

KERALA STATE ROAD TRANSPORT CORPORATION

Proceedings

Delegation of powers to the Executive Director [Maintenance & Works] and
Executive Director [Technical] – Orders issued -

GENERAL SECTION, Transport Bhavan

No.005937/GL2/96/RTC.

Thiruvananthapuram,
Wednesday, 29th December, 2004.

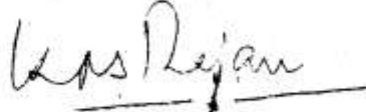
Read:- This Office Order No.1730/GL2/2004/RTC dated 24.12.2004.

ORDER

In continuation of this Office Proceedings read above, it is ordered that the Executive Director [Maintenance & Works] will be in overall charge of all Regional Workshops, and Central Works, Pappanamcode. He will be in charge of Bus-body building. He will be in charge of preventive maintenance works of all vehicles in all Unit Garages and Workshops as well. Assistant Works Manager [Maintenance], Works Managers and Mechanical Engineers, will report to Executive Director [Maintenance & Works].

The Executive Director [Technical] will be in charge of Mechanical, Stores and Purchase Sections in addition to his other duties as Executive Director [Technical]. Controller of Purchase & Stores will report to Executive Director [Technical].

A detailed job profile will be issued separately to the concerned Officers.


Chairman & Managing Director

To

All concerned.

asm/-

Job title

Reporting to

Job objective

Job scope

Executive Director [Maintenance & Works]

Chairman & Managing Director

Achievement of desirable standards in vehicle maintenance, carrying out major and minor repairs in Workshops and Garages and Body Building.

1. Evolve consumption norms for materials and life norms for Units.
2. Evolve job standards for all jobs and take steps to implement the same in collaboration with Executive Director [Technical].
3. Monitor performance against standards.
4. Carry out premature failure analysis of spares, etc; and take action for rectification, reporting etc.
5. Evolve and implement plans for preventive and planned maintenance at the Units to prevent breakdowns of vehicles and for ensuring longer life of components.

6. Implement schedules and targets for body building.
7. Evolve production plan for all Units including reconditioning and overhauling of vehicles. Innovate new systems and procedures of work such as night shift maintenance for enabling availability of vehicles for full operation of schedules.
8. Evolve and achieve desirable standards for engine performance for improving fuel efficiency expressed in terms of Km. per litre.
9. Evolve and achieve tyre consumption norms. Achieve matching standards for production in retreading and repairs of tyres.
10. Evolve and implement a plan of scheduling of repairs and monitoring production and maintenance.
11. Introduce proper system of inspection and monitor performance of Workshops and Garages for performance of

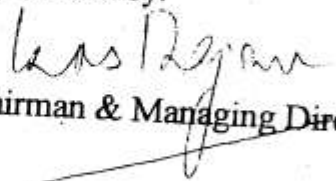
Mechanical personnel.

12. Evolve and implement plan to carry out all C.F repairs at Depots / Workshops.
13. Furnish details for preparation of budget in consultation with Executive Director [Technical].
14. Furnish details regarding requirements of spares for preparation of annual budget.
15. Ensure achievement of budgetary targets.
16. Ensure implementation of corporate policies and procedures in the area under his control.
17. Provide leadership to motivate performance and maintain good industrial relations.
18. Integrate with other functions of the Corporation.

Key Result Area

1. Body building, maintenance and upkeep of vehicles.
2. Reconditioning of Units.
3. Labour productivity.
4. Vehicle availability.
5. Fuel efficiency.

asm/-


Chairman & Managing Director