

MANUAL - 4

NORMS SET FOR THE DISCHARGE OF FUNCTION TIME LIMIT

(Please see Section (4) (1) (b)(iv) of RTI Act, 2005)

SL. No.	DESCRIPTION OF SERVICES	No. of Working days
LICENCE		
1.	Issue of L.L.R	10 Days
2.	Issue of Fresh Driving Licence	15 Days
3.	Issue of Conductor Licence	7 Days
4.	Renewal of Driving Licence (Home State)	3 Days
5.	Renewal of Driving Licence (Other State)	20 Days
6.	Grant of Driving School Licence	30 Days
7.	Additional Endorsement in Driving Licence	15 Days
8.	Issue of Badge	15 Days
9.	Issue of Duplicate Driving Licence and Conductor Licence	7 Days
REGISTRATION		
10.	Issue of Temporary Registration Certificate	Same Day
11.	Assignment of Permanent Registration Certificate	Same Day
12.	Issue of Registration Certificate	10 Days
13.	Re-registration of Motor Vehicle	30 Days
14.	Renewal of Registration of Motor vehicles covered 15 years	7 Days
15.	Issue of NOC to the Motor Vehicles transferring to other states	12 Days
16.	Alteration in Motor Vehicles	7 Days
17.	Change of address in the Registration Certificate	7 Days
18.	Hypothecation endorsement in the Registration Certificate	7 Days
19.	Hypothecation termination in the Registration Certificate	3 Days
20.	Issue of Fresh Registration Certificate in the name of financier	30 Days
21.	Issue of Fresh/Renewal of F.C. and Revocation Certificate	2 Days
22.	Issue of Fresh/Renewal Trade Certificate	3 Days
23.	Transfer of Ownership endorsement in the Registration Certificate	3 Days
24.	Design approval for the Trailers	10 Days

TAX/FC		
25.	Issue of F.C & Renewal	2 Days
26.	Tax assessment for the Transfer vehicles	2 Days
27.	Bilateral Tax endorsement	3 Days
28.	Application for stoppage	2 Days
29.	Stoppage Revocation	2 Days
STAGE CARRIAGE		
30.	Renewal of Stage Carriage Permit	10 Days
31.	Replacement of Stage Carriage Vehicle	7 Days
32.	Endorsement of Replacement of Stage Carriage Vehicles in the Permits	7 Days
33.	Surrender of Stage Carriage Permits	10 Days
34.	Countersignature of Stage Carriage Permit Renewal / Replacement	7 Days
35.	Issue of Stage Carriage Temporary Permit	7 Days
36.	Issue of Stage Carriage Duplicate Permit	7 Days

GOODS CARRIAGE / CONTRACT CARRIAGE / P.S.V.		
37.	Issue of Special Permit/Temporary Permit	Same Day
38.	Grant of Countersignature permits	5 Days
39.	Grant of Recommendation letter for countersign Permits	5 Days
40.	Issue of free token	3 Days
41.	Grant of Authorisation for National Permit vehicles	4 Days
42..	Clearance for check report	2 Days
43.	Issue of Part A and Part B permits	7 Days
44.	Surrender of Permit	10 Days
45.	Grant of Contract Carriage Permit	40 Days
46.	Transfer of Permit for Contract Carriage/Goods carriage	30 Days
47.	Replacement of vehicles in Contract Carriage/Goods Carriage Permit	7 Days
48.	Renewal of permit for Contract/Goods Carriage	10 Days
49.	Regular Permit	10 Days
50.	Issue of Proceedings for permit	15 Days
51.	Authorisation	7 Days
52.	Counter Signature permit Renewal/Replacement/Transfer of Permit	7 Days
53.	Surrender of Permit	15 Days
54.	Temporary Permit	1 Day
55.	Duplicate Permit	7 Days
56.	Grant of Goods Carriage Permit	7 Days