

Transport

Sr. No.	Name of the Department	Name of Service	Given Time Limit	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
1	2	3	4	5	6	7
64	Transport	(i) Issuance of Learner Driving License (Sarathi Related Services)	7 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(ii) Issuance of Permanent Driving License (Sarathi Related Services)	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iii) Renewal of Driving License	37 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iv) Issuance of Duplicate driving license	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(v) Endorsement of new class in Driving License	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
65	Transport	Issuance of Conductor License	7 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
66	Transport	(i) Registration of New Vehicles (VAHAN)	15 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(ii) Transfer of ownership	37 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iii) Issuance of NOC	7 Days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iv) Issuance of duplicate RC	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(v) Tax Clearance Certificate	7 Days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(vi) HPA Addition/ Deletion	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
234	Transport	Registration of vehicle through	18 days	Sub Divisional Officer (Civil)-	Additional Deputy Commissioner of	Deputy Commissioner of

		Dealer (Non-transport)		cum- Registering Authority/Regional Transport Authority of concerned authority	concerned District	concerned District
235	Transport	Dealer Point Temporary Registration	02 day	Sub Divisional Officer (Civil)-cum- Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
236	Transport	Change of Address in Learner License	07 days	Sub Divisional Officer (Civil)-cum- Registering & Licensing Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
237	Transport	Renewal of Conductor License	07 days	Sub Divisional Officer (Civil)-cum- Registering & Licensing Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
238	Transport	Conversion of vehicle (from non-transport to transport)	15 days	Sub Divisional Officer (Civil)-cum- Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
239	Transport	Change of address in Registration Certificate	10 days	Sub Divisional Officer (Civil)-cum- Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
240	Transport	Application for Fitness Certificate	30 days	Sub Divisional Officer (Civil)-cum- Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner Of concerned District	Deputy Commissioner of concerned District
241	Transport	Duplicate Fitness Certificate	30 days	Sub Divisional Officer (Civil)-cum- Registering	Additional Deputy Commissioner Of +concerned	Deputy Commissioner of concerned District

				Authority/Regional Transport Authority of concerned authority	District	
242	Transport	Conversion of vehicle (Transport to non-transport)	15 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner Of concerned District	Deputy Commissioner of concerned District
243	Transport	Alteration of vehicle	30 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner Of concerned District	Deputy Commissioner
244	Transport	Change of address on Driving License	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner Of concerned District	Deputy Commissioner
244 A	Transport	Change of Address in Permit	10 days	Sub Division Officer (Civil)	Additional Deputy Commissioner Of concerned District	Deputy Commissioner of concerned District
244 B	Transport	Hypothecation Continuation	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority Regional Transport Authority of concerned authority	Additional Deputy Commissioner Of concerned District	Deputy Commissioner of concerned District
244 C	Transport	Issuance of Goods Carriage permit	10 days from the issuance of Registration Certificate	Sub Divisional Officer (Civil)-cum- Registering Authority Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District