



KERALA STATE ROAD TRANSPORT CORPORATION  
*Proceedings of the Chairman & Managing Director*  
Present : Biju Prabhakar IAS

Delegation of powers - Duties and responsibilities of  
Executive Director (Administration) – Orders issued –

GENERAL SECTION, Transport Bhavan  
No. 5937/GL2/96/RTC (B). Dated, Thiruvananthapuram, Friday, 5<sup>th</sup> March, 2021.

ORDER

In addition to the existing duties and responsibilities, the following powers and responsibilities are delegated to the Executive Director (Administration), *with immediate effect*.

He will hold the charges of –

- General Section
- Personnel Section
- Law Section (including MACT settlement)
- HR & Training division
- Pension settlement
- Outer Audit Division (OAD)

*The following Officers / Sections will report to the Executive Director (Administration).*

- General Section, Chief Office
- Chief Law Officer / Law Officer
- Deputy Chief Accounts Officer (Pension & Audit)
- Administrative Officer (Personnel Section, Chief Office)
- Audit Officer
- Deputy Managers (HR)

The Executive Director (Administration) will report to Chairman & Managing Director.

Chairman & Managing Director

To

Officers concerned.

Copy to:- Co-ordinator (EDPC) - for publishing the order in official Website  
All Zonal / Unit / Workshop Heads,  
All Officers and Sections in Chief Office,  
File/Stock File.

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