (Kumbakonam) Ltd., Kumbakonam has brought out this Manual for information and guidance of the stakeholders and the general public.
- 1.2 The purpose of this manual is to inform the general public about this Department's Organisational set-up, functions and duties of its officers and employees, records and documents available with the Department.
- 1.3 This Manual is aimed at the public in general and users of the services, and provides information about the function, duties of the Tamil Nadu State Transport Corporation (Kumbakonam) Ltd, Kumbakonam and the branches under its administrative control.
- 1.4 The Tamil Nadu State Transport Corporation (Kumbakonam) Ltd., Kumbakonam has designated Thiru V.Sankar, B.A,AICWA,ACS., PGDCA., Company Secretary as its **Public Information Officer (PIO)** Thirumathy B.Sivakumar Kumbakonam Region, G.Krishnamoorthy, Trichy Region, R.Yogaraj, Karaikudi Region and K.Murali Pudukkottai Region as **Assistant Public Information Officers (APIOs)** for all matters concerning the Corporation.
- 1.5 A person requiring any information under the Act may contact Thiru V.Sankar, Company Secretary, Tamil Nadu State Transport Corporation (Kumbakonam) Ltd., Kumbakonam His Office telephone No. is 0435-2403724; Direct No. is 0435-2400366. His E.mail address is: tnstckum@gmail.com
- 1.6 The procedure and fee structure for getting information are as under:-
- (a) A request for obtaining information under sub-section (1) of section 6 of the RTI Act shall be made in writing or through electronic means either in person or by post to the Public Information Officer mentioned in paragraph 1.4 above and must be accompanied by an application fee of Rs.10/- by cash or by demand draft or banker's

cheque. The Deputy Manager(Accounts) shall credit the amount to the following head of account :-

Fees for Right to Information Act 2005 - 0299A

The applicant may also remit the fee under the above head of account to the Cashiers of Head Office/Branches and produce the receipts to the Public Information Officer as an evidence for having remitted the fee.

(b) For providing information under sub-section (1) of section 7 of the Right to Information Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- i) Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- ii) actual charge or cost price of a copy in larger size paper;
- iii) actual cost or price for samples or models; and
- iv) for inspection of records, no fee for the first hour; and a fee of Rs.5/- for each fifteen minutes (or fraction thereof) thereafter.

© For providing the information under sub-section

(5) of section 7 of the RTI Act, the request shall be made as at (a) above and the fee as below should be paid as per the mode at (a) above.

- i) for information provided in diskette or floppy, @ Rs.25/-(Twenty five) per diskette or floppy; and Rs.40/-(Forty) per C.D.
- ii) for information provided in printed form, at the price fixed for such publication.

1.7 Persons below the poverty line are exempt from the payment of fee mentioned in paragraph 1.6 above for seeking information under the Right to Information Act, 2005. The list of persons below poverty line approved by the Gram Panchayat and local bodies will be the basis for claiming this concession. An extract of the list, duly certified, will be sufficient to avail this concession.

1.8 The Transport Department has designated Thiru V.Babu B.E.M.B.A. Managing Director of Tamil Nadu State Transport Corporation(Kumbakonam)Ltd., Kumbakonam as Appellate Authority under section 19(1) of the Act. The Contact Address of the Appellate Authority is given below:

Thiru V.Babu B.E.,
 Managing Director,
 Tamil Nadu State
 Transport Corporation(Kumbakonam) Ltd
 27, Railway Station New Road,
 Kumbakonam- 612 001.

E-mail: tnstckum@gmail.com.

II. Particulars of Organisation, functions and duties under

section 4(1)(b)(i) of Right to Information Act 2005.

1. OBJECTIVE/PURPOSE OF THE CORPORATION:

The objective of the Corporation is to provide efficient, economical and co-ordinated transport facility to the public in the jurisdiction of Thanjavur, Thiruvarur, Nagapattinam, Trichirapalli, Karur, perambalur, Sivagangai, Ramanathapuram, and Pudukkottai Districts. Accordingly the Corporation is operating 2286 Mofussil, and 1304 Town buses. The Corporation has been registered under Companies Act, wholly owned by the Government and all the shares are held by the Tamil Nadu and its nominees.

i) BRIEF HISTORY

The Corporation has its Head Quarters at Kumbakonam and has six Regions at Kumbakonam, Trichy, Karaikudi, Pudukkottai, Nagappattinam and Karur. It has 9 branches in Kumbakonam Region, 12 Branches in Trichy Region, 11 Branches in Karaikudi Region, 7 Branches in Pudukkottai Region, 11 Branches in Nagappattinam Region and 5 Branches in Karur Region to efficiently and effectively operate its bus services in the jurisdiction of the Corporation. It has Reconditioning Unit and Tyre Retreading Unit at Kumbakonam, Trichy and Devakottai. It also has Body Building Unit in Poraiyar, Karur, Karaikudi, Pudukkottai and Trichy for construction of New Bus Bodies.

The Corporation is operating 17.07 lakhs KM/day and 29.20 lakhs of passengers are traveling in the buses. The Corporation provided employment to more than 22500 persons. It has adequate representation of employees belonging to SC/ST, MBC and other Backward classes.

ii) ORGANISATION CHART:

The Corporation has an Organization Chart for its Corporate office as well as for its four Region.

2) FUNCTIONS OF THE ADMINISTRATIVE UNITS:

The Corporation has six Regions viz TNSTC(Kumbakonam) limited., Kumbakonam Region, Trichy Region, Karaikudi Region, Pudukkottai Region, Nagappattinam and Karur Region. Each Region is headed by Technocrat supported by the Deputy Managers, Branch Managers and other employees. The General Manager is responsible for the operation and maintenance of the buses in the regions.

Sl No	Details	Kumbakonam Region	Trichy Region	Karaikudi Region	Pudukkottai Region
1.	Name	S.Chandrasekaran	N.Pasupathy	S.Manimuthu	V.Chandrasekaran
2.	Office address	Tamil Nadu State Transport Corporation (Kumbakonam) limited, Kumbakonam 27, Railway Station New Road, Kumbakonam -612 001	Tamil Nadu State Transport Corporation (Kumbakonam) limited, Kumbakonam Periyamilaguparai, Trichirapalli - 620 001.	Tamil Nadu State Transport Corporation (Kumbakonam) limited, Marudhupathy, Managiri Road, Karaikudi 630 307.	Tamil Nadu State Transport Corporation (Kumbakonam) limited, Pillaithanneerpan dalThirumayam Road, Pudukkottai-622 001.
3.	Tele phone No	0435-2400352	0431-2464402	04565-238055	04322-267599
4.	E.Mail	tnstc@gmail.com	tnstctry@gail.com	tnstckkd@data one.in	tnstcpud@gmail.in

New Regions inaugurated: Construction work is under progress

Sl.No.	Details	Nagappattinam Region	Karur Region
1.	Name		
2.	Office Address		
3.	Telephone No.		
4.	E Mail		

3) WORKING HOURS:

The Corporation Office works between 10.00 AM and 17.45 PM (Lunch break is 1.15 PM to 01.45 PM) on all days except Sundays and Second Saturday - Holiday.

III. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

The Corporation is headed by the Managing Director. He is assisted by six General Managers (Kumbakonam, Trichy, Karaikudi, Pudukkottai, Nagappattinam and Karur) Deputy Managers and Assistant Managers. The Officers and Employees exercise the Administrative and Financial powers as laid in the Delegation of Financial powers and the Purchase Policy. The power and duties of the Officers are indicated below:

A. MANAGING DIRECTOR:

The Managing Director is the chief Executive Officer of the Corporation. His functions under the Supervision, control and direction of the Board of Directors. He is responsible for the observance of the Business Rules and Government instructions in the transaction of the business. He exercises general supervision and control over the staff under him including General Manager, Deputy Manager, Assistant Manager and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all important matters should be dealt with in consultation with Secretary, Transport Department who is the Chairman and Director of the Corporation.

B. GENERAL MANAGER:

The General Manager of each regions will be responsible for operation and maintenance of buses in their respective Regions. He exercises general supervision and control over the Officers and employees working in the Region. He ensures that employees discharge their respective functions efficiently and also maintain discipline.

C. DEPUTY MANAGER/SGAMS/ASST. MANAGERS:

The Deputy Manager/Divisional Manager exercise control over the sections placed under their Jurisdiction both in regard to despatch of business and in regard to discipline.

The Corporation has various sections and the functioning of the sections are tabulated below:

Sl.N o.	SECTION	DETAILS OF SUBJECTS DEALT
1.	Accounts (Compilation)	i) Accounting of Bus Collection, arranging of Funds and maintaining all records. ii) Preparation of Budget Estimate. iii) Preparation of performance reports every month. iv) Finalisation of Annual Accounts.
2.	Accounts (Funds)	i) Arranging funds. ii) Ensuring prompt payment to creditors. iii) Collection of dues from debtors and accounting of the same.
3.	Accounts (Bills)	Passing of Bills of suppliers and maintaining the related records.

4.	Audit	Auditing of all the functions of the Corporation.
5.	Trust Accounts and Settlement Section	Employees Provident Fund, Pension, maintenance of Trust Accounts and settlement of Provident Fund/ Gratuity
6.	Secretarial Section	Secretarial functions like convening Board Meetings/ Finance/Audit Committee Meetings, maintenance of statutory records and filing of various returns under the Companies Act and Public Information under Right to Information Act.
7.	Civil	i)Preparation of Plans, drawing and estimates ii) Execution of revenue and Capital works iii)Land acquisition.
8.	EDP	i)Designing of systems/ programmes ii) Maintenance of Computers and peripherals.
9.	Central Workshop/Body Building Unit	i)Reconditioning of aggregates such as Engine, Gear Box and other units. ii)Construction of new bus body iii)Retreading of Tyres.
10.	Technical Wing	i)In-charge of all Technical activities of the Corporation. ii)Maintaining preventive maintenance of buses for break down free operation.
11.	Training Centre	Responsible for designing the training programme after ascer taining the needs of Corporation using modern trend aids.

12.	Personnel Wing	<p>i) Forecasting of man power and Planning.</p> <p>ii) Recruitment, Selection, Placement, Review and Promotion.</p> <p>iii) Wage Administration.</p>
13.	Legal Section	<p>Legal matters in connection with Labour laws, Motor Accident Claims Tribunal, Criminal cases and Civil Suits and conducting Disciplinary cases.</p>
14.	Labour Welfare	<p>1) Follow up of all Acts in connection to Transport Industry.</p> <p>2) Follow-up of Union demands.</p> <p>3) Canteen Management.</p> <p>4) Follow up of settlement of terminal benefits of retired employees.</p>
15.	Commercial Wing	<p>1) Introduction of new services.</p> <p>2) Matter relating to STAT, High Court and Supreme Court.</p> <p>3) Inter State Agreement.</p>
16.	Material Wing	<p>Purchasing, Stocking and supply of all spares and accessories at right time of right quantity and quality.</p>
17.	Branches	<p>Maintenance and Operation of all Scheduled routes.</p>

IV PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

UNDER SECTION 4(1) (b) (iii) OF RIGHT TO INFORMATION ACT 2005:

- 1) The Corporation follows the procedure laid down in Common Service Rules, Standing Orders, Purchase Policy, and Delegation of Financial Powers.
- 2) The decisions are taken based on the merits of issues, relative priorities and availability of funds in accordance with the documented procedure/Laid down procedures/defined criteria/Rules detailed above. The procedure of the examination is initiated by the concerned section, passes through Assistant Manager, Deputy Manager and Financial Adviser & Chief Accounts Officer to the Managing Director.
- 3) If a reply is requested to be made in representation the decisions are communicated to the petitioner.

V. NORMS SET FOR THE DISCHARGE OF FUNCTIONS

UNDER SECTION 4 (1) (b) (iv) OF RIGHT TO INFORMATION ACT 2005.

For the discharge of functions allocated to the Transport Corporation, the provisions made to the Common Service Rules is followed. The day to day administrative functioning is governed by various set of Acts and Rules and instruction issued by the Government from time to time. Some of the commonly used Acts/Rules are

1. Common Service Rules
2. Certified Standing Order
3. Delegation of financial powers
4. The Tamil Nadu Land Acquisition Act, 1978
5. The Factories Act 1948.
6. The Payment of wages Act 1936.
7. The Payment of Minimum Wages act 1948.
8. The Motor Transport Worker's Act 1961
9. The Workman Compensation Act 1923.
10. The Tamil Nadu Transparency in Tenders Act 1998.
11. The Payment of Bonus Act 1965.
12. The Gratuity Act 1972.
13. The Apprentice Act 1961.
14. The Industrial Dispute Act 1947.
15. The Trade Union Act 1926.
16. The Employment (Compulsory notification of vacancies) Act 1959.
17. The Maternity Benefit Act 1961.
18. The Motor Vehicles Act 1988.
19. The Right to Information Act 2005.

20. The National and Festival Holiday Act 1958.

21. The Tamilnadu Shops and Establishment Act 1948.

VI. RULES, REGULATION, INSTRUCTION, MANUALS AND RECORD FOR DISCHARGE FUNCTIONS UNDER

SECTION 4(1) (b) (v) OF

RIGHT TO INFORMATION ACT 2005

1. The business in the Corporation is carried out with reference to the provisions contained in the following Rules and Regulation and Manuals.

1. Common Service Rules

2. Certified Standing Order

3. Delegation of financial powers

4. The Tamil Nadu Land Acquisition Act, 1978

5. The Factories Act 1948.

6. The Payment of wages Act 1936.

7. The Payment of Minimum Wages act 1948.

8. The Motor Transport Worker's Act 1961

9. The Workman Compensation Act 1923.

10. The Tamil Nadu Transparency in Tenders Act 1998.

11. The Payment of Bonus Act 1965.

12. The Gratuity Act 1972.

13. The Apprentice Act 1961.

14. The Industrial Dispute Act 1947.

15. The Trade Union Act 1926.

16. The Employment (Compulsory notification of vacancies) Act 1959.

17. The Maternity Benefit Act 1961.

18. The Motor Vehicles Act 1988.

19. The Right to Information Act 2005.

20. The National and Festival Holiday Act 1958.

21. The Tamilnadu Shops and Establishment Act 1948.

2. The details of the above listed Rules, Manuals and Acts are furnished below:

Sl.No.	Name of Act/Rules	Type of Document
1.	Common Service Rules	The rules deal exhaustively the provision relating to appointments, transfer working hours, Superannuation, seniority, increment, review, fixation of pay, allowances, leave and gratuity and related matters.

2	Standing Order	It describes the classification of workmen/employees, period and hours of work, pay days, attendance, authority to grant leave, conduct of employees, suspension, enquiry, punishments or termination of employees for misconducts and means of redress for employees against unfair treatment and such other matters connected with the employees.
3.	Delegation of Financial powers	It describes the monetary limits of the Officers.
4	Land Acquisition Act	The procedure followed in the case of Acquisition of land for public purpose is dealt.
5.	The Factories Act 1948	Various welfare measures such as Canteen facilities, working hours, weekly off and rest, adequate safety measures and annual leave with wages to be provided to workman working in the factories.
6.	Payment of Minimum Wages Act	It describes the procedure for fixing revising minimum wages.
7.	Motor Transport Workers' Act	Various provisions for people covered under Motor Transport Workers; Act such as working hours spread over are described.
8.	The Workman Compensation Act	It describes the method of calculating compensation to be paid to the workers in the case of disability or death arising in the course of employment.
9.	The Tamil Nadu Transparency in Tenders Act 1965	The Act describes the procedure to be followed for calling tenders and evaluating the same.

10.	The Payment of Bonus Act	The Act describes the eligibility, calculation and payment of Bonus to employees covered under this Act.
11.	The Gratuity Act 1972	It describes the eligibility, amount of gratuity and nomination.
12.	The Apprentice Act	The obligation of employees, Hours of work, leave and holidays of apprentice are covered in the Act.
13.	The Industrial Dispute Act	This act deals with disputes between the employees and employer and settlement of disputes, Strikes and lockout, Lay off and retirement.
14.	Trade Union Act	The Registration of Trade Union, highlights, privileges, duties of Trade Unions are covered in this Act.
15.	The Employment (Compulsory Notification of vacancies) Act 1959	Notification of vacancies, return to be furnished have been dealt in this Act.
16.	Maternity Benefit Act	Deals with the conditions for payment of Maternity Benefit.

VII. A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR ITS CONTROL UNDER SECTION 4(i) (b) (iv) OF RIGHT TO INFORMATION ACT 2005.

Sl. No.	Category of document	Name of the document and its introducer	Procedure to obtain the document	Held by / Under control
1.	Policy Note	Contains the Policy pronouncements of the Corporation for the concerned year	Application to PIO	P.I.O.
2.	Important G.Os	Issued by Transport Department & Finance Department from time to time	Application to PIO	P.I.O.
3.	Annual Budget	Formulated for the Current financial year	Application to PIO	P.I.O.

VIII. PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH (OR)

REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OR ITS IMPLEMENTATION THEREOF

(UNDER SECTION 4(i) (b) (vii) OF RIGHT TO INFORMATION ACT 2005.

At present there is no formal mechanism to seek consultation/participation of Public in formulation of policies of this Corporation. However their participation is there in certain Committees.

The suggestion and views of policy matters and programmes received from the Public/Non Governmental Organisation are given due weightage in formulating the policies and programmes. The recommendations/observations made by the Public Accounts Committee/Public Undertaking Committee/Assurance Committee/ Petition Committee/Consumer Council are also acted upon by this Committee.

ix. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF THE ADVICE AND AS TO WHETHER MEETING OF SUCH THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC
(UNDER SECTION 4(i) (b) (viii) OF RIGHT TO INFORMATION ACT 2005)

1. BOARD:

BOARD OF DIRECTORS

1.	Thiru.Braj Kishore Prasad IAS The Principal Secretary to Government, Transport Department, Secretariat, Chennai-600 009.	Chairman
2.	Thiru. Mohan Raj IAS Deputy Secretary to Government, Transport Department, Secretariat Chennai-600 009.	Director
3.	Thiru V.Babu,BE., Managing Director, Tamil Nadu State Transport Corporation (Kumbakonam)) Ltd., 27. Railway Station New Road Kumbakonam -612 001	Managing Director
4.	Thiru N.Venkatesh IAS Additional Director and Ex-Officio Joint Secretary to Government, Finance (BPE) Department, Secretariat, Chennai-600 009.	Director
5.	Thiru. Managing Director, Tamil Nadu State Transport Corporation (Salem) Ltd., 12,Ramakrishna Road, Salem-636 007.	Director
6.	Thiru Thiru.G.Swaminathan BE.,M.B.A ,Managing Director, Tamil Nadu State Transport Corporation (Villupuram) Ltd., 3/137,Salamedu, Valudhareddy Post, Villupuram-605 602.	Director
7.	Thiru G.Paulraj,BE.,M.B.A., Managing Director, Tamil Nadu State Transport Corporation (Madurai) Ltd, Bye Pass Road, Madurai-625 016.	Director
8.	Thiru T.Rengaraj,BE.,M.B.A., Managing Director, State Express Transport Corporation (Tamil Nadu) Ltd., Pallavan Salai, Chennai-600 002.	Director

9	Thiru E.Devarajan, BE.M.B.A., Managing Director, Tamil Nadu State Transport Corporation (Coimbatore) Ltd., 37. Mettupalayam Road, Coimbatore 641 043.	Director
10.	Thiru.K.Selvaraju BE. Managing Director Pallavan Transport Consultancy Services Ltd., MTC Bus Terminus Complex, Anna Main Road, Kalaignar Nagar, Chennai- 600 078	Director
11.	THIRU.V.Ganesan BE., Managing Director, Tamil Nadu State Transport Corporation (Thirunelveli) Ltd. Thirunelveli.	Director
12.	Thiru V.S.Thangavel ME., Superintending Engineer, Highways Department, 320 A Circuitous House Road, Trichy -600 200.	Director
13	Thiru.P.P.Rajendran BE.MBA Managing Director Metropolitan Transport Corporation Chennai Ltd.,, Pallavan House Anna salai Chennai.600002.	Director

2. FINANCE COMMITTEE :

1.	Thiru N.Venkatesh IAS Additional Director and Ex-Officio Joint Secretary to Government, Finance (BPE) Department, Fort St. George, Chennai-600 009.	MEMBER
2.	Thiru. K.Selvaraju BE., Managing Director Pallavan Transport Consultancy Services Ltd., MTC Bus Terminus Complex, Anna Main Road, Kalaignar Nagar, Chennai- 600 078	MEMBER
3.	Thiru V.Babu, BE., Managing Director, Tamil Nadu State Transport Corporation (Kumbakonam)) Ltd., 27. Railway Station New Road Kumbakonam -612 001	MEMBER

12. AUDIT COMMITTEE:

1.	Thiru N.Venkatesh IAS Additional Director and Ex-Officio Joint Secretary to Government, Finance (BPE) Department, Fort St. George, Chennai-600 009.	MEMBER
2.	Thiru. K.Selvaraju BE. Managing Director Pallavan Transport Consultancy Services Ltd., MTC Bus Terminus Complex, Anna Main Road, Kalaignar Nagar, Chennai- 600 078	MEMBER
3.	Thiru V.Babu, BE., Managing Director, Tamil Nadu State Transport Corporation (Kumbakonam)) Ltd., 27. Railway Station New Road Kumbakonam -612 001	MEMBER

TAMILNADU STATE TRANSPORT CORPORATION (KUMBAKONAM) LTD., KUMBAKONAM**X.Directory of Officers**

(Section 4(1) (b) (ix))

Sl.No	Name & Designation	Cadre	Office	Mobile	Res.No.
1	V.Babu , Managing Director	Manager	2400351	9344300033	2414909
2	A.Farook Ali, FA & CAO	Manager	2413202	9487898175	--
3	T.Veerapandian , General Manager(Corp-Tech)	Senior Deputy Manager	2403726	9487898176	--
4	V.Krishna Moorthy, Deputy Manager (Corp.Tech)	Deputy Manager	2403726	9345787167	--
5	V.Sankar, Company Secretary	Senior Deputy Manager	2403726	9367787779	--
6	N.Venkatachalam, Chief Audit Officer	Senior Deputy Manager	2403726	9487898042	--
7	L.Rajaraman, Deputy Manager(Mtls-Corp)	Deputy Manager	2403726	9345785993	--
8	B.K.Rajendran, Deputy Manager(Cash-Corp)	Deputy manager	2403726	9344677170	--
9	R.Baskaran, Deputy Manager (Bills Corp)	Deputy Manager	2403726	9345754850	--

10	M.Kabilan Assistant Manager (Compilation)	Assistant Manager	2403726	9965772227	--
11	A.S.Janakiraman, Assistant Manager(Legal – Corp)	Assistant Manager	2403726	9344267939	--
12	S.Senthilkumar, Assitant Manager (Mtls – Corp)	Assistant Manager	2403726	9443092089	--
13	G.Soosai Regis, Assistant Manager (Trg)	Assistant Manager	2403726	9345142068	--
14	V.Elangovan, Assistant Manager (Audit)	Assistant Manager	2403726	7373163169	--

KUMBAKONAM REGION OFFICE : 2403724, 2403725, 2403726

Sl.N o.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	S.Chandrasekar, General Manager	Senior Deputy Manager	2400352	9382877707	2431960
2	G.Pazhamalai, Deputy Manager (Opn)	Deputy Manager	2403726	9345785944	--
3	C.Rajendran, Deputy Manager (comm.)	Deputy Manager	2403726	9362689998	--
4	V.Ragavasimhan, Assistant Manager (Audit)	Selection Grade Assistant Manager	2403726	9965772227	--
5	B.Sivakumar, Assistant Manager (Per.)	Assistant Manager	2403726	9487995528	--

DIVISIONAL MANAGERS

Sl.N o.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	P.Tamilarasan, DM, NGT	Assistant Manager	04365- 249275	9487898184	--
2	P.Muthukrishnan DM, TAN	Deputy Manager	04362- 250232	9487898185	--
3	K.Ravi, DM, TVR	Deputy Manager	04366- 222410	9487898187	--

COMMERCIAL & OPERATION WING

Sl.N o.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	V.Krishna Moorthy, DM(Tech-Corp) Kum.	DeputyManager	0435- 2403726	9345787167	--
2	G.Pazhamalai, DM(Opn), Kum.	DeputyManager	0435- 2403726	9345785944	--
3	C.Rajendran, DM(Comm), Kum.	DeputyManager	0435- 2403726	9362689998	--

TECHNICAL & TRAINING WING

Sl.N o.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	D.Selvam, AM(Tech), Kum.	Assistant Manager	0435- 2403726	9345790225	--
2	T.Rajmohan, AM(Tech), Kum.	Assistant Manager	0435- 2403726	9445644398	--
3	H.Rajendran, AM(Civil), Kum.	Assistant Manager	0435- 2403726	9360612000	--

PRODUCTION WING

Sl.No.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	K.Elangovan, Works Manager, Kum.	Assistant Manager	0435-2403726	9487898179	--
2	R.Rengasamy, AM(Store), Kum.	Assistant Manager	0435-2403726	9487898192	--
3	K.Shanmugam, AM (BB), Poraiyar	Assistant Manager	04364-289414	9345785936	--
4	R.Krishnakumar, DM(Tyre)	Deputy Manager	04365-2403726		--

FINANCE & ACCOUNTS WING

Sl. No.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	V.Raghavasimhan, SGAM(Acc.&Audit) Kum.	Selection Grade Assistant Manager	0435-2403726	9965772227	--
	P.Sundarajan, AM(Audit), Kum.	Assistant Manager	0435-2403726		--

PERSONNEL & LEGAL WING

Sl No.	Name & Designation	Cadre	Office	Mobile	Res.No.
1	B.Sivakumar, AM(Per.)	Assistant Manager	0435-2403726	9487995528	--
2	K.Bashyam, AM(MCOP), Kum.	Assistant Manager	0435-2403726		--
3	K.Velayutham, AM(D/S), Kum.	Assistant Manager	0435-2403726	9442483977	--

BRANCH MANAGERS

Sl No.	Name & Designation	Cadre	Place	Office	Mobile	Res.No.
1	G.Natarajan	Selection Grade Assistant Engineer	KUMBAKONAM -MOFUSSIL	0435-2403724	9487898193	--
2	P.Radhakrishnan	Selection Grade Assistant Engineer	KUMBAKONAM -TOWN 1	0435-2403725	9442171855	--
3	M.Marthandavarman	Selection Grade Assistant Engineer	KUMBAKONAM -TOWN 2	0435-2414391	9487898192	
4	A.Tamilselvan	Selection Grade Assistant Engineer	TANJAVUR-MOFUSSIL	04362-250232	9487897872	
5	V.Ravikumar	Selection Grade Assistant Engineer	TANJAVUR-TOWN 1	04362-222465	9487897850	
6	P.Rengaraj	Selection Grade Assistant Engineer	PATTUKKOTTAI	04373-235252	9262081034	
7	R.Rajagopal	Selection Grade Assistant Engineer	PERAVOORANI	04373-232531	9345587020	
8	S.Raja	Assistant Manager	THIRUVARUR	04366-222410	9487897872	
9	Chandramohan	Assistant Manager	MANNARGUDI	04367-222264	9362151289	
10	N.Chidambarakumar	Selection Grade Assistant Engineer	THIRUTHURAI POONDI	04369-222529	9487995501	
11	C.Thirumarainathan	Selection Grade Assistant Engineer	NANNILAM	04366-230566	9487995504	
12	M.Senthilkumar	Selection Grade Assistant Engineer	NAGAPATTINAM	04365-248835	9345151288	

13	K.Manivannan	Selection Grade Assistant Engineer	KARAIKAL	04368-222768	9487898196	
14	S.Anbalagan	Assistant Manager	PORAYAR	04364-289424	9345785934	
15	K.Chandran	Selection Grade Assistant Engineer	MAILADU DHURAI	04364-223248	9487898194	
16	D.Udayakumar	Assistant Manager	SHIRKALY	04364-270373	9487898195	
17	C.Thirumarainathan	Selection Grade Assistant Engineer	VEDHA RANYAM	04369-230285	9487995503	
18	B.Sridhar	Assistant Manager	CHIDAMBARAM	04144-230597	9487995507	
19	P.Ganesan	Assistant Manager	ORATHANADU	--	9363399557	
20	J.Balamurugan	Assistant Manager	TANJAVUR-TOWN 2	--	9345787126	

AUCTION SECTION, ACCIDENT SECTION, BUS STAND

Sl No.	Name & Designation	Cadre	Place	Office	Mobile	Res.No.
1	N.Chidambaranathan	Assistant Manager	KUMBAKONAM	0435-2403726	9345787027	--
2	K.Sekar	Assistant Manager	MYLADUDHURAI	04364-223706	9345191928	--
3	C.Varadharajan	Assistant Manager	CHENNAI		9345144963	--
4	P.Gopinathan	Assistant Manager	TANJAVUR			

TRICHY REGION PHONE NUMBERS

SL. NO.	DESIGNATION	NAME (TVL)	Cadre	Place	CELL NO.	CODE	OFFICE
REGIONAL OFFICE, TRICHY							
1	General Manager	N.Pasupathy	SDM	Trichy	9487898038 93451 07120	0431	2464402
2	Deputy Manager (Per & Admn)	V.Varadarajan	DM	Trichy	9487898126	"	2415551
3	Deputy Manager (Commercial)	G.Krishnamoorthy	DM	Trichy	93451 07121	"	2415551
4	Deputy Manager (Opn)	P.Selvakumar	DM	Trichy	9487898041	"	"
5	Deputy Manager (Technical & Trg)	V.Chandrasekaran	DM	Trichy	9487898037	"	"
6	Sel.Gr.Asst. Manager (Accts & Audit)	M.Ravi	SGAM	Trichy	9487898039	"	2400296
7	Asst.Manager (Audit)	R.Sridharan	AM	Trichy	9940359951	"	2462090
8	Asst.Manager(Per & IR)	K.Vijayaraghavan	AM	Trichy	9345787124	"	2415551
9	Asst.Manager (Disciplinary)	P.Thulasiayya	AM	Trichy	9443425190	"	2415551
10	Asst.Manager (MACT)	N.Sekar	AM	Trichy	9345215066	"	"
11	Asst.Manager (Tech & Insp)	A.Vajjiravelu	AM	Trichy	9940359951	"	"
12	Asst.Manager (Planning)	S.Krishnamoorthy	AM	Trichy	9443164131		

TRICHY CITY							
13	Divisional Manager i/c (City)	M.Pachaiappan	AM	Trichy City	9487898043	"	2766305
14	Branch Manager i/c	P.Mohan	SAE	Rock Fort, Trichy	9487898048	"	2763693
15	Branch Manager i/c	M.SureshKumar	SAE	Dheeran Nagar (Try)	9487898049	"	2403521
16	Branch Manager i/c	A.Pushparaj	SAE	Lalgudi	9487995535	"	2543898
17	Branch Manager	A.Karthikeyan	AM	Thuvakkudi	94878 98112	"	2500229
TRICHY(MOF)							
18	Divisional Manager	S.S.Rajmohan	DM	Trichy Mof	9442228890	"	2460406
19	Branch Manager	R.Rengarajan	AM	Trichy Mof	9487898117	"	2463551
20	Branch Manager i/c	N.Saravanan	SAE	Contonment Mof	94878 98120	"	2460406
21	Branch Manager i/c	A.Jesuraj	SAE	Manapprai	9442238830	04332	293165
22	Branch Manager i/c	G.Bojarajan	SAE	Thuvaran-kurichi	9487898125	04332	254521
KARUR							
23	Divisional Manager i/c	V.Chandrasekaran	AM	Karur	9487898046	04324	257286
24	Branch Manager i/c	N.Rajendran	SAE	Karur -1	9487898127	"	256783
25	Branch Manager i/c	K.N.Sekar	SGSAE	Karur -2	-	"	"
26	Branch Manager	K.Julius Arputharayan	AM	Musiri	9487898128	04326	260204
PERAMBALUR							
27	Divisional Manager i/c	S.Velusamy	AM	Perambalur	9487898045	04328	224369
28	Branch Manager i/c	M.S.G.Pugalenthi raj	SAE	Perambalur	94878 98139	"	"
29	Branch Manager	R.Alagirisamy	AM	Ariyalur	9487898134	04329	223848
30	Asst.Manager(Opn)	R.Ramanathan	AM	Ariyalur			
31	Branch Manager i/c	K.Senthikumar	SAE	Jayankondam	9487898138	04331	250258
32	Branch Manager i/c	K.Gnanamoorthy	SGAE	Thuraiyur	9487898132	04327	256477
RC/RT/FC/CS							
33	Deputy Manager(Works)	E.Santhanam	DM	RC, Thuvakkud	9444677180	0431	2904804
34	Asst.Manager(Tyre)	K.Sugumar	AM	Dheeran Nagar, Trichy	9487996963	"	2403137
35	Asst.Manager(FC)	D.Satheeskumar	AM	Dheeran Nagar, Trichy	9345787114	"	2403137
36	Asst. Manager(Stores)	S.Natarajan	AM	Central Stores, Thuvakudi	9487897871	"	2904817 2904877
37	Asst.Manager(Spring)	P.Marimuthu	AM	RC, Thuvakkudi		"	2904804
BUS STAND							
38	Senior Asst.Engineer	K.Subramanian	SAE	Chathiram Bus Stand, Trichy		"	2700993
39	Deputy Manager	K.V.Karunanithi	DM	Trichy	9442288112	"	2460607

KARAIKUDI REGION - OFFICERS PHONE NUMBERS

Sl. No	DESIGNATION	Name(Tvi)	Cadre	Place	Cell No.	CODE	OFFICE
1	General Manager	S.Manimuthu	SDM	Karaikudi	9345710066	04565	238055

2	DM(Comm)	K.Muniyandi	DM	Karaikudi	9345710067	04565	234125
3	DM(Works)	M.Balakrishnasamy	DM	Devakottai	9489800067	04561	272420
4	DM(Technical)	S.Parthiban	DM	Karaikudi	9487898158	04565	234125
5	DM(Squad)	B.Rajendraprasad	DM	Karaikudi	9655139642	04565	234125
6	Divl.Mgr.Sivagangai	ALS.Periyakaruppan	DM	Sivagangai	9345755052	04575	240325
7	Divl.Mgr.Ramnad	S.Arumugam	DM	Ramnad	9489505953	04567	220325
8	SGAM(QC)	R.samuel Jothiraj	SGAM	Devakottai	9842152364	04561	272420
9	SGAM(Accounts)	P.Murugesan	SGAM	Karaikudi	9363355999	04561	234013
10	SGAM(Technical)	SP.Ramasamy	SGAM	Karaikudi	9363119066	04561	234125
11	SGAM(MCOP)	R.Yogarajan	SGAM	Karaikudi	9345755036	04565	234125
12	AM(Admn)	M.Srinivasan	A.M	Karaikudi	9943818501	04565	234125
13	AM(Audit)	R.Jawahar	A.M	Karaikudi	9842347678	04565	234125

BRANCH MANAGERS**SIVAGANGAI DIVN.**

14	BM,Karaikudi	K.Athappan	AM	Karaikudi	9489276969	04565	234012
15	BM,Devakottai	B.Nagarajan	AM	Devakottai	9486560531	04561	272324
16	BM,Thiuruppathur	KM.Varusai Mohamed	AM	Thiuruppathur	9486360383	04577	266154
17	BM,Sivagangai	R.Sivalingam	AM	Sivagangai	9487898159	04575	240325
18	BM,Madurai	R.Sundarapandiyan	AM	Madurai	9487898161	0452	2422769

sl. No	DESIGNATION	Name(Tvl)	Cadre	Place	Cell No.	CODE	OFFICE
RAMNAD DIVN							
19	BM,Rameswaram	K.Devendran	SAE	Rameswaram	9488005974	04573	221251
20	BM,Ramnad(Mof)	P.Tamilmaran	SAE	Ramnad(Mof)	9487898165	04567	220325
21	BM,Ramnad(City)	N.Balamurugan	SAE	Ramnad(City)	9487898168	04567	221273
22	BM,Paramakudi	S.Padmakumar	AM	Paramakudi	9487898169	04564	231712
23	BM,Kamudhi	A.Rajkumar	SAE	Kamudhi	9487898171	04576	292603
24	BM,Mudhukulathur	V.Saravanan	AM	Mudhukulathur	9487898173	04576	291648

UNITS							
25	AM,BBU	A.Alagarsamy	AM	Karaikudi	9443985756	04565	236834
26	AM,R.C.Unit	R.Singaravelu	AM	Devakottai	9442765647	04561	272372
27	AM,Purchase&Store	K.Nalankilli	AM	Devakottai	9489378726	04561	272420

PUDUKKOTTAI REGION - Phone: (4322) 266111, 265777, 320900 Fax – 265597

SL. No.	Designation	Name(Tvl)	Cadre	Mobile No.	STD code	Office.No.	Residence No.
OFFICERS							
1.	General Manager	V.Chandrasekar	GM	9487898142			
2.	Dm(Accounts& Audit)	C.Arumugam	DM	9345754850	4322	267855	
3.	Divisonal Manager- Pudukkottai	M.Selvaraju	DM	9367455000	4322	221681	
4.	Dm(Training & Accident investication)	Sp.Nagarajan	DM	8760542984	4322	266111	
5.	Dm(Commercial)	C.Sundaram	SGAM	9487898143	4322	266111	
6.	Dm(Technical)	R.Anusam	DM	9487898148	4322	266111	
7.	Am(Personal& Admin)	K.Murali	AM	9487996404	4322	266111	
8.	Am(Operation)	V.Muthukarupiah	AM	9442793773	4322	266111	
9.	Am(Mact & Legal)	N.Arunachalam	AM	9842232381	4322	267344	
10.	Am(Civil)	Kr.Vijayan	AM	9486485988	4322	266111	
11.	Am(Bbu & Stores)	M.Srinivasan	AM	9487996544	4322	266111	
12.	Am-Pudukkottai Bus- Stand	L.Balasubramanian	AM	9487996468	4322	224599	
13.	Am(Fc & Disposal)	G.Balasubramanian	AM	9487898153	4322	221681	
14.	Am(Tyres)	S.Sankar	AM	9487996403	4322	220806	
15.	Apro(Pudukkottai)	K.Kalaivanan	APRO	9443003973	4322	266111	
Branch Managers							
1.	Trichy	K.Singaravelu	AM	9487898151	431	2419311	
2.	Pattukkottai	R.Baskaran	AM	9487898152	4373	235282	
3.	Aranthangi & Manamelkudi (Sub Depo)	R.Thangaraj	SP.G. SR.AE	9487898153	4371	270071	
4.	Pudukkottai(City)	V.Subramanian	SP.G. SR.AE	9487996405	4322	220806	
5.	Pudukkottai(Mof)	P.Muthu	AM	9487898149	4322	221681	
6.	Ponnamaravathy	M.Subbu	AM	9487898156	4333	262228	

XI.MONTHLY REMUNERATION RECEIVED BY THE EACH OF THE OFFICERS INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED BY THE REGULATION UNDER SECTION 4(I) (B) (X) OF RIGHT TO INFORMATION ACT 2005.

1.Manager cadre: 37400-67000 + Grade Pay 8700 plus allowances.

2.Senior Deputy Manager cadre: 15600-39100 +Grade Pay 7600 plus allowances.

3. Deputy Manager/SGAM cadre: 15600-39100 +Grade Pay 6600 plus allowances.

4. Assistant Manager cadre: 15600-39100 +Grade Pay 5400 plus allowances.

XII. BUDGET ALLOCATION OF EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS AND DISBURSEMENT MADE UNDER SECTION 4 (i) (b) (xi) OF RIGHT TO INFORMATION ACT 2005.

The details of Budget Estimates are given below:

(Rs. in Lakhs)

	B. E 2013-14
1. <u>LAND</u>	1549.00
2. <u>Buildings</u>	02285.58
3. <u>Buses</u>	21127.37
4. <u>Lorries/Office Vehicles</u>	00051.01
5. <u>Computer</u>	00159.63
6. <u>ETM</u>	00495.90
7. <u>Plant & Machinery</u>	00235.28
8. <u>Office Equipments</u>	00035.25
9. <u>Other Assets</u>	00273.96
10. <u>Furniture</u>	00006.12
Total	26219.10

XIII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME

UNDER SECTION 4 (i) (b) (xii) OF RIGHT TO INFORMATION ACT 2005.

The Department does not

XIV. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION

UNDER SECTION 4 (i) (b) (xiii) OF RIGHT TO INFORMATION ACT 2005.

No concession or permits or authorization has been granted to the individuals or firms or companies in the Department.

**XV.DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR
HELD BY IT, REDUCED AN ELECTRONIC FORM**

UNDER SECTION 4(i) (b) (xiv) OF RIGHT TO INFORMATION ACT 2005.

- 1.Tpt.Dept : <http://www.tn.gov.in/transport/sta.htm>
- 2.Kumbakonam Region HO &Region <http://tntscum1@dataone.in>
- 3.Trichy Region :tntstcry@gmail.com
- 4.Karaikudi Region :tntstckd@gmail.in
- 3.Pudukkottai Region :tntcpud@gmail.in

XVI. PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

UNDER SECTION 4(i) (b) (xv) OF RIGHT TO INFORMATION ACT, 2005.

The information to the Public are communicated through Notice Board newspapers, Web site, Exhibitions and other means site, Exhibitions and other means of advertising.

XVII.NAME AND DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

UNDER SECTION 4(i) (b) (xvi) OF RIGHT TO INFORMATION ACT 2005.

PUBLIC INFORMATION OFFICER;

Name	Designation	Std Code	Phone No Office	Fax	Email	Address
Tvl V.Sankar	Company Secretary	0435	2400366	2403727	kumtntsc@sc harnet.in	Tamil Nadu State Transport Corporation(Kumbak onam) Limited., Kumbakonam 27 New Railway station Road Kumbakonam

ASSISTANT PUBLIC INFORMATION OFFICER:						
B.Sivakumar	Assistant Public Information Officer	0435	2403726	2403727	tnstckum1@dataone.in	Tamil Nadu State Transport Corporation(Kumbakonam) Limited., Kumbakonam 27 New Railway station Road Kumbakonam
S.Krishnamoorthy	Assistant Public Information Officer	0431	2415551	2411902	tnstctry@gmail.com	Tamil Nadu State Transport Corporation(Kumbakonam) Limited., Periyamilaguparai, Trichirapalli-620001
R.Yogaraj	Assistant Public Information Officer	04565	234125	236339	tnstsc_kkd@dataone.in	Tamil Nadu State Transport Corporation (Kumbakonam) Limited., Maruhupathi Road,Karaikudi -630 307
K.Murali	Assistant Public Information Officer	04322	266111 94879 96404	265597	tnstcpud@gmail.com	Tamil Nadu State Transport Corporation(Kumbakonam) Limited., Pillaithanner pandal Thirumayam Road, Pudukkottai -622 001

DEPARTMENT OF APPELLATE AUTHORITY:

Name	Designation	Std Code	Phone No Office	Fax	Email	Address
Thiru V.Babu	Managing Director	0435	2430951	2403727	tnstckum@gmail.in	Tamil Nadu State Transport Corporation(Kumbakonam) Limited., Kumbakonam 27 New Railway station Road Kumbakonam

REGIONAL OFFICES: KUMBAKONAM, THIRUCHIRAPPALLI, KARAİKUDI, PUDUKKOTTAI
, NAGAPPATTINAM, KARUR

Other Useful Informations:

Branches:

Kumbakonam Region	Trichy Region	Karaikudi Region	Pudukkottai Region
1.Kumbakonam Mof.	1.Rockfort-City	1.Karaikudi	1.Trichirappalli
2.Kumbakonam City-1	2.Contonement Mofussil.	2.Devakkottai	2.Pattukkottai
3.Kumbakonam City-2	3.Lalgudi	3.Sivangangai	3.Arantangi
4.Thanjavur Mof.	4.Dheerannagar	4.Madurai	4.Pudukkottai Mof.
5.Thanjavur City-1	5.Trichy Mofussil	5.Rameswaram	5.Pudukkottai City.
6.Thanjavur City-2	6.Manapparai	6.Ramanad Mofussil	6.Ponnamaravathy
7.Pattukkottai	7.Thuvarankurichy	7.Ramnad City	7.Manamelkudi
8.Peravurani	8.Thuraiyur	8.Paramakudi	
9.Orathanadu	9..Ariyalur	9.Kamudhi	
	10.Jeyankondam	10.Mudukulathur	
	11.Perambaloor	11. Thiruppathur	
	12.Thuvakkudi		

New Regions Inagurated:

Nagappattinam Region	Karur Region
1.Mannarkudi	1. Karur -1
2.Thiruthuraiipoondi	2.Karur-2
3.Mailadudurai	3.Musiri
4.Seerkazhi	4.Kulithalai New Branch construction under process
5.Chidhambaram	5.Aravakurichi New Branch construction under process
6.Nagappattinam	
7.Karaikkal	
8.Poraiyar	
9.Vedharanyam	
10.Thiruvavur	
11.Nannilam	

Workshops:I.Bus Body Building Units.Porayar, Karur,Manmangalam,Trichirappalli Deeran Nagar, Karaikudi, Pudukkottai.

II.FC Units:Kumbakonam, Porayar,Thanjavur,Trichirappalli,Dheeran Nagar,Karaikudi,Pudukkottai.

III.Tyre Plant:

Kumbakonam, ,Trichirappalli,Dheeran Nagar,Devakkottai.

IV.Reconditioning Unit:Kumbakonam,Trichirappalli ,Thuvakkudi,Devakkottai,Pudukkottai.