

**Name of the Department:- Transport**

<b>Sr. No.</b>	<b>Name of Service</b>	<b>Given Time Limit (Working days)</b>	<b>Designated Officer</b>	<b>First Grievances Redressal Authority</b>	<b>Second Grievances Redressal Authority</b>
1	2	3	4	5	6
1	(i) Issuance of Learner Driving License (Sarathi Related Services)	5 days	RTA of concerned authority	ADC of concerned District	DC of Concerned District
	(ii) Issuance of Permanent Driving License (Sarathi Related Services)	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(iii) Renewal of Driving License	37 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(iv) Issuance of Driving License	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(v) Endorsement of new class in Driving License	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
2	Issuance of Conductor License	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
3	(i) Registration of New Vehicles (VAHAN)	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(ii) Transfer of Ownership	37 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(iii) Issuance of NOC	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(iv) Issuance of duplicate RC	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(v) Tax Clearance Certificate	7 days	.....Do.....	ADC of concerned District	DC of Concerned District
	(vi) HPA Addition/Deletion	7 days	.....Do.....	ADC of concerned	DC of Concerned

				District	District
4	Registration of vehicle through Dealer (Non-transport)	07 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
5	Dealer Point Temporary Registration	01 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
6	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
7	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
8	Conversion of vehicle (from non-transport to transport)	07 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District

			concerned authority		
9	Change of address in Registration Certificate	07 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
10	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
11	Duplicate 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
12	Conversion of vehicle (Transport to non-transport)	07 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
13	Alteration of vehicle	30 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned	Additional Deputy Commissioner of concerned District	Deputy Commissioner

			authority		
14	Change of address on Driving License	07 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner