

SERVICE UNDER RIGHT TO SERVICE ACT-2011

| TRANSPORT DEPARTMENT | | | | | | | |
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| Sr. No | NAME OF THE NOTIFIED SERVICE | DESIGNATED PUBLIC SERVANT | TIME LIMIT FOR DISPOSAL | NAME OF THE APPELLATE AUTHORITY | TIME LIMIT FOR DISPOSAL | NAME OF THE REVIEWING AUTHORITY | TIME LIMIT FOR DISPOSAL |
| 1. | Disposal of matters related to Transport Department | Issuance of Learning License | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 2. | | Issuance/Renewal of all type of D/L | District Transport Officer | 30 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 3. | | Issuance/Endorsement of 2nd copy of D/L | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 4. | | Conversion of D/L into Smart Card | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 5. | | Issuance of international D/L | District Transport Officer | 30 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 6. | | Temporary registration of vehicles | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 7. | | Registration of new vehicles | District Transport Officer | 30 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 8. | | Issuance of 2nd copy of R.C. | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |
| 9. | | Renewal of R/C | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner 21 Working Days |

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| 10. | | Cancellation of Registration of Vehicles | District Transport Officer | 45 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner | 21 Working Days |
| 11. | | Issuance / Renewal of Trade Certificate | District Transport Officer | 15 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner | 21 Working Days |
| 12. | | Issuance of Tax Token | District Transport Officer | 7 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner | 21 Working Days |
| 13. | | Surrender of Vehicles | District Transport Officer | 30 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner | 21 Working Days |
| 14. | | Issuance / Renewal of Petrol Pump License | District Transport Officer | 30 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner | 21 Working Days |
| 15. | | Issuance/ Renewal of Fitness Certificate of Vehicles | Motor Vehicle Inspector | 15 Working Days | District Transport Officer | 15 Working Days | Secretary, RTA | 21 Working Days |
| 16. | | Verification report of vehicles surrendered/ met accident | Motor Vehicle Inspector | 15 Working days | District Transport Officer | 15 Working Days | Secretary, RTA | 21 Working Days |
| 17. | | Issuance of 2nd copy of Fitness Certificate | Motor Vehicle Inspector | 10 Working Days | District Transport Officer | 15 Working Days | Secretary, RTA | 21 Working Days |
| 18. | | Forwarding of application related to tax rebate/ refund. | District Transport Officer | 30 Working Days | Secretary, RTA | 15 Working Days | Divisional Commissioner | 21 Working Days |