

58. NATIONAL TRANSPORT CORPORATION

- 58.1 The National Transport Corporation (NTC), established under the NTC Act No 5 of 1979 is the sole public sector bus operator. It operates under the aegis of the Ministry of Public Infrastructure and Land Transport (Land Transport Division).
- 58.2 The NTC envisions to be always at the forefront in the provision of public transport and ancillary services and is committed to provide a reliable, punctual, safe and comfortable bus transport along its dedicated routes. It aims at providing high quality, reliable and customer friendly transport services through an environment friendly service.
- 58.3 The NTC is the largest bus fleet owner in the country with around 525 buses operating from six depots and cover almost fully the urban region and more than one third of the route network of the country. Though operating on commercial basis, the NTC has a matter of national policy, to provide services on several non-economical routes. Some 200000 commuters daily patronise the corporation service and as a major player among all bus operators, it provides the largest social service connecting main economic activities and far flung isolated areas at tapering tariff. The Corporation constantly renews its bus fleet to meet the expectations of public transport users.
- 58.4 The present organisation structure of the NTC comprises the following departments: Corporate and Administration; Traffic; Engineering; Human Resource and Finance. The executive head of the NTC is the General Manager who is supported by a staffing complement of specialised and General Services employees. The NTC has a manpower of 2800 employees of whom 119 are reported upon by the Pay Research Bureau (PRB) and the remainder by the National Remuneration Board.
- 58.5 The present organisational structure of the NTC is enabling the Corporation to attain its objectives. However, in the context of this review exercise, Management has requested that the Corporate and Administrative Department which is serviced by the Secretary/Administrative Manager and officers of the General Services needs to be reinforced with the creation of the grade of Assistant Secretary to assist the Secretary/Administrative Manager for the day to day Management of the Corporation. The Staff Side has made requests for the revision of salaries of the various grades along with alignment of certain grades with their counterparts in other public sector organisations. We have studied the requests of all parties concerned and we are making appropriate recommendations.

Assistant Secretary (New Grade)

Recommendation 1

58.6 We recommend the creation of a grade of Assistant Secretary on the establishment of the National Transport Corporation. Appointment thereto should be by selection from among candidates who are a member of the Institute of Chartered Secretaries and Administrators or who possess a Degree in Management or Business Administration or Legal Studies; and reckoning at least three years' post qualification experience in the field.

58.7 Incumbent would be, *inter alia*, required to assist the Secretary/Administrative Manager for the day to day management of the Secretariat; supervise the work of the personnel in the Secretariat including the open registry and confidential secretary; act as Secretary to various Committees as and when required; assist in the compilation of committee papers and tender documents and to enable necessary follow up as regards communication and implementation of Board decisions to other departments; assist in the drafting of contracts; and be responsible for insurance of all NTC premises, vehicles, cash and other related items.

Human Resource/Senior Human Resource Officer

Recommendation 2

58.8 We recommend that incumbent in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the master salary scale up to salary point Rs 42325 provided that they:

- (i) have drawn the top salary for a year;**
- (ii) have been efficient and effective in their performance during the preceding year; and**
- (iii) are not under report.**

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SALARY SCHEDULE

- NTC 1 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**
Office Attendant
- NTC 2 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**
General Manager's Personal Driver (Personal)
- NTC 3 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Head Office Attendant
- NTC 4 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Telephone Operator/Receptionist
- NTC 5 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**
Assistant Stores Officer (Personal)
- NTC 6 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- NTC 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- NTC 8 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Computer Operator
- NTC 9 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)

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- NTC 10 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Operations Officer (Personal)
Assistant Procurement and Supply Officer (Personal)
Executive Officer (Personal to officers in post as at 31.12.15)
Purchasing and Supply Officer (Personal)
- NTC 11 : Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Traffic Controller (Personal to incumbent in post as at 30.06.08)
- NTC 12 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275**
Data Entry Supervisor (Personal)
Senior Computer Operator
- NTC 13 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- NTC 14 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Financial Officer
Procurement and Supply Officer
- NTC 15 : Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Senior Traffic Controller
- NTC 16 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer/Senior Human Resource Officer
- NTC 17 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
Technical Officer (Electrical and Electronics)
- NTC 18 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- NTC 19 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**
Industrial Relations Officer

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- NTC 20 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**
Technical and Mechanical Officer/Senior Technical and Mechanical Officer
- NTC 21 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Assistant Secretary (New Grade)
NTC Regional Manager
Traffic Planner
- NTC 22 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Analyst
- NTC 23 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Accountant
Internal Auditor
- NTC 24 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Retread Plant Superintendent
- NTC 25 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Head IT Support Services
Mechanical Engineer/Senior Mechanical Engineer (Personal)
- NTC 26 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Assistant Stores Manager (Inventory Management and Administration)
(Personal)
- NTC 27 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Financial Controller
HR Manager
Secretary/Administrative Manager
- NTC 28 : Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Chief Engineer
Traffic Manager

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NTC 29 : Rs 83000 x 3000 – 89000
Deputy General Manager (Personal)

NTC 30 : Rs 110000
General Manager

