

**Chapter V Section 4 (1) (b) (v)**

**Rules, Regulations, Instructions, manuals and Records, held by it or under its control or used by its employees for discharging its functions.**

Designation	Roles and Responsibilities	Activities undertaken by the designation
<p><b>Labour Welfare Officer</b></p>	<ol style="list-style-type: none"> <li>1. Presently handling the duties and functions pertaining to shop and establishments for various KTC bus stands all over Goa.</li> <li>2. Designated as Public Information Officer for handling the RTI request/matters.</li> <li>3. Appointed as the Presiding officer of the internal committee to deal with complains and reports of sexual harassment of women at workplace.</li> <li>4. Appointed as Nodal officer of the corporation as per Sexual Harassment of Women at workplace Act, 2013.</li> <li>5. Departmental inquiries</li> </ol>	<ol style="list-style-type: none"> <li>1. Tendering of shops and premises. <ul style="list-style-type: none"> <li>• Allotment of shops and premises on leave and license basis.</li> <li>• Execution of leave and license agreement.</li> <li>• Renewal of leave and license agreement.</li> </ul> </li> </ol> <p>All other matters pertaining to shops and establishments.</p> <ol style="list-style-type: none"> <li>2. Receiving and disposal of RTI requests, attending first/second RTI appeals before FAA/State Commission.</li> </ol> <ol style="list-style-type: none"> <li>5. Departmental inquires are conducted as and when assigned by the Disciplinary Authority</li> </ol>
<p><b>Cashier Cum Lower Division Clerk</b></p>	<ol style="list-style-type: none"> <li>1. Handling and processing/correspondence related to the shops and establishments of various KTCL Bus stands.</li> <li>2. Hall bookings of various community halls at Bus stands.</li> <li>3. RTI pertaining to shops/premises of various KTCL bus stands.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage incoming and outgoing correspondence, files, registers, and documents. <ul style="list-style-type: none"> <li>• Sort and distribute office mail and maintain a section-wise file movement register.</li> <li>• Prepare routine letters, notices, reports, and simple office documentation.</li> <li>• Ensure files and records are organized and easily retrievable.</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>• Processing of shops tenders, Allotment of shops, execution of Leave and License, renewal letters.</li> </ul> <ol style="list-style-type: none"> <li>2. Maintaining hall register, accepting bookings, ensuring hall bookings entries on official website and its updation.</li> <li>3. Processing RTI matters and providing suitable replies.</li> </ol>
<p><b>Assistant Data Entry Operator</b></p>	<ol style="list-style-type: none"> <li>1. Handling and processing/correspondence related to the shops and establishments of various KTCL Bus stands.</li> <li>2. Hall bookings of various community halls at Bus stands.</li> <li>3. RTI pertaining to shops/premises of various KTCL bus stands.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manage incoming and outgoing correspondence, files, registers, and documents. <ul style="list-style-type: none"> <li>• Sort and distribute office mail and maintain a section-wise file movement register.</li> <li>• Prepare routine letters, notices, reports, and simple office documentation.</li> <li>• Ensure files and records are organized and easily retrievable.</li> <li>• Processing of shops tenders, Allotment of shops, execution of Leave and License, renewal letters.</li> </ul> </li> <li>2. Maintaining hall register, accepting bookings, ensuring hall bookings entries on official website and its updation.</li> <li>3. Processing RTI matters and providing suitable replies and documents within RTI time limit.</li> </ol>

Sr.No.	Chapter	Section of the Act	Title	Information along with size (MB/GB)
01	Chapter-V	Section 4(1)(b)(v)	Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions	<p><b>The Corporation functions under the provisions of the following Acts/Rules:</b></p> <ul style="list-style-type: none"> <li>• Companies Act</li> <li>• Certified Standing Orders (CSO)</li> <li>• Central Civil Services (Conduct) Rules (CCS – Conduct)</li> <li>• Government Circulars / Amendments issued from time to time</li> <li>• Industrial Disputes Act</li> <li>• Factories Act</li> <li>• Employees' Provident Funds and Miscellaneous Provisions Act / Employees' State Insurance Act</li> </ul> <p>The Technical Section consists of the following staff:</p> <ul style="list-style-type: none"> <li>• Upper Division Clerk (UDC)</li> <li>• Lower Division Clerk (LDC)</li> <li>• Multi-Tasking Staff (MTS)</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Rules and Regulations:</b> All staff members adhere to the applicable rules and regulations as prescribed in the work orders issued from time to time. Additionally, instructions issued by the Head of the Section are followed regularly for effective discharge of duties.</li> <li>2. <b>Receipt of Correspondence:</b> All correspondence/letters received from Government Departments, other Departments, or concerned Sections are duly inwards either manually or through the Management Information System (MIS).</li> <li>3. <b>Maintenance of Records:</b> Proper records of all incoming correspondence and related documents are systematically maintained in the section.</li> <li>4. <b>Processing of Matters:</b> The dealing clerk processes the received matters by preparing notes and proposals, including those requiring financial and administrative approval. Upon obtaining the necessary approvals from the competent authority, decisions are formally communicated to the concerned</li> </ol>

				Departments/Sections for implementation and further necessary action.
--	--	--	--	---

Sr. No.	Chapter	Section of the Act	Title	Information along with size (MB/GB)
1	Chapter-V	Section 4 (1) (b) (v)	Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its functions.	<p><b>The Corporation functions under the provisions of the following Acts/Rules:</b></p> <ul style="list-style-type: none"> <li>• Companies Act</li> <li>• Certified Standing Orders (CSO)</li> <li>• Central Civil Services (Conduct) Rules (CCS – Conduct)</li> <li>• Government Circulars / Amendments issued from time to time</li> <li>• Industrial Disputes Act</li> <li>• Factories Act</li> <li>• Employees' Provident Funds and Miscellaneous Provisions Act / Employees' State Insurance Act</li> </ul> <p><b>The Statistical Section consists of the following staff:</b></p> <ul style="list-style-type: none"> <li>• Statistical Officer (SO)</li> <li>• Upper Division Clerk (UDC)</li> <li>• Lower Division Clerk (LDC)</li> </ul> <ol style="list-style-type: none"> <li>1. <b>Rules and Regulations:</b> All staff members adhere to the applicable rules and regulations as prescribed in the work orders issued from time to time. Additionally, instructions issued by the Head of the Section are followed regularly for effective discharge of duties.</li> <li>2. <b>Receipt of Correspondence:</b> All correspondence/letters received from Government Departments, other Departments or concerned Sections are duly inwards either manually or through the Management Information System (MIS).</li> <li>3. <b>Maintenance of Records:</b> Proper records of all incoming correspondence and related documents are systematically maintained in the section.</li> <li>4. <b>Processing of Matters:</b> Compilation and monitoring of various types of Reports such as Earning, Accidents, Operational Reports, Break-down Analysis, Tyre Performance, HSD KMPL Report and submission of the same to the Management for decision making and to take corrective action from time to time.</li> <li>5. Provide required statistical information periodically to Government bodies(e.g. Directorate of Planning, Statistics &amp; Evaluation, Ministry department) etc.</li> <li>6. Coordinate material from respective section for Goa Legislative Assembly and Lok Sabha questions &amp; submit replies on time.</li> </ol>