

TRANSPORT DEPARTMENT
RTO Complex, Airport Road,
Nani Daman – 396 210

**RIGHT TO INFORMATION ACT 2005
[SECTION 4]**

PUBLICATION OF 17 MANUALS

MANUAL – 1

THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES :

The office of the Assistant Director of Transport, Daman is working under the control of Director of Transport, Daman & Diu. The Collector, Daman is the Director of Transport, Daman & Diu.

The Assistant Director of Transport is declared as a Licensing Authority and Registering Authority for Daman District under the Daman & Diu Motor Vehicles Rules, 1989. He is also declared as Taxation Authority under the Goa, Daman & Diu Tax Act, 1974 and Taxation Officer under the Goa, Daman & Diu (Passenger & Goods) Act, 1974 and Rules made therein under. The Collector, Diu is declared as a Licensing Authority, Registering Authority, Taxation Authority and Taxation Officer for Diu district. Transport Department provides various services like Issue of Motor Driving Licenses, Registration of Motor Vehicles and issue of various kinds of permits etc.

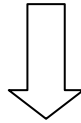
There is a State Transport Authority constituted under the Chairmanship of Collector, Daman which consist of four other members i.e. (i) Hon'ble Member of Parliament (ii) Chief Counselor-cum-President, District Panchayat, Daman (iii) Collector, Diu and (iv) Assistant Director of Transport as a Member Secretary. The main function of the State Transport Authority is to issue various kinds of Permits and to have control over transport vehicles.

Our Mission is to achieve excellence in the implementation of various provisions of Motor Vehicles Act, 1988 and rules made there under related to the Motor Vehicles Department, aimed at :

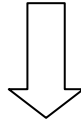
- (i) Registration of motor vehicles and other related works.
- (ii) Issue & Renewal of Driving Licences and other related works.

ORGANIZATION CHART :

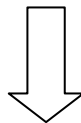
Director of Transport / Collector / Secretary (Transport)



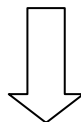
Deputy / Asstt. Director (Transport)



Motor Vehicles Inspector



UDC



LDC

POSTAL ADDRESS :

The Deputy Director (Transport)
Transport Department
RTO Complex, Airport Road,
Nani Daman

PIN CODE – 396 210

Phone No : 0260 – 2260140

Fax No : 0260 – 2263361

WORKING HOURS :

Monday to Saturday : 10:00 A.M. to 5:00 P.M.

(Holiday on 2nd Saturday of Every Month)

1:30 P.M. to 2:00 P.M. Lunch Break

MANUAL – 2

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :

There are separate sections/counters in the office of the Assistant Director of Transport, Daman for collection of Tax / Fee, receipt of applications, Motor Driving Licences, Registration of Vehicles etc. The application for various services is accepted along with prescribed fee at the cash counter in the morning session from 10.00 a.m. to 1.30 p.m. on all working days except Saturdays. On Saturdays, the application alongwith fee shall be accepted from 10.00 a.m. to 12.00 noon.

The Assistant Director of Transport / Licensing Authority is empowered to exercise powers for issue of Driving Licence matters under the various provisions of Motor Vehicles Act, 1988 and rules made thereunder. Similarly, he is empowered to exercise the powers of Registering Authority for registration of vehicles and other related transactions of the motor vehicles under the provisions of Motor Vehicles Act, 1988 and rules made thereunder.

The Motor Vehicles Inspector is empowered to exercise the powers of discharging technical related duties like Inspection of Vehicles involved in accidents, inspection of vehicles for grant of certificate of fitness, conducting driving test / preliminary test for grant of Driving Licence as required under the provisions of Motor Vehicles Act, 1988.

MANUAL – 3

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :**

Lerner license/Driving license

Sr. No	Activity/Process	Concern Officer/staff	No. of days required
1	Submit the form with required document by the Applicant.	LDC	
2	LDC/Concerned authorized person checked the all documents with submitted form. If ok, send to Deputy / Asst. Director transport with application for further verification	Deputy / Assistant Director Transport	1
3	After verification and approval form has to be submitted at the counter for payment of fees	Applicant	Same day
4	After successfully payment generate a receipt & issue to the applicant	Cashier	Same day
5	Data entry operator entry the details data as per form by the applicant	Data entry operator	Same day
6	Bio-metric Data has to be captured after approved by concerned authorized	Data entry operator	Same day
7	After step 6, applicant go for the primary test for license to MVI	Applicant	On any Tuesday, Wednesday, Friday from 11:00 am to 1:30 pm
8	If applicant pass the test , then license will issued within 7 days to application with approval of Deputy / Assistant Dir. Transport	Deputy / Assistant Director Transport	7

Registration of Motor Vehicles / Other Transaction

Sr. No	Activity/Process	Concern Officer/staff	No. of days required
1	Form 20,21 is to be filled by the Applicant along with document	Applicant	1
2	UDC/LDC checks the documents	UDC/LDC	Same day
3	Asstt. / Dy. Director Transport checks the documents and gives order	Asstt. / Dy. Director (Transport)	Same day
4	Fee is to be paid by the applicant on the counter	Cashier	Same day
5	Document forwarded to the MVI	MVI	Same day
6	MVI inspects the vehicle and give approval	MVI	Within 3days
7	Next day its forwarded to Data entry operator for data entry	Data entry operator	Within 3 days
8	The document are forwarded to ADT/Dy. Director(Transport) for approval and number is allotted to the vehicle	Asstt. / Dy. Director (Transport)	Within 7 th days
9	Next day document are forwarded to data entry operator for printing of RC	Data entry operator for data entry	5 th
10	Cutting and pasting of form 24 and RC	Peon	Same day
11	After printing of RC it is been forwarded to Asstt./Dy. Director (Transport) for the signature	Asstt. / Dy. Director (Transport)	9 th day
12	Applicant receive RC with 10 day.	Within 10 days after vehicle inspection	

MANUAL – 4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :

Sr. No.	MAIN SERVICES	STANDARD	
1.	LEARNERS LICENSE	Within Seven days after passing the test.	
2.	PERMANENT DRIVING LICENSE	Within Seven days after passing the test	
3.	RENEWAL OF DRIVING LICENSE	Within Four days	
4.	CHANGE OF ADDRESS IN DRIVING LICENCE	Three days if within Daman & Five days after verification received from concern RTO if brought from other state.	
5.	REGISTRATION OF MOTOR VEHICLE	Within Ten days after vehicle inspection	
6.	ISSUE OF DUPLICATE DRIVING LICENSE	Within Three days	
7.	OTHER SERVICES :	Within Six days after vehicle inspection	
	(i) RENEWAL OF REGISTRATION		
	(ii) ALTERATION OF MOTOR VEHICLE		Within Six days
	(iii) TRANSFER OF OWNERSHIP		Within Six days (within Daman & Diu)
	(iv) ASSIGNMENT OF NEW REGISTRATION MARKS TO VEHICLES BROUGHT FROM OTHER STATES		Within Sixty days
	(v) NO OBJECTION CERTIFICATE		Within 30 days
	(vi) CHANGE IN RESIDENCE		Within Three days (within Daman & Diu)
	(vii) ENDORSEMENT OF HIRE PURCHASE AGREEMENT		Within Three days
	(viii) TERMINATION HIRE PRUCHASE AGREEMENT		Within Three days
	(ix) REGISTRATION PARTICULARS		Within Two days
(x) CANCELLATION OF REGISTRATION	Within Three days after inspection of the motor vehicle		
8.	ISSUE OF RENEWAL OF CERTIFICATE OF FITNESS	Within Four days after vehicle inspection	
9.	TEMPORARY CERTIFICATE OF REGISTRATION	Within Three days	
10.	PAYMENT OF TAX	Within Three days after vehicle inspection	

MANUAL – 5

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION :

The Transport Department is functioning under the various provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Daman & Diu Motor Vehicles Rules, 1989. Taxes are levied according to the provisions of the Goa, Daman & Diu Motor Vehicles Taxation Act, 1974, Goa, Daman & Diu Motor Vehicles Tax Rules, 1974, Goa, Daman & Diu Motor Vehicles Tax (Taxation on Passengers & Goods) Act, 1974 and Goa, Daman & Diu Motor Vehicles (Taxation on Passengers & Goods) Rules, 1975. Transport Department provides various services like issue and renewal of driving licenses, grant and renewal of permits, registration of motor vehicle etc.

MANUAL – 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

1. Learner's Licence.
2. Permanent Driving Licence.
3. Renewal of Permanent Driving Licence.
4. Issue of Duplicate Licence
5. Issue of International Driving Permit.
6. Registration of Motor Vehicle.
7. Renewal of Registration.
8. Alteration of Motor Vehicle.

9. Transfer of Ownership.
10. Assignment of New Registration Mark.
11. No Objection Certificate.
12. Change in Residence.
13. Endorsement of Hire Purchase Agreement.
14. Termination hire purchase agreement.
15. Issuance of Registration Particulars.
16. Cancellation of Registration.
17. Issue of Renewal of certificate of fitness.
18. Necessity For Permits.
19. Temporary Certificate of Registration.
20. Motor Vehicles Tax.
21. Taxes on Passengers and Goods.
22. Cash Book.
23. Pay Bill Register, Bill Register.
24. BCR Register.
25. Dead Stock Register.
26. Cheque Register.
27. Monthly / Quarterly Report file.
28. Pay Bill File.
29. Contingency Bill file.
30. Budget file.

MANUAL – 7

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :

1. The Facilities and kinds of services which this Department strives to offer to public.
2. The Standards of works which this Department sets for itself to achieve for its functioning.
3. The means through which the public can make suggestion or seek redresses of their grievances.
4. The ways and means by which the public can help this Department to serve them better.
5. The commitment of the Department

The following standards and services from the staff of Transport Department can be expected by all the Citizens :-

- i. Helpful and friendly attitude while interacting with the applicants.
- ii. Punctual and committed attitude towards work.
- iii. Effort to improve the standard and quality of its service.
- iv. Courtesy and understanding.
- v. Promptness and efficiency.

MANUAL – 8

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC :

The State Transport Authority, Daman and Diu was constituted under the provisions of Motor Vehicles Act, 1988 consisting of following members :

- | | | | |
|-----|--|---|------------------|
| (1) | Collector, Daman | - | Chairman |
| (2) | Collector, Diu | - | Member |
| (3) | Member of Parliament | - | Member |
| (4) | President cum-Chief Counselor District Panchayat, Daman. | - | Member |
| (5) | Assistant Director of Transport | - | Member Secretary |

MANUAL – 9

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :

The directory of its officer and employees of the Transport Department,
Daman :

Sr. No.	Designation	Nos.
1.	Assistant Director of Transport	01
2.	Motor Vehicles Inspector	02
3.	Assistant Motor Vehicles Inspector	01
4.	Upper Division Clerk	01
5.	Lower Division Clerk	03
6.	Driver	01
7.	Multi Tasking Staff (Peon)	02

The Telephone No. and Fax No. of Office is as under :

- a) Telephone No. : 0260 – 2260140.
b) Fax No. : 0260 – 2263361.

MANUAL – 10

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :

Sr.No.	Name of Employees	Designation	Remuneration	Remarks
01.	Shri Saleem Ahmed	Assistant Director of Transport	₹ 16,280/-	50% payment due to Suspension
02.	Shri N. V. Nair	U.D.C.	₹ 24,015/-	
03.	Shri A.S.J. Nunes	L.D.C.	₹ 23,478/-	
04.	Shri K. S. Patel	L.D.C.	₹ 20,559/-	
05.	Shri V. S. Oza	L.D.C.	₹ 14,757/-	
06.	Shri J. V. Patel	Driver	₹ 23,582/-	
07.	Shri A. G. Halpati	Multi Tasking Staff (Peon)	₹ 20,920/-	
08.	Shri K. D. Patel	Multi Tasking Staff (Peon)	₹ 18,595/-	

MANUAL – 11

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :

Budget Allocation for the Financial Year 2013- 14.

2041 - Plan

2041	-	Major Head – Plan	(₹ in thousand)
		Taxes on Vehicles	
001	-	Direction and Administration	
01	-	Directorate of Transport	
01.00.01	-	Salaries	: 450
01.00.02	-	Wages	: 300
01.00.06	-	Medical Treatment	: 05
01.00.11	-	Domestic Travel Expenses	: 05
01.00.13	-	Office Expenses	: 870
01.00.50	-	Other Charges	: 11000

2041 – Non Plan

2041	-	Major Head –Non Plan	(₹ in thousand)
		Taxes on Vehicles	
001	-	Direction and Administration	
01	-	Directorate of Transport	
01.00.01	-	Salaries	: 2800
01.00.02	-	Wages	: ----
01.00.06	-	Medical Treatment	: 20
01.00.11	-	Domestic Travel Expenses	: 10
01.00.13	-	Office Expenses	: 570

MANUAL – 12

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :

This Department has not executed any subsidy programmes.

MANUAL – 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT :

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.

Total No. of Permit granted :

Sr. No.	Type of Permit	As on 31/03/2013
1.	Stage Carriage Permit (Mini Bus)	24
2.	Contract Carriage Permit	
	a) Taxies on Daman Vapi route	20
	b) Taxies in Daman Area	8
	c) Auto Rickshaws	330
	d) Buses	356
3.	Goods Carriage	1792
4.	National Permit	4314
5.	Tourist Taxi Permits	28
6.	Omni Bus (All India Permits)	16
7.	Private Service Vehicles	273

MANUAL – 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM :

All the forms, procedure for various services in the RTO office are available on the Official Website “www.daman.nic.in/rtodaman/default.html”.

MANUAL – 15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE :

There is no library or reading room facilities available in the Transport Department, Daman.

MANUAL – 16

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS :

- 1) Shri Banbari Lal, Deputy Director of Transport is Public Information Officer, in the Transport Department, Daman.

- 2) Smt. Alka Diwan, IAS, Director of Transport / Collector / Secretary (Transport) is the First Appellate Authority for Transport Department, Daman.

MANUAL – 17

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :**

All information are updated in the Official web site of U.T. Administration of Daman and Diu i.e. www.daman.nic.in