

41. TRANSPORT

41.1 Learner's 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	Driving licence of Non-transport vehicles, if the applicant is below the age of 40 years	Form No – 1 (Declaration as to medical fitness)	From 10.00 am to 1.00 pm on all working days except Saturday, tenth and last day of the month.	Rs. 10.00 for each test	
2	In all other cases	Form -1 A Medical Certificate duly signed by the Registered Medical Practitioner	On Saturday, tenth and last day of the month, cash will be accepted during 10.00 am to 11.30 am only.		
3	Learner's licence	Application along with form I or I-A as the case may be	From 2.00 p.m to 2.30 p.m on every Tuesday and Friday		Within period of two days from date of payment of fee
			Test will be conducted on same day. 3.00 p.m onwards	Rs. 30.00 for each class of vehicle.	

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41.2 Permanent Driving licence :

The applicant on completion of one month from the date of issue of learner'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	Form No.4 alongwith two passport size photographs and driving certificate in form 5 issued by the school or establishment	Cash counter of the RTO office during 10.00 am to 1.00 pm on all working days except Saturday, tenth and last day of the month. On Saturday tenth and last day of the month cash will be accepted during 10.00 am to 11.30 am.	Rs. 50.00 for each class of vehicle	--
		Application with above mentioned documents	From 2.00 p.m to 2.30 p.m on every Tuesday and Friday	--	Within a period of two days from date of payment of fee
			Test will be conducted on same day from 3.00 p.m onwards	Rs. 200 for each class of vehicle.	Within four days from date of payment of fees
		If the applicant does not pass the test, he can re-appear with in seven days	--	Rs. 50.00 for each class of vehicle.	--
		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 a period of sixty days from date of last such test.	--	Rs. 50.00 for each class of vehicle.	--

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Sr. No	Category of Licence / Person	Form No. / Procedure	Fee payable	Period of disposal
2	Renewal of driving licence	Form 9 accompanied by a Medical certificate in Form I-A duly signed by the Registered Medical Practitioner and two passport size photographs In cases of driving licence in Form 7 and Form No 6	Rs. 200 Rs. 50.00	Within four days from the date of payment of such fee
3	Issue of Duplicate licence	Application in Form LLD and two passport size photographs . In cases 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

41.3 Registration of Motor Vehicle :

Sr. No	Procedure		Documents 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

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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 motor vehicle	Rs. 800.00
10	Imported motor cycle	Rs. 200.00

41.4 Renewal of certificate of registration:

Sr. No	Category of Licence / Person	Form No. / Procedure	Fee payable	Period of disposal
1	Registration certificate for period of 5 years	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	After necessary inspection of 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	Approval of alteration shall be given to the Registered owner within seven days.
3	Transfer of Ownership	Application in Form 29 and 30 alongwith a) certificate of registration b) certificate of insurance c) Proof of residence e) Valid PUC certificate	Fee at the rate of half of the fee as prescribed	Within five days from the date of payment
4	Assignment of new registration marks	Application for registration in Form 27 alongwith a) proof of residence b) declaration in Form FT	Fee at the rate as prescribed	Within seven days from the receipt of confirmation from concerned RTO

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41.4 Renewal of certificate of registration :

Sr. No	Category of Licence / Person	Form No. / Procedure	Fee payable	Period of disposal
5	No objection certificate	<p>Form No. 28 alongwith</p> <p>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> <p>In case of a transport vehicle, in addition of the above documents documentary evidence may be furnished :</p> <p>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 passengers and goods.</p> <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 the Motor Vehicles Act, 1988.</p>		No objection certificate will be issued within 7 days from the receipt of such police clearance.
6	Change in residence :	<p>Form 33 alongwith</p> <p>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</p>	Rs. 20/-.	7 days of receipt of such application.
7	Endorsement of hire – purchase agreement :	<p>An application for making an entry of hire purchase, lease or hypothecation agreement 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</p>	Rs. 100/-	within five working days of receipt

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Sr. No	Category of Licence / Person	Form No. / Procedure	Fee payable	Period of disposal
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/-.	The entry of hire-purchase agreement will be cancelled within five working days from the date of such application and fee.
9	Registration Particulars :	Issuance of particulars of registration and licence	Rs. 20.	within three days of receipt of a written request
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 of 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.		

41.5 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 .

(Rs.)

Sl 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 Vvehicle	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.

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41.6 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.

(Rs.)

Sl 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.

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41.7 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.

41.8 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 the same day.

Taxes on Passengers and Goods : Tax shall be levied according to the taxation Schedule attached to this Charter 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

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Annexure I

Evidences as to the correctness of address :

1. For Company / Firm vehicle	<ul style="list-style-type: none"> a) Electricity or telephone bill b) Sales Tax paid or Income tax paid receipts, Central Excise Tax receipts alongwith letter of Municipality or Gram Panchayat for resident proof c) Valid certificate of shop and establishment issued by labour Department. d) Sales Tax Registration
2. For Personal vehicles	<ul style="list-style-type: none"> a) Ration card b) Election Identity card c) Other documents specified under Rule 4 of Central Motor Vehicles Rules, 1989.

Annexure II

Taxation schedule

A) Road tax :

Sr. No.	Type of vehicle	Specification for taxation	Road tax per annum (Rs)	Remarks
1	Two wheelers	<ul style="list-style-type: none"> a) Upto 50cc b) More than 50cc For every side car attached	15 60 5	(In addition to rates specified as above)
2	Auto Rickshaws	<ul style="list-style-type: none"> i) upto 3 seaters used for private purpose ii) Upto 3 seaters used for hire 	60 90	
3	Taxis	<ul style="list-style-type: none"> i) up to 3 seats ii) up to 4 seats iii) up to 5 seats iv) For every additional seat upto maximum 7 seats 	225 250 270 25	
4	Goods vehicles (including three wheeler pick -up vans)	<ul style="list-style-type: none"> 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	

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Sr. No.	Type of vehicle	Specification for taxation	Road tax per annum (Rs)
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

B) 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

C) 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 kms permitted or Rs. 24.00 per seat per month at the option of operator.