

ADMINISTRATION OF DAMAN & DIU
DIRECTORATE OF TRANSPORT
DAMAN
CITIZEN CHARTER

This Charter seeks to provide a brief framework, which enables public to know:

- About this Department
- The Facilities and kinds of services which this Department strives to offer to public
- The Standards of works which this Department sets for itself to achieve for its functioning
- The means through which the public can make suggestion or seek redresses of their grievances
- The ways and means by which the public can help this Department to serve them better.
- The commitment of the Department

About Transport Department:

The Transport Department is functioning under the various provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Daman & Diu Motor Vehicles Rules, 1989. Taxes are levied according to the provisions of the Goa, Daman & Diu Motor Vehicles Taxation Act, 1974, Goa, Daman & Diu Motor Vehicles Tax Rules, 1974, Goa, Daman & Diu Motor Vehicles Tax (Taxation on Passengers & Goods) Act, 1974 and Goa, Daman & Diu Motor Vehicles (Taxation on Passengers & Goods) Rules, 1975. Transport

Department provides various services like issue and renewal of driving licenses, grant and renewal of permits, registration of motor vehicle driving licences, grant and renewal of permits, registration of motor vehicles etc.

Office Timings

10.00 A.M. to 5.00 P.M. (Monday to Saturday) except 2nd Saturday

Standards of Services

The following standards and services from the staff of Transport Department can be expected by all the Citizens :-

- Helpful and friendly attitude while interacting with the applicants
- Punctual and committed attitude towards work
- Effort to improve the standard and quantity of its service

Since the Transport Department is a Public Related Department, utmost care will be taken while attending the work.

(2) ACTIVITIES OF TRANSPORT DEPARTMENT AND THE TIME LIMIT FOR DISPOSAL OF APPLICATIONS:

- ***Learners' Licence –***

Application in form 2 accompanied by the attested copies of the document Proving his/her address and his/her age, two passport size photographs for each class of Vehicle, and the certificate / Declaration of medical Fitness as mentioned below :

Sr. No	Category of Licence	Form No.	Time	Fee Payable	Period of disposal
1	Learner's Licence of Non – transport Vehicles, if the Applicant is below the Age of 40 years	(1) Form no – 1 (Declaration as to medical fitness) (2) Form No. 2	(1) Fee will be accepted from 10.00 am to 1.00 pm on all working days except Saturdays, tenth and last day of the month, cash will be accepted during 10.00 am to 11.30 am only (2) The entry of details including Bio-metrics of the applicant will be taken on the same day (3) The test of competence will be conducted on every Tuesday and Friday from 2.00p.m to 2.30p.m.	(1) Rs. 30.00 for each class of vehicle. (2) Rs. 10/- for each test	Within one day after passing the test
2	In all other cases	(1) Form – 1-A Medical Certificate duly signed by the Registered Medical Practitioner (2) Form No. 2			

- ***Permanent Driving Licence –***

The applicant on completion of one month from the date of issue of Lerner's Licence, may submit application for permanent Driving licence.

Sr. No.	Category of Licence	Form No. / Procedure	Time	Fee Payable	Period of disposal
1	Permanent driving licence	<u>Submission of Form -</u> (1) Form No. 4 (2) Driving certificate in form 5 issued by the school or establishment	Application along with fee can be paid at the cash counter of the RTO office during 10.00 a.m. to 1.00 p.m. on all working days except Saturday, tenth and last day of the month, On Saturday tenth and last day the month cash will be accepted during 10.00 a.m. to 11.30 a.m.	(1) Rs. 200/- as Licence Fee (2) Rs. 50.00 For each Class of vehicle as Test Fee	Within one day from the date of passing the test of competence to drive
		Test of Competence to drive	Form 2.00 p.m. to 2.30p.m. on every Tuesday and Friday	- -	
		If the applicant does not pass the test, he can re-appear within seven days	Test Fee shall be collected on the way as stated above and test shall be conducted from 2.00 p.m. to 2.30 p.m. on every Tuesday and Friday	Rs. 50.00 For each Class of Vehicle.	Within one day from the date of passing the test of competence to drive

Note :-

In case the applicant does not pass the test after three Appearances, he shall not be qualified to reappear for such test before the expiry of as period of sixty days from date of last such test.

Sr. No.	Category of Licence / person	Form No. /Procedure	Fee Payable	Period of disposal
2	Renewal of Permanent driving licence	(1) Form 9 (2) Medical certificate in Form I-A duly signed by the Registered Medical Practitioner	Rs. 200	Within four days from the date of payment of such fee
3	Issue of Duplicate licence	Application form LLD and two passport size photographs. In case the original licence is found in future, the applicant should surrender the duplicate licence to the authority	Rs. 200	Within four days from the date of payment of such fee

- **Registration of Motor Vehicle -.**

(1) Procedure :-

Sr No	Procedure		Document required	Period of disposal
1	For registration of motor vehicle. In Form 20 to the Registering Authority within a period of seven days from date of taking delivery of such vehicle	1 2 3 4 5 6 7 8	Sale certificate in Form 21 Valid insurance certificate Copy of the proceedings of the State Transport Authority / concerned Authority for the purpose of approval of the design in case of trailer or a semi trailer Original sale certificate from the concerned authorities. In Form 21 in case of ex-army vehicles Proof of address by way of any one of the documents referred to in the Annexure I attached to this charter Temporary registration certificate Road worthiness certificate in Form 22 from the manufacturer and Form 22-A from the body builders Custom's clearance certificate in case of imported vehicles along with licence and bond if any.	Within seven days

(2) Fee prescribed for registration of vehicles :

Sr.No.	Class of vehicle	Amount fee
1	Invalid carriage	Rs. 20.00
2	Motor cycle	Rs. 60.00
3	Light Motor Vehicle	Rs. 200.00
4	Light Commercial Vehicle	Rs. 300.00
5	Medium Goods Vehicle	Rs. 400.00
6	Medium Passenger Motor Vehicle	Rs. 400.00
7	Heavy Goods Vehicle	Rs. 600.00
8	Heavy passenger Vehicle	Rs. 600.00
9	Imported Passenger Vehicle	Rs. 800.00
10	Imported motor cycle	Rs. 200.00

• Other transactions of motor vehicles -

Sr. No.	Category	Form No. /Procedure	Fee Payable	Period of disposal
1	Renewal of Registration	Application in Form 25 to the Registering Authority not more than sixty days before the date of expiry.	As per the rate prescribed for registration of vehicle	Within seven working days of passing the motor vehicle
2	Alteration of Motor vehicle	Notice in Form BTI to the Registering Authority. After alteration the registered owner shall submit the certificate of registration for making necessary entries. After necessary verification / inspection of the vehicle, the registering authority shall make entries thereof in the registration records.	Rs. 50.00	Within four working days
3	Transfer of Ownership	Application in Form 29 and 30 along with a) certificate of registration b) certificate of insurance c) Proof of residence d) Valid PUC certificate	Fee at the rate of half of the fee as prescribed	Within five days from the date of payment

Sr. No.	Category	Form No. /Procedure	Fee Payable	Period of disposal
4	Assignment of new registration marks	Application for assignment of registration marks in Form 27 along with <ol style="list-style-type: none"> a) proof of residence b) declaration in Form FT c) Certificate of insurance d) PUC e) NOC obtaining from previous RTO f) Form 29-30 or 33 as the case may be 	Fee at the rate as prescribed	Within seven days from the receipt of confirmation from concerned RTO
5	No objection certificate	From No. 28 along with <ol style="list-style-type: none"> a) Certificate of registration b) Copy of the certificate of insurance c) Evidence of payment of motor vehicle tax upto date d) Valid PUC Certificate <p>In case of a transport vehicle, in addition of the above documents documentary evidence may be furnished:</p> <ol style="list-style-type: none"> a) That the vehicle is not covered by any permit b) Sum of money agreed upon to be paid by the holder of the permit under sub-section (5) and (6) of Section 86, if any no pending recovery. c) Evidence of payment to tax on passenger and goods. <p>On receipt of such application, a report will be obtained from Police Department that no case relating to the theft of motor vehicle concerned has been reported or is pending as required under sub section (5) of Section 48 of Motor Vehicles. Act, 1988.</p>	--	Within 7 days from the receipt of police clearance .

Sr. No.	Category	Form No. /Procedure	Fee Payable	Period of disposal
6	Change in residence	Form 33 along with an application for recording a change in the residence in the certificate of registration of a motor vehicle and certificate of registration and proof of residence	Rs. 20/-.	Within 7 working days
7	Endorsement of hire purchase agreement:	An application for making an entry of hire purchase, lease of hypothecation agreement in the certificate of registration in the certificate of registration of a motor vehicle in Form 34 duly signed by the registered owner and financier and shall be accompanied by the certificate of registration, valid PUC	Rs. 100/-	Within five working days
8	Termination hire purchase agreement	Form 35 duly signed by the registered owner and the financier and accompanied by the certificate of registration	Rs. 100/-	Within seven days of payment of fee
9	Registration Particulars :	Issuance of particulars of registration and licence	Rs. 20/-	On the same day of payment of fee
10	Cancellation of Registration	If a motor vehicle has been destroyed or has been rendered permanently incapable of use, the owner shall, within fourteen days or as soon as may be, report the fact to the Registering Authority with a request to cancel the registration of the vehicle and shall forward the certificate or registration to that authority. After verification of the merit of the application and inspection of the motor vehicle, if required, the Registering Authority shall cancel the registration of such vehicle.	--	Within seven days of inspection of the motor vehicle

- ***Issue of Renewal of certificate of fitness –***

The application for issue and renewal of fitness in respect of transport vehicles will be accepted in form CFRA accompanied by (a) certificate of insurance (b) Permit (c) certificate of taxation and (d) fee as below.

Sr. No.	Class / category of vehicle	Fee for conducting test	Fee for grant or renewal of fitness	Total
1	Two / three wheeled vehicle	100.00	100.00	200.00
2	Light Motor Vehicle	200.00	100.00	300.00
3	Medium Motor Vehicle	300.00	100.00	400.00
4	Heavy Motor Vehicle	400.00	100.00	500.00

The vehicles should be produced for inspection and the certificate of fitness shall be issued on the same day on which the vehicle is certified fit by the inspecting authority.

*** Necessity for permits-**

A permit granted by the Regional Transport Authority or State Transport Authority is necessary for use of a vehicle as a transport vehicle in any public place. No vehicle shall be used as Transport vehicles without a valid permit except in cases specified under the provisions of the Motor vehicles Act, 1988 and Rules made there under. The application for permit may be made in the following forms to the state Transport Authority or Regional Transport Authority as the case may be and accompanied by the fee mentioned below : No permit is necessary for any goods vehicles, the gross vehicle weight of which does not exceed 3,000 kilograms.

Sr. No	Type of permit	Application Form	Fee for Application Form	Fee for Grant of permit
1	Stage Carriage	P.S.T.S.A	100	100
2	Contract Carriage	P.Co.P.A	100	100
3	Goods Carriage	P.Gd.C.A	100	100
4	Temporary permit	P.Tem.A	- -	20
5	Private Service Vehicle	P.Pr.S.A	100	100
6	Special Permit	P.Co.Sp.A	- -	20
7	Tourist Vehicle Permit	P.Co.T.A	200	100
8	National Permit	N.P.Gd.C.P	200	100

Permits will be granted within 3 days from the date of sanction by the state Transport Authority subject to production of the valid documents and vehicles by the applicant. However, the Temporary Permits will be granted on the very next day of the application and payment of fee. Applications for Temporary permit shall be submitted in the preceding month from 25th to the end of the month.

- ***Temporary Certificate of Registration –***

The application for Temporary certificate of registration will be accompanied by (a) Copy of insurance (b) Sale Certificate (c) taxes (quarterly) as per the taxation schedule attached to this charter and (d) the fee as mentioned below :

1. For two wheelers : Rs. 100.00
2. For all other vehicles : Rs. 200.00

Temporary certificate of registration will be issued on the same day.

- ***Payment of Taxes –***

Motor vehicles tax :

Tax shall be levied according to the taxation schedule attached to this charter subject to an application in Form I appended to the Goa, Daman and Diu Motor Vehicles (Taxation) Act/Rules, 1974 accompanied by :

1. Certificate of Registration
2. Copy of insurance
3. Valid P.U.C Certificate

Road Tax can be paid quarterly, half yearly and annually. Tax posting will be done on same day.

Taxes on Passengers and Goods :

Tax shall be levied according to the taxation Schedule attached to this Chartered subject to an application / declaration in Form I or Form II (as the case may be) appended to the Goa, Daman and Diu Motor Vehicle (Taxation on Passengers and Goods) Rules, 1975 accompanied :

1. Certificate of Registration
2. Copy of insurance
3. Valid P.U.C Certificate

- ***Evidences as to the correctness of address and age - The applicant should produce any of the documents specified in Rule 4 of the Central Motor Vehicles Rules, 1989, an abstract of the same is reproduced below :-***

“ 4. Evidence as to the correctness of address and age.- Every applicant for the issue of a licence under this Chapter shall produce as evidence of his address and Age, any one or more of the following documents in original or relevant extracts thereof duly attested by a Gazetted Officer or the Central Government or of a State Government or an officer of a local body who is equivalent in rank of a Gazetted Officer of the Government of Village Administration Officer or Municipal Corporation Councilor or Panchayat President, namely :-

- 1) Election Card
- 2) Life Insurance Policy,
- 3) Pasport
- 4) Pay slip issued by any officer of the Central Government of a State Government or a local body,]
- 5) School Certificate
- 6) Birth Certificate
- 7) Certificate granted by a registered medical practitioner nor below the rank of a Civil Surgeon, as to the age of the applicant:

Provided that where the applicant is not able to produce any of the above mentioned documents for sufficient reason, the licensing authority may accept any affidavit sworn by the applicant before an Executive Magistrate, or a First Class Judicial Magistrate or Notary Public as evidence of age and address.

Annexure II

• **Taxation schedule –**

Road Tax :

Sr. No.	Type of Vehicle	Specification for taxation	Road tax Per annum (Rs)	Remarks
1	Two wheelers	a) Upto 50cc b) more than 50cc For every side car attached	15 60 5	(In addition to rates specified as above)
2	Auto Rickshws	i) upto 3 seaters used for private purpose ii) Upto 3 seaters used for hire	60 90	
3	Taxis	i) up to 3 seats ii) up to 4 seats iii) upto 5 seats iv) For every additional seat upto maximum 7 seats	225 250 270 25	
4	Goods vehicles (including three Wheeler pick – up vans)	i) Driven on fuel other than diesel for every 100 kgs of registered laden weight or part thereof ii) Drive on Diesel for every 100 kgs of registered laden weight or part thereof	15 18	
5	Buses	i) up to 18 seats ii) For every additional seat over 18 seats	600 35	
6	Motor vehicles Other than those Covered above i.e. LMV/Cars/Jeeps etc.	i) upto 850 kgs, unladen weight ii) over 850 kgs upto 1200 kgs iii) over 1200 kgs upto 2500 kgs iv) over 2500 kgs upto 5000 kgs v) For every 1000 kgs or part thereof in excess of 5000 kgs	200 250 350 400 60	

Goods Tax :

Sr. No.	Type of vehicle	Specification for taxation	Rate of Goods tax Per month
1	All transport vehicles Including three wheelers	Upto 1000 kgs of R.L.W	Rs. 37.50
2	All transport vehicles including three wheelers	More than 1000 kgs of R.L.W	Rs. 60.00

Passenger Tax

Sr. No	Type of vehicle	Specification For taxation	Rate of tax per month
1	All buses	All buses	Rs. 1.50 per seat annually per km of the total daily permitted or Rs. 24.00 per seat per month at the option of operator.