

CHAPTER 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section 4(1) b (i)]

PERSONNEL DEPARTMENT

Activity	Description	Decision making process	Designation of final authority
All the activities related to the Personnel, Recruitment and Disciplinary Sections	Administration, Recruitment, staff service regulations, seniority, APR's of the staff and disciplinary reports.	The HOD's of various Departments make decisions in their respective department as per the KSRTC/ BMTC regulations and circulars issued thereof.	The Managing Director being the Chief Public Authority chief has the power to take final decisions

SECURITY AND VIGILANCE DEPARTMENT

Activity	Description	Decision making process	Designation of final authority
Acting upon complaints received by the public & employees.	Periodical review of work turned out by the subordinate officers/officials	Proper disposal of enquiries in time frame work.	CS&VO

INTERNAL AUDIT

Activity	Description	Decision making process	Decision of final authority
Internal Audit work as per the Internal Audit Programme in respect of Central offices, Divisions and Depots.	1. Releasing of Internal Audit Programme for Accounts Officers and Asst. Accounts Officer 2. Releasing of Internal Audit Programme for Accounts Supdts. 3. Releasing Inter Depot Audit Programme.	As per the Rules and Circular instructions of Corporation.	Managing Director

	<p>4.As per Audit reports, releasing of Audit Enquiries and Compliance Reports.</p> <p>5. Forwarding of Audit Paras, which are included in the Report of Comptroller and Auditor General of India to the concerned Heads of the Department and to Divisional Controllers/receiving replies from the concerned and forwarding the same to Senior Resident Audit Officer.</p> <p>6.Co-ordinating with India Audit and Accounts Department.</p> <p>7. Furnishing replies to the Audit paras which are included in C & AG Report.</p> <p>8. Conducing ADHOC Committee Meeting to Close the Audit Para's.</p> <p>9.If any irregularities are noticed in the Depots, special report submission.</p>		
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HUMAN RESOURCE DEVELOPMENT

Activity	Description	Decision making process	Designation of final authority
Activities relating to organizing the training programmes to the staff and officers of the corporation.	Organizing training programmes to the staff and officers according to the need. Drafting internal/external lecturers for the training sessions. Deputing officers / staff of	As per need, the approval from the principal, Director (IT) and Managing Director will be obtained for conducting various	The Principal, Training Centre, the Director (IT), the Managing Director take the decisions as per the requirement.

	the corporation to the trainings/ workshops/ conferences organized by other institutions.	programmes.	
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STORES & PURCHASE DEPARTMENT

Activity	Description	Decision making process	Designation of final authority
Purchase activities	i) Inviting tenders ii) Receipt & Opening of tenders iii) Scrutiny of Pre-qualification offers iv) Preparation of comparative chart and Audit v) Evaluation of commercial offers vi) Purchase proposals vii) Placement of Orders viii) Supply monitoring/evaluation of supply performance ix) Other related activities	Decisions of the CPC/CPSC COS&P Tender Scrutiny Committee ASO CPSC/CPC COS&P COS&P ASO/SO ASO/SO & COS&P	CPSC & CPC COS&P Tender Scrutiny Committee ASO CPSC/CPC COS&P COS&P ASO/SO ASO/SO & COS&P
Storing, issues & Inventory Management	The common activities at Stores Section are: i) Indenting and Forecasting ii) Purchase order maintenance & furnishing of Delivery schedules & chasing of supplies iii) Collection of materials from Receipt Section iv) Binning and tagging of materials v) Maintenance of Bin	COS&P / GM (Tech) ASO / SO SK ASK/SK SK ASO/SO ASO/SO DME/WM/GM(Tech)	COS&P / GM (Tech) ASO / SO SK ASK/SK SK SK ASO/SO ASO/SO

	<p>cards</p> <p>vi) Issue of materials</p> <p>vii) Performance follow-up</p> <p>viii) Testing of samples</p> <p>ix) Preferring claims & settlement in respect of items prematurely failed</p>		DME/WM/GM(Tech)
Fuel (HSD) Management	<p>1) High Speed Diesel(HSD) is very critical & vital item required for day-to-day operations. In view of criticality, scarcity & high cost of the item, the HSD is termed as 'Liquid Gold'</p> <p>2) Procedures to be followed:</p> <p>i) Indenting</p> <p>ii) Receipt/Decanting</p> <p>iii) Documentation at Divisional Stores / Accounts</p> <p>iv) Accounting Payment</p> <p>3) Inventory Management</p> <p>4) HSD Receipt & Decanting Procedure</p> <p>5) The duties & responsibilities with respect of HSD Management are:</p> <p>a) ASK & JA: are responsible for recording stock received and each consignment received</p>	<p>COS&P/GM (Tech)</p> <p>Depot Managers Depot Committee ASO/SO & AAO/AO</p> <p>AAO/AO ASO/SO & DME & DCs As per Stores Manual</p>	<p>COS&P/GM (Tech)</p> <p>Depot Managers Depot Committee ASO/SO & AAO/AO</p> <p>AAO/AO ASO/SO & DME & DCs As per Stores Manual</p>

	<p>be attested by official receiving HSD consignment</p> <p>b) ASK is responsible for dispatching the HSD Invoices viz. Buyers copy & extra copies</p> <p>c) SK (Fuel): shall ensure that the details of receipts is recorded in the Depot-wise ledger on receipt of the Invoices from the depot</p> <p>d) SO/ASO: On receipt of HSD invoices shall compare and certify the quantity of HSD received Depot-wise and forward only Buyers copy of the Invoice to Accounts Department</p>		
Tyre Management	<p>Tyre is one of the major cost intensive item after HSD. Little improvement in the performance of tyres will reduce the operating cost considerably. The Corporation is following the system of purchase of Tyres, Tubes and Flaps as a set in order to achieve optimum performance and for settlement of claims in case of premature failures</p> <p>The procedures followed in this management:</p>	<p>ASO/SO SK SK ASO/SO SK SK ASO/SO</p>	

	<ul style="list-style-type: none"> i) Indenting ii) Tyre cards iii) Tyre Master Register iv) Receipt of new tyres v) Branding of tyres vi) Issue of new tyres vii) Inventory Management of tyres viii) Accountal of Tyres at depots ix) Accountal of new tyres received along with the chassis/transfer of vehicles from one unit to another unit x) Accountal of Processed tyres xi) Preferring claims and settlement 	<p>DM WM & ASO/SO</p> <p>ASO/SO ASO/SO</p>	<p>GM(Tech)</p>
<p>Scrap Management</p>	<p>Material, which is condemned and is unfit for further use in the organization and cannot be made serviceable after economic reconditioning, can be considered as Scrap material</p> <p>Scrapping Policy:</p> <ul style="list-style-type: none"> i) The Corporation is following a policy of scrapping of vehicles and other assemblies after the vehicles and other assemblies covered the prescribed Kms. 	<p>Tender-cum-Auction Procedure</p>	<p>COS&P, KSRTC</p>