

## CHAPTER 1

### ORGANIZATION, FUNCTIONS AND DUTIES

[Section 4(1) b (i)]

#### PERSONNEL DEPARTMENT

SL NO	Name of the organisation	Address	Functions	Duties
1	Bangalore Metropolitan Transport Corporation	BMTC Central Offices, 2 <sup>nd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> Floor, K.H Road, Shanthinagar, Bangalore-560027	To provide better and efficient transportation to the commuters by fixing up appropriate travelling fare and also adopting KSRTC and BMTC regulations for effective and efficient administrative system within the corporation.	To provide safe better comfortable, cost effective and eco-friendly transportation facilities.

#### HUMAN RESOURCE DEVELOPMENT

SL No	Name of the organization	Address	Functions	Duties
1	Bangalore Metropolitan Transport Corporation, Human Resource Development Department	Bangalore Metropolitan Transport Corporation, Central offices, Atal Bihari Vajapeyee T.T.M.C., (Annexure Bidg.) 3 <sup>rd</sup> Floor, K.H. Road, Shanthinagar, Bangalore-27	Personality development and improvement of overall efficiency of the officers & staff of BMTC-those training.	Planning and organizing training programmes according to the need to the staff & officers of the Corporation.

### SECURITY AND VIGILANCE DEPARTMENT

SNo	Name of the organization	Address	Functions	Duties
1.	Bangalore Metropolitan Transport Corporation Security and Vigilance Department	Central offices Shantinagar K.H.Road, Bangalore- 5600027	Security and Vigilance function's as laid down in security Standing orders.	To secure property of BMTC and create corruption free environment

### TRAFFIC (OPERATION) DEPARTMENT

Sl No.	Name of the Corporation	Address	Duties	Responsibilities
1	B.M.T.C Traffic (opn) Section	BMTC Shanthinagar complex K.H.Road Bangalore -560 027	All functions pertaining to planning and implementation of public transport services are controlled by this section. They include the following. <ul style="list-style-type: none"> <li>• Assessment of demand for public transport through different channels.</li> <li>• Designing of routes.</li> <li>• Route Survey</li> <li>• Maintenance of operation records pertaining to physical</li> </ul>	1. Proposals for commissioning of new bus depots. 2. Proposal for establishment of Traffic control points and Bus stands.

			<p>and financial parameters of services.</p> <ul style="list-style-type: none"><li>• Preparation of Action Plan on a period basis.</li><li>• Work related to registration, taxation of BMTC vehicles and periodic renewal of fitness certificate.</li><li>• Preparation of Form III, IV &amp; V.</li><li>• Bus Day related work.</li><li>• Fare fixation</li><li>• Introduction of commuter passes.</li><li>• All work related to Student Concessional Pass issue including subsidy realization from Govt.</li><li>• Fixation of bus stops.</li><li>• Deployment of traffic staff to Depots, Bus stations etc.</li><li>• Media interaction.</li><li>• Public grievance redressal pertaining to services.</li></ul>	
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			<ul style="list-style-type: none"> <li>• Interaction with other departments of State Government.</li> <li>• Interaction with consumer associations.</li> <li>• Introduction and distribution of incentive and awards to Traffic Personnel Silver &amp; Gold medals.</li> <li>• Interaction with other STUs.</li> <li>• Work related to disbursal of special benefits to commuters such as automatic insurance, medical reimbursement.</li> <li>• All work related to vehicular accidents viz attending to police &amp; legal formalities for release of accident vehicles, disbursal of exgratia, documentation of accident information.</li> <li>• Ensuring optimisation of resource use and</li> </ul>	
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			<p>revenue realization.</p> <ul style="list-style-type: none"> <li>• Total coordination of work related to Karnataka Legislature during its sittings – submission of Corporation responses to queries from Hon'ble members of the legislature.</li> <li>• Any other work related entrusted by MD, BMTC</li> </ul>	
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**STORES & PURCHASE DEPARTMENT**

<b>SL NO.</b>	<b>Name of the Organisation</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	Bangalore Metropolitan Transport Corporation	K.H.Road, Shanthinagar, Bangalore-560 027	<p>The BMTC came into existence in 1997, and is today the only bus corporation in Bangalore to ferry over 4 million commuters. Its fleet of over 6300 buses covers a radius of 36 kilometres from the city centre, providing public transport to the city and its suburbs.</p> <p>BMTC is an essential service provider, is an integral component of infrastructure, which is a vital requirement for social and economic development.</p>	<p>To provide safe, affordable, eco friendly efficient bus services through:</p> <ul style="list-style-type: none"> <li>• Benchmarking &amp; improving management efficiency</li> <li>• Enhancing its Technical &amp; Operational efficiency</li> <li>• Developing, testing and adopting new processes to achieve efficiency</li> </ul>

			<p>Bangalore Metropolitan Transport Corporation (BMTCC) is the supreme government body looking after the proper operation and functioning of the buses within the city and also their connectivity to other cities.</p>	<p>in bus services</p> <ul style="list-style-type: none"> <li>• Fostering skill development and attitudinal changes among its employees</li> <li>• Valuing public feedback as an important input in improving operations to serve the commuters better</li> <li>• Discharging its social responsibilities by:             <ol style="list-style-type: none"> <li>1. Connecting all villages around the City with red board buses</li> <li>2. Plying services to the city core to ease congestion with black board buses</li> <li>3. Running limited stop buses to save time of the commuters</li> <li>4. Providing comfortable &amp; fast moving 'Pushpak' buses</li> <li>5. Chartering services to various industries, schools and colleges</li> <li>6. Offering subsidized travel</li> </ol> </li> </ul>
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				<p>to the deserving sections of the society</p> <p>7. Issuing passes to various segments of the society</p> <p>8. Providing Eco-friendly Parisara Vahini buses</p> <p>9. Running Vestibule buses to carry more passengers</p> <p>10. Plying Mini buses to provide transport to remote sub urban areas</p> <p>11. Upgrading Transport services by operating High End Volvo buses in the city</p> <p>12. Operating Vayu Vajra services to BIAL for airport commuting</p> <p>13. Providing City sightseeing Curitiba buses</p> <p>14. Special services to cater to the needs of ladies, and sick people</p>
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**MEDICAL DEPARTMENT**

<b>Sl. No</b>	<b>Name of the organisation</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	BMTC Dispensary	Wilson Garden, Near Central Work Shop BMTC, Dispensary Shantinagar, Bangalore-27.	<p>1. Maintenance of inward and outward registers.</p> <p>2. Maintenance of Mou files.</p> <p>3. Maintenance of private claims vide circular No.1203 Dt: 01.07.1999.</p> <p>4. Maintenance of Medical Advance file vide circular No.1059 Dt: 15.04.1998 and 579 Dt: 05.01.2004 (above 1 lakh).</p> <p>5. Maintenance of medical re-imburement register both BMTC &amp; KSRTC</p> <p>6. Maintenance of Medical Re-imburement of KSRTC employees and their dependents tri-monthly (Rs.20 per patient and cost of medicine)</p> <p>7. Maintenance of Annual bulk indent year wise.</p> <p>8. Maintenance of Tendered Medicines.</p> <p>9. Maintenance of Stock of medicines and equipments (surgical &amp; non-surgical).</p> <p>10. Maintenance of issue of medicines-issue vouchers to SND, KBS, SBS, VBS, Depot-17 Dispensaries.</p> <p>11. Maintenance of stock, issues, consumption and balance of medicines by all</p>	--



			<p>dispensaries.</p> <p>12.OPD treatment &amp; attending all emergency cases.</p> <p>13.Maintenance of out patient registers of BMTC &amp; KSRTC (employees and dependents) by pharmacists.</p> <p>14.Maintenance of out patient register (Injections) by staff nurse.</p> <p>15.Maintenance of Statistics files (all dispensaries and camps).</p> <p>16.Maintenance of attendance extract in respect of dispensary staff.</p> <p>17.Maintenance of Physical fitness certificates file.</p> <p>18.Maintenance of Medical Opinion file.</p> <p>19.Maintenance of Ambulance Van and its usage.</p> <p>20. Maintenance of VRS file</p>	
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### **CENTRAL WORKSHOP 1**

<b>SL No</b>	<b>Name of the organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	Bangalore Metropolitan Transport Corporation	BMTC, Central workshop-1, K H Road, Shanthinagar, Bangalore-27.	Work Related to Bus body repair work, new bus body building work, Assembly recondition work etc.,	-

### CENTRAL WORKSHOP 2

SL No	Name of the organisation	Address	Functions	Duties
1	Bangalore Metropolitan Transport Corporation Central Workshop Unit-II	Dooravani nagar K R Puram Bangalore-16	F C Renewal, Bus Body Repair, Tyre Rebuilt Work.	----

### CENTRAL DIVISION

SL No	Name of the organisation	Address	Functions	Duties
01	BMTC Central Division	2 <sup>nd</sup> floor, KBS , Subhash nagar Bangalore-09	To provide better and efficient transportation to the commuters by fixing up appropriate travelling fare and also adopting BMTC central office rules and regulations for effective and efficient administrative system within the Division	To provide safe, better, comfortable, cost effective, and ecofriendly transportation facilities..
02	DEPOT-07	Depot-07 Subhashnagar Bangalore-09		
03	DEPOT-13	Depot-13 Katriguppe Bangalore		
04	DEPOT-18	Depot-18 I T P L Bangalore		
05	DEPOT-25	Depot-25 H S R Layout Bangalore-102		
06	DEPOT-28	Depot-28 Hebbal Bangalore		

### EAST DIVISION

SL No	Name of the organisation	Address	Functions	Duties
01	EAST DIVISION BMTC	BMTC Division office, DR//B.R.AMBEDKAR	To provide better and efficient transportation to the commuters by	To provide safe, better, comfortable, cost

		TERMINAL, 6th Floor, DOMMLUR BUS STAND, Dommalur Bangalore-560071	fixing up appropriate travelling fare and also adopting BMTC central office rules and regulations for effective and efficient administrative system within the Division	effective, and ecofriendly transportation facilities..
02	DEPOT-06 EAST DIVISION	Depot-06 Indiranagar Bangalore		
03	DEPOT-19 EAST DIVISION	Depot-19 Electroncity Bangalore		
04	DEPOT-24 EAST DIVISION	Depot-24 K R Puram Bangalore		
05	DEPOT-29 EAST DIVISION	Depot-29 K R Puram Bangalore		
06	DEPOT-32 EAST DIVISION	Depot-32 Suryanagar Bangalore		
07	DEPOT-38 EAST DIVISION	Depot-38 Chikkanagamangala Bangalore		
08	DEPOT-39 EAST DIVISION	Depot-39 Hoskote Bangalore		
09	DEPOT-41 EAST DIVISION	Depot-41 Gunjur Bangalore		

## WEST DIVISION

SL No	Name of the organisation	Address	Functions	Duties
1	BMTC WEST DIVISION	1 <sup>st</sup> Floor, Kengal Hanumanthaiah Transport and transit management Centre, Kengeri, Bangalore-60.	To provide better and efficient transportation to the commuters by fixing up appropriate travelling fare and also adopting BMTC central office rules and regulations for effective and efficient administrative system within the Division	To provide better and comfortable transport to cummuters with low cost. Effective, and eco friendly Transportation Facilities Meantion
02	DEPOT-12	BMTC, Depot-12, KENGERI, B'lore-60		
03	DEPOT-16	BMTC, Depot-16, Deepanjali Nagar Mysore RoadBangalore-560026		
04	DEPOT-17	BMTC, Depot-17, Chandra layout Bengalur		
05	DEPOT-21	BMTC, Depot-21, R.R.NAGAR BANGALORE - 98.		
06	DEPOT-31	BMTC, Depot-31, SHRIGANDHAKAVALU, Bangalore-58		
07	DEPOT-35	BMTC, Depot-35, Kannalli, magadi Main road, Vishwaneedam Post, Bangalore-560091.		
08	DEPOT-36	BMTC, Depot-36, Harohalli Road, Abbanakuppe, Bidadi		
09	DEPOT-37	BMTC, Depot-37, KENGERI-2, B'lore-60.		

**NORTH DIVISION**

<b>Sl No</b>	<b>Name of the organisation</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	North Division BMTC	BMTC Ground Floor TTMC Building. Yeshwanthpura Bangalore-560022	To provide better and efficient transportation To the commuters by Fixing up appropriate Travelling fare and also Adopting bmtc central office rules and regulations for Effective and efficient Administrative system Within the division	To provide safe, better, comfortable, cost effective, and ecofriendly Transportation Facilities..
2	Depot-08 North Division	Depot-08 Yeshwanthapura Bangalore		
3	Depot-09 North Division	Depot-09 Peenya 2 <sup>nd</sup> stage Bangalore		
4	Depot-10 North Division	Depot-10 Hennur Bangalore		
5	Depot-11 North Division	Depot-11 Yalanaka Bangalore		
6	Depot-14 North Division	Depot-14 R.t nagar Bangalore		
7	Depot-22 North division	Depot-22 Peenya 2 <sup>nd</sup> stage Bangalore		
8	Depot-23 North Division	Depot-23 Kalyanagar Bangalore		
9	Depot-26 North Division	Depot-26 Yeshwanthpura Bangalore		
10	Depot-30 North Division	Depot-30 Yalanaka Bangalore		
11	Depot-40 North Division	Depot-40 Dasanpura Bangalore		
12	Depot-43 North Division	Depot-43 Shivanapura Bangalore		

**SOUTH DIVISION**

<b>SL No</b>	<b>Name of the organization</b>	<b>Address</b>	<b>Functions</b>	<b>Duties</b>
1	BMTC, Division Office, South Division.	Shantinagar , Bangalore-27.	Administrative Section	Dispatching File & Letters. Tappal Inward/Outward. RPAD work. Circulation of Circular 's GSO's & General Correspondences
			Establishment Section	Maintenance of, supervisory staff Personal file, Service Record, Leave account Sheet, Periodical Increments & Gratuity.
			Default Section	Fixing up enquiry regarding accident, absenteeism & default cases of the employees of the division
			Accounts Section	Works pertaining to Accounts
			Statistics Section	Preparing the PAR, monitoring ST1 & ST2. Maintenance of Computers, Printers & peripherals. Conducting review meetings.
			Traffic Section	Providing commercial space, Parking space to the organizations /individuals. Issuing of Silver /Gold Medal for the eligible crew. Maintenance of Accident records. Survey of routes. Maintenance of Form-IVs. Maintenance of periodicals. Conducting public grievances.

			Store Section	Providing/purchasing of spares, stationaries Oil & Lubricants, auto items to the Depots of the Division.
			Technical Section	Maintenance of Depot Vehicle Position. Obtaining of Fitness Certificate to the vehicles. Close monitoring of performance of Tyres & Batteries. Recommending for scrap of spares & Auto items.

**DEPOT – 02**

Sl No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-02, South Division	BMTC, Depot-02, Shantinagar, B'lore-27.	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records

**DEPOT – 03**

Sl No	Name of the	Address	Functions	Duties
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	Organisation			
1	BMTC Depot-03, South Division	BMTC, Depot-03, Shantinagar Bangalore-27	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records

**DEPOT – 04**

Sl No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-04, South Division	BMTC, Depot-04, Jayangar Bangalore-	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc



			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records

**DEPOT – 15**

SI No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-15, South Division	BMTC, Depot-15, Koramangal BANGALORE	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
	Security	Security & Maintenance of daily operating records		

**DEPOT – 20**

SI No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-20 , South Division	BMTC, Depot-20, Banashankari, Bangalore-	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary

			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records

**DEPOT – 27**

SI No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-27, South Division.	BMTC, Depot-27, Jigani, Bangalore-.	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records

**DEPOT – 33**

SI No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-33, South Division	BMTC, Depot-33, Uttarahalli	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment	Service Recors, Leave account

			section	sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records

**DEPOT – 34**

Sl No	Name of the Organisation	Address	Functions	Duties
	BMTC Depot-34, South Division	BMTC, Depot-34, Kotanour	Operation of Buses	Maintenance of Buses
			Administation section	Letters in & out, Issues of passes & All kind of factory (Depot) License renewal
			Establishment section	Service Recors, Leave account sheets, & Perssonal files maintenance
			Account Section	Attendance Maintenance, & Salary
			Ticket section	auditing tickets, inventory & statements
			Cash section	Collecting cash of tickets, passes etc
			Mech section	Maintainence of buses
			Bunk	Fuel maintainence
			Store	Providing equipments for all depot works
			Security	Security & Maintenance of daily operating records