

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.

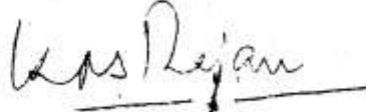
Read:- This Office Order No.1730/GL2/2004/RTC dated 24.12.2004.

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.

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Job Title

Reporting to

Job objective

Job Scope

**Executive Director [Technical]
Chairman & Managing Director**

Achievement of objectives of the Corporation in all aspects of technology choice and their correct application in management practices for the improvement of working of the Corporation.

1. Prepare plan of research leading to adoption of new devices, new technology, materials, components, bus bodies, improved designs for Workshop and their lay out based on flow chart analysis, etc. for the purpose of improving the working of the Corporation.
2. Introduce and operate a quality assurance programme in Workshops. Prepare plan of training based on training needs analysis and implement the same to upgrade the skill and competence of personnel.

[PTO]

Key Result Area

3. Take action to execute and improve the replacement policy of fleet.
 4. Undertake value analysis and rating of suppliers' performance.
 5. Ensure stock verification for checking shortages and identifying obsolete items etc.
 6. Ensure inventory control and optimum utilisation of components / spares .
 7. Integrate with other functions of the Corporation.
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1. Conceptualisation, implementation and fleet modernisation policy.
 2. Purchase of chassis, spares, etc.
 3. Quality Control of chassis, spares and components to be purchased.
 4. Inventory Control of spares, etc.
 5. Training of personnel.



Chairman & Managing Director