

Government of Goa

CITIZENS' CHARTER

For

DIRECTORATE OF TRANSPORT

**CITIZENS' CHARTER FOR DIRECTORATE OF
TRANSPORT**

Government of Goa

Introduction :

This is a regulatory department which implements various statutory provisions as contained in Motor Vehicles Act, 1988 and Rules made thereunder regulating road transport, passenger and freight movement and motor vehicles management, etc. It is one of the Departments which has a very close interaction with the general public and is often in the eye of media and the public in general.

2. The Department endeavours to strive for a harmonious relationship between the public and officials so as to serve the public better.

Activities of the Department :

- i) Issuing and renewal of driving licences for light motor vehicles, medium motor vehicles and heavy motor vehicles;
- ii) Registration and renewal of private and commercial vehicles;
- iii) Transfer of ownership of vehicles.
- iv) Issue of permits;
- v) Issue and renewal of fitness certificates for commercial vehicles.

1. Issue and Renewal of licence :-

(a) Who can get a licence :-

- (i) A person who has completed 18 years of age can get a licence for M/cycle and Light Motor Vehicles.
- (ii) A person who has completed 20 years of age can get a licence to drive professional and Light Transport Vehicles such as M/Cycles, Taxis, Autorickshaws, P/Ups, etc.
- (iii) A person who has completed 16 years of age but below 18 years of age can get a licence for M/cycles not exceeding 50 c.c.

b) How to get a licence :-

- (i) The applicant for learner's licence should approach the Assistant Director of Transport of the area, in which he resides and submit duly filled in Form 2 (Rs.5/-). All the documents as shown in the application form should be submitted alongwith the application for expeditious disposal.
- (ii) The Department has computerized the services of learners licenses and introduced the services through the R.T.O. Counters and Mahiti Ghars at Panaji, Bicholim, Ponda, Margao and Vasco.
- (iii) The application for permanent driving licence should be given in Form 4 (Rs.5/-) alongwith the documents mentioned therein. An applicant holding permanent driving licence for one class and desirous of obtaining licence for another class of vehicle should make an application in Form No. 8 (Rs.5/-).

2. Registration of Vehicles :-

Fees for registration

1.	M/Cycle	...	Rs.	60/-
2.	Invalid Carriage	...	Rs.	20/-

Three wheelers

(i)	In 2 digits	...Rs. 1000/-	Rs. 3000/-
(ii)	In 3 digits	...Rs. 2000/-	Rs. 5000/-
(iii)	In 4 digits	...Rs. 3000/-	Rs. 10000/-
2. Assignment of registration mark in form of any combination			
		...Rs. 2000/-	Rs. 4000/-
3. Assignment of registration mark in consecutive ascending order of 3 or more digits			
		... Rs. 1500/-	Rs. 3000/-
4. Assignment of No. 786			
		...Rs. 1500/-	Rs. 3000/-

R.C. Book can be either personally collected from the Registering Authority or received by post. A self addressed stamped envelope should be given alongwith papers for registration of vehicles.

All transport vehicles shall be produced before the Motor Vehicle Inspectors for fitness check. Only therefore, application for issue of permit will be entertained.

5. Endorsement of Hire Purchase Agreement (HPA) :

For endorsement of HPA, an applicant should make an application in Form No. 34 (Rs.5/-) in duplicate alongwith Registration Certificate and Fee of Rs. 100/-.

6. Cancellation of Hire Purchase Agreement :

For cancellation of HPA, an application should be submitted in Form No. 35 (Rs.5/-) alongwith Registration Certificate and Fees of Rs. 100/-.

7. Transfer of Ownership :

For transfer of ownership, application should be submitted in Form No. 30 (Rs.10/-) alongwith Registration Certificate, Insurance, Tax Clearance, Proof of Residence and Fees comprising of half of the Registration fees.

8. Renewal of Registration :

A Certificate of Registration of a private vehicle is valid for a period of 15 years from the date of its initial registration. An application in Form No. 25 (Rs.10/-) for renewal should be made to the Registering Authority not more than 60 days before the date of its expiry.

9. Change of Address :

For change of address, an application should be made in Form No. 33 (Rs.10/-) alongwith Registration Certificate and proof of residence and fees of Rs. 50/-.

10. Re-Registration :

An application for re-registration in the State of Goa shall be made in Form No. 30 (Rs.10/-) to the concerned Registering Authority alongwith Registration Certificate, Insurance , Tax, Proof of Residence and N.O.C. in Form No. 28 (Rs.10/-) issued by the original Registering Authority of Home State.

11. NOC within Goa :

An application should be made on plain paper alongwith Form No. 30 (Rs.10/-) and Registering Certificate and submitted to the original Registering Authority.

12. NOC outside Goa :

An application on plain paper should be made to the Registering authority alongwith Form No. 30 (Rs.10/-), Form No. 28 (Rs.10/-), Registering Certificate in original and

Xerox, Insurance Certificate, Tax, Prosecution remarks and No Theft Report from Police Department.

13. Duplicate R. C. :

An FIR should be lodged with the Police. Application in Form No. 26 (Rs.10/-) alongwith Police report should be made to the Registering Authority alongwith receipt of payment of fees as follows :

Motorcycle	...	Rs.	30/-
L.M.V.	...	Rs.	100/-
Medium	...	Rs.	200/-
Heavy	...	Rs.	300/-
Imported	...	Rs.	400/-
Imported M/Cycle	...	Rs.	100/-

14. Alteration :

Prior approval of the Registering Authority should be obtained to carry out any alteration in the vehicles. A fee for alteration is Rs.50/- Vehicles should be produced before the Registering Authority after carrying out alteration. Registration Certificate should be submitted for endorsement of the alteration.

15. Temporary Registration :

Temporary registration may be applied for in Form CR Temp. A (Rs.10/-). Temporary registration shall be issued on the same day. Documents such as Sale Certificate in Form No. 21 and Insurance to be submitted and the fees as follows, besides Tax :

(1)	Rs.	100/-	2 Wheelers & 3 Wheelers
(2)	Rs.	250/-	Light Vehicles
(3)	Rs.	300/-	All other vehicles

16. Duplicate Driving Licence :

FIR should be lodged in case of loss of licence. Application may be made in Form LLD (Rs.10/-) alongwith

recent photographs. A duplicate licence shall be issued within 7 days on production of original receipt of Rs.100/-. The fee for laminated license is Rs. 200/-.

17. Conductors Licence :

A person of 18 years of age who has passed Std. VIIth can apply for Conductors License in Form L. Con (Rs.5/-), provided he produces a certificate of Competence (Short Training Course) from the Transport Department. An application may be made to the Motor Vehicles Inspector who is in the office of the Licensing Authority alongwith Medical Certificate in Form F.A.B., Proof of Residence Character Certificate and Fees.

18. Renewal of Conductors Licence :

Application should be made in Form L. Con.R (Rs.5/-).

19. Duplicate Conductors Licence :

FIR should be lodged to the nearest Police Station. Application may be made in Form CLD (Rs.5/-). Licence is issued after 10 days by depositing a fee of Rs.70/- for issue of duplicate licence.

20. Permits :

For buses/Mini-buses :- (Stage Carriages)

The route and time-table for grant of permit should be produced by the applicant to the Asstt. Director of Transport who is the Member Secretary (RTA). The route shall be surveyed and assessed and thereafter if found feasible, the permit will be issued.

21. Temporary permits :

Application should be moved in Form P. Temp. A (Rs.10/-) for grant of temporary permit. The documents such as Registration Certificate, Insurance, Tax, Fitness Certificate, Passenger Tax in case of Bus/Minibus shall be

produced for verification. The fee shall be Rs. 50/- per calendar month.

22. Temporary permits for trucks and P/ups :

For temporary permits for trucks and P/ups, application should be made in Form P. Temp. A (Rs.10/-) alongwith Registration Certificate, Tax, Fitness Certificate, Insurance. The fee per month shall be Rs. 50/- per calendar month.

23. Regular permits :

For regular permit, application should be made in Form P.G.D.C.A. (Rs.10/-). in respect of Goods Vehicles above RLW 3000 Kgs. The regular permit is issued immediately after payment of Rs. 300/-.

24. Stage Carriage Permits :

Application for Stage Carriage Permits may be made in Form P. St. P.A. (Rs.10/-). The permit is issued for 5 years on payment of Rs. 300/-

25. Contract Carriage Permit for Taxi, Autorickshaws & Motor Cycles :

Application should be made in Form P. Co. P.A. (Rs.10/-). The application are considered in the meeting of Regular Transport Authority. For this, no time limit has been fixed. Fee payable for Yellow/Black Taxis is Rs. 150/-, Yellow/Black Autorickshaws and Yellow/Black Motor cycles is Rs. 70/-.

26. National Permits :

An application should be submitted in Form No. 48 (Rs.10/-) with a fee of Rs. 1000/-. Permits are issued on payment of Rs. 300/- being fee for issue of National Permit for 5 years.

A demand draft of Rs. 500/- in favour of Director of Transport, Government of Goa and application in Form No. 46 (Rs.10/-) alongwith Demand Drafts being composite fees in favour of each of the State chosen for operation.

27. Counter-Signatures :

For vehicles to be plied in Karnataka or Maharashtra, application may be made in Form P.G.D.C.A. (Rs.10/-). In case vacancy exist, a recommendation letter addressed to the Transport Commissioner of that State shall be issued. Thereafter, the applicant can contact the office of the Transport Commissioner of the concerned State for obtaining countersignature.

28. Special Permit :

Special permits are issued for taking the buses outside Goa for special tours etc. However, the vehicles should have a regular stage or contract carriage permit.

Application may be made in Form P. Co. Sp. A. (Rs.10/-) alongwith Contract letter, List of passengers and Tour programme. The fee charged is Rs. 50/-. Special permit is issued on the same day.

29. Tourists Permits :

Application in Form No. 45 (Rs.10/-) with a fee of Rs. 500/- may be made to the Member – Secretary, State Transport Authority, c/o. Director of Transport, Panaji. The documents such as Registration Certificate, Insurance, Fitness Certificate alongwith Form No. 46 (Rs.10/-) and Demand Draft of Rs. 500/- in favour of Director of Transport shall be submitted. Permit will be issued on payment of Rs. 150/- provided the vehicle is registered as Tourist Vehicles.

30. Tourist Taxis :

Application in Form No. 45 (Rs.10/-) alongwith Form No. 46 (Rs.10/-) and a Demand Draft of Rs. 500/- in favour of Director of Transport may be made. After issue of the

letter of grant of permit the vehicle should be produced before the registering Authority duly painted in accordance with rule for getting endorsement on Registration Certificate. Documents such as Registration Certificate, Insurance, Tax, Fitness Certificate should be produced for verification. Permit will be issued on payment of fees of Rs. 150/-

31. All Goa Tourist Taxis :

Application in Form P.Co. P.A. (Rs.10/-). alongwith a fee of Rs. 150/- may be made to the Member Secretary, State Transport Authority. The grant of permit shall be decided by the S.T.A.

32. All Goa Tourist Buses/Mini-Buses :

Application may be made in Form P.Co.P.A. (Rs. 10/-) with a fee of Rs. 300/- to the Member Secretary, State Transport Authority. The grant of permit shall be decided by the S.T.A.

33. The STA with the approval of the Government of Goa has imposed a moratorium for issue of Tourist vehicle permits with effect from March 2005, initially for a period of one year. The STA considered the imposition of moratorium as a necessary evil in view of high density of tourist taxis and buses population in Goa.

34. Private Service Vehicles :

Application may be made in Form P.Pr.S.A. (Rs. 10/-) alongwith a fee of Rs. 300/- and documents such as Registration Certificate, Insurance, Tax, Fitness Certificate to Member Secretary, RTA. Permit is issued for a period of 5 years.

35. Renewal of Fitness Certificate :

Application may be made in Form CFA (Rs. 10/-) to the concerned Registering Authority alongwith a fee prescribed for class of vehicles. The vehicle should be

produced before the Inspector of Motor Vehicle in immaculate condition.

36. Goa State Subsidy For Replacement Of Old Passenger Buses Scheme, 2001 [Beneficiaries](#)

The Government of Goa is hereby pleased to frame a Scheme for replacement of buses older than 15 years with a view to control vehicular pollution in the State of Goa, as follows, namely :-

1. *Short title and commencement* :- (1) This Scheme may be called the Goa State Subsidy for replacement of lid passenger buses Scheme, 2001.

(2) It shall come into force on the date of its publication in the Official Gazette.

2. *Objectives* :- The Scheme provides for replacement of buses older than 15 years with a view to curtail vehicular pollution and to provide an efficient, reliable and comfortable service to the users.

3. *Scope of the Scheme* :- (1) The Scheme covers the owners of buses and mini buses of model older than 15 years covered by valid regular permit and which are in operation for a continuous period of past 3 years.

(2) The Scheme provides for disbursement of subsidy for purchase of new vehicle on replacement of following types of vehicles:

Age of the vehicle	Type of vehicle	Amount of Subsidy to be disbursed
1	2	3
between 15 to 20 years	Bus	2.25 lakhs
- do -	Mini Bus	2.00 lakhs
above 20 upto 25 years	Bus	2.00 lakhs

- do -	Mini Bus	1.75 lakhs
above 25 years	Bus	1.50 lakhs
- do -	Mini Bus	1.50 lakhs

4. *Condition of the Scheme* :- (1) The beneficiary of this Scheme shall not alienate/transfer/sell the passenger buses/mini buses purchased under the Scheme to any other person for a period of 5 years from the date of availing benefit under this Scheme.

(2) The old buses/mini buses registration of which shall be cancelled for available benefit under this Scheme, should be scrapped.

(3) The beneficiary shall purchase bus or mini bus with not less than 6 wheels.

5. *Eligibility* :- The following shall be the eligibility criteria for availing benefit under this Scheme.

- (1) The applicant under this Scheme shall be the owner of the bus/mini bus proposed for replacement.
- (2) The passenger bus or mini bus owned by the applicant shall be more than 15 years old from the date of its initial registration.
- (3) The passenger bus or mini bus owned by the applicant shall have regular stage or contract carriage permit.
- (4) The passenger bus or mini bus shall be in operation for a continuous period of not less than past 3 years as a stage or a contract carriage.
- (5) The bus or mini bus should be owned by the applicant for past 3 years.
- (6) The applicant shall purchase the chassis and build the body of the bus within the state of Goa.

- (7) The owner of the 4 wheelers operating in urban areas and the buses which are covering short distance are also covered under this Scheme.
- (8) The owners of All Goa Site Seeing buses and contract carriage buses for school children, having permit, may also avail benefit under this Scheme.

6. Procedure for claiming subsidy :- All the original owners of the buses/mini buses shall apply under this Scheme in Form I here to annexed, to the Director of Transport along with the following documents :-

- i) Original Certificate of Registration.
- ii) Original permit issued by the Directorate of Transport.
- iii) No Dues Certificate for passenger tax and motor Vehicles tax.
- iv) The name of the bank/financial institute from where the applicant intends to avail the loan for the purchase of the vehicle.

7. Committee for scrutiny of applications :- A committed consisting of the Director of Transport as Chairman and respective Assistant Director of Transport (Member Secretary RTA) shall scrutinize the applications received for grant of subsidy and submit a report to the State level Committee.

8. Selection of applicant for subsidy :- The applications received for grant of subsidy after scrutiny shall be placed before the State level Committee along with the scrutiny report of the Committee, for selection of beneficiary. The State level Committee shall decide on the applicants by consensus. The selection criterion in the event of large number of applications shall be the age of the bus i.e. first preference shall be given to the oldest bus in order of seniority.

9. *Constitution of State Level Committee :-* The State Level Committee shall consist of the following members :-

- | | |
|--|--------------------|
| (i) Minister for Transport | - Chairman |
| (ii) Secretary Transport | - Member |
| (iii) Joint Secretary Finance | - Member |
| (iv) Representative of Bus
Owners Association | - Member |
| (v) Director of Transport | - Member Secretary |

10. *Procedure for disbursement of Subsidy :-*

1. This subsidy scheme may be tied up with the Goa State Co-operative Bank Pvt. Ltd., for financial assistance, to purchase new buses/mini buses at a concessional rate of interest.
2. Subsidy sanctioned by the State level Committee shall be disbursed by the Director of Transport to the Goa State Co-operative Bank Pvt. Ltd., or any other bank or financial institution from where applicant proposes to avail loan for the purchase of the vehicle.
3. The beneficiary shall avail the subsidy granted and purchase the bus within a period of 90 days from the date of sanction.
4. The beneficiary shall submit the Director of Transport a certificate issued by the Registering Authority of cancellation of registration of the old bus/mini bus for replacement.
5. The subsidy shall be disbursed provided approval as per clause 12 is taken and/or the bus (old) registration is cancelled within 90 days of obtaining registration of new bus procured.
6. Proof of purchase of the new bus and of being built within the State of Goa shall be produced to the Director of Transport.

11. Powers and Functions of the State level Committee :- (1) The State level Committee shall decide the applications received for grant of subsidy on merit within the frame work of the scheme.

(2) The Committee shall meet normally once in a month.

(3) Decision and interpretation of the scheme by the committee for grant of subsidy shall be final and no appeal shall lie against its decision.

12. Procuring vehicle with prior approval :- In case the applicant wishes, he, with the prior approval of the Director of Transport, can procure new vehicle before being sanctioned the subsidy and he will be disburses subsidy, if approved, if he fulfils other criteria of the scheme for disbursal.

37. Goa State Subsidy For Yellow/Black Motor Cycles, Yellow/Black Autorickshaws & Yellow/Black Taxis Scheme 2003 [Beneficiaries](#)

The Government of Goa is pleased to frame a scheme for replacement and procurement of new Yellow/Black Motor cycles, Yellow/Black Autorickshaws and Yellow/Black Taxis in order to support this small scale self employed vulnerable section of society and to ensure that old, unsafe and polluting passenger transport vehicles are removed from the roads to protect environment and to enhance road safety.

1. Short title and commencement :- This scheme may be called the Goa State subsidy for Yellow/Black Motor cycles, Yellow/Black Autorickshaws and Yellow/Black Taxis scheme 2003.

It shall come in force on the date of his publication in the Official Gazette and will be valid for a period of 5 years.

2. Objectives :- The scheme provides for socio economic support entrepreneurs in the trade of Yellow/Black Motor cycles, Yellow/Black Autorickshaws and Yellow/Black Taxis and also intends to control vehicular pollution and provide

and efficient, reliable and comfortable service to the passengers.

3. *Scope of the scheme* :- The scheme covers the owners of the Yellow/Black Motor cycles, Yellow/Black Autorickshaws and Yellow/Black Taxis as well as those intending to enter the trade for the first time.

The scheme provides for disbursement of 25% subsidy for purchase of new vehicles or for replacement of vehicles subject to the following flat rates :

1. Y/B Motor cycles 25% of the cost subject to the ceiling of Rs. 12,000/-.
2. Y/B Autorickshaws 25% of the cost subject to the ceiling of Rs. 20,000/-.
3. Y/B Taxis 25% of the cost subject to the ceiling of Rs. 80,000/-.

(The cost shall include basic price of the vehicle + all taxes and insurance and any other accessories fitted on the vehicle at the time of purchase subject to the ceiling. The cost of accessories shall not exceed 5% of the basic price of the vehicle.)

4. *Conditions of the scheme* :- (1) The beneficiaries of the scheme shall not alienate/transfer/sell the new vehicle purchase under the scheme to any other person for a period of 5 years from the date of availing benefit under the scheme. This condition will be endorsed on the Registration Certificate of the vehicle purchased under the scheme.

Incase, due to any unforeseen or legal reasons, the vehicle has to be sold/transferred, prorata subsidy (25% for 5 years) shall have to be paid to the Government before any ownership can be transferred.

2. The beneficiary of the scheme shall not change the vehicle from Yellow/Black transport vehicle to private

vehicle for a period of 5 years. In case of such conversion, the beneficiary has to pay the availed subsidy in prorata basis to the Government.

3. In case a beneficiary is a new entrant in the trade then he/she shall obtain the permit from the concerned Regional Transport Authority and register the vehicle as Yellow/Black transport passenger vehicle.

4. The beneficiary under the scheme shall not be entitled for benefits under any other scheme of the Central or State Government. In case of applicants who have already availed benefit under any other scheme, the benefit under the scheme shall be sanctioned of the reduction the benefit received under the other scheme.

The Regional Transport Authority in the State of Goa, shall be directed to consider the grant of contract carriage permit to the beneficiaries based on the sanction order issued by the Director of Transport without insisting on proof of purchase of vehicle.

5. *Eligibility* :- The following shall be the eligibility criteria for availing benefit under the scheme.

1. The applicant under the scheme shall be the owner of the Yellow/Black Motor cycles, Yellow/Black Autorickshaws and Yellow/Black Taxi. In case of new entrant he/she shall possess a valid driving licence and badge of a public service vehicle.
2. Only new vehicle shall be considered for the grant of subsidy.
3. The applicant under the scheme shall be eligible for grant of subsidy for purchase of only one vehicle.
4. The applicant shall purchase the new vehicle within the State of Goa.

6. *Procedure for claiming subsidy* :- The application shall be submitted to the Director of Transport, Junta House,

Panaji in the prescribed form along with the following documents :

(i) Invoice or Proforma Invoice from the dealer of the vehicle within the State of Goa, showing the cost price of the vehicle.

(ii) Incase the applicant intends to avail the loan the name and the address of the bank in Goa from whom it is proposed to take a loan.

(iv) Driving licence and badge.

(v) In absence of bank loan, proof of the balance amount available.

7. Procedure for disbursement of subsidy :- 1) the Subsidy amount sanctioned shall be deposited in ICICI or any other nationalized bank under the Quantum option Account or similar account the interest accrued shall be credited to the Government treasury.

2) Incase of beneficiaries availing loan, the subsidy amount deposited in ICICI or any nationalized bank shall be remitted to the bank from which the beneficiary avail the loan with a specific purpose of payment to the dealer for purchase of the vehicle and interest remitted to the Government (Director of Transport)

3) In case the beneficiary intends to purchase the vehicle from his own savings then the subsidy amount will be directly remitted by Demand Draft to the Dealer, against the request of the beneficiary and interest amount to Director of Transport.

8. Disbursement & Authority :- (1) Advance disbursement under the Scheme will be done against Sanction as prescribed in Para 7 above. Actual payment to the vehicle will be the amount sanctioned and disbursed only. Interest will be refunded by the Bank (ICICI or any Nationalised Bank) to Director of Transport.

(2) Subsidy applications shall be approved by Committee chaired by Minister (Transport) as Chairman, Director

(Transport) as Member Secretary, Secretary (Transport) Member Representative of beneficiaries as appointed by Government – (one) Member, Director (Industries) – Member, One representative from the Special Employment Promotion Cell, nominated by Hon'ble Chief Minister – Member.

(3) Any difficulties arising in operation of the Scheme shall be within the authority of the above Committee for redressal or removal.

9. The interpretation of the Scheme by Director of Transport and as approved by the above Committee and the decisions on the grant of subsidy shall be final and no appeal shall lie against such decisions.

38. Public Grievances Redressal :

The following Public Grievance Officers are available at the Offices indicated against their names with contact numbers:

Sr.No.	Name of the Officer	Tel. No. (Off.)
1.	R. Mihir Vardhan Director of Transport	2225724
2.	Dilip Nagwekar Assistant Director of Transport (HQ)	2225606
3.	Ashok Bhosle Assistant Director of Transport Mapusa.	2250254
4.	Manuel Afonso Assistant Director of Transport Margao.	2741962
5.	Vishram Govekar Assistant Director of Transport Ponda.	2312749

- | | | |
|----|---|---------|
| 6. | Laxmikant Kundaikar
Assistant Director of Transport
North, Panaji | 2438288 |
| 7. | Prakash Azavedo
Assistant Director of Transport
Vasco. | 2515100 |
| 8. | Gurudas Narvekar
Assistant Director of Transport
Bicholim. | 2362225 |
| 9. | Nandakishor Arolkar
Assistant Director of Transport
Quepem. | 2664411 |

On every Tuesday the Public Grievance Officer will be available in the morning session to meet the public and redress the matter. A complaint box is also available in the R.T.O. Offices for posting complaints.

The following are the Officers of the Directorate of Transport:

Sr.No.	Name of the Officer	Tel. No. (Off.)
1.	R. Mihir Vardhan Director of Transport	2225724
2.	Dilip Nagwekar Assistant Director of Transport (HQ)	2225606
3.	Laxmikant Kundaikar Assistant Director of Transport	2225606
4.	Laxmikant Kundaikar Assistant Director of Transport North, Panaji	2438288
5.	Ashok Bhosle Assistant Director of Transport Mapusa.	2250254
6.	Gurudas Narvekar Assistant Director of Transport Bicholim.	2362225
7.	Prakash Azavedo Assistant Director of Transport Vasco.	2515100
8.	Manuel Afonso Assistant Director of Transport Margao.	2741962
9.	Krishna Naik Assistant Director of Transport Enf. South Margao.	2741962
10.	Vishram Govekar Assistant Director of Transport Ponda.	2312749
11.	Nandakishor Arolkar	2664411

Assistant Director of Transport
Quepem.

DO'S AND DON'TS FOR THE PUBLIC :

1. Members of public are requested to contact the Officer on the Enquiry Counter for any problems.
2. Make applications in prescribed Forms as provided under the Act. For speedy disposal of applications, enclose all required documents. Forms are available in all offices, free of charge.
3. Beware of Agents/Touts.
4. Do not approach any Agents/Touts for they will misguide and extract money from you.
5. For any work in the Office directly approach the concerned clerk at the counter.
6. Do not hand over money for payment of fees or tax to any person, even a clerk in the office except the Cashier and obtain receipt of the amount paid immediately. Do not go without receipt.
7. Please check the endorsement on the driving licence, before leaving the office.
8. Please check the endorsement on R.C. book to see whether they are correct.
9. Please check your name, address on the documents such as RC, Learner's licence, conductor's licence, driving licence to see whether the spelling of your name, surname etc, are correct.

Annexure 'A' may be seen for a additional information.

ANNEXURE 'A'

**Time limits for disposal of different activities in the
Transport Department of Government of Goa.**

Sr. No.	Name of the Activity	Time limit for disposal
1.	Grant of Learner's Licence	Same day
2.	Renewal of Learner's Licence	Same day
3.	Issue of Temporary Registration Certificate	Same day
4.	Issue of Fitness Certificate	Same day
5.	Renewal of Fitness Certificate	Same day
6.	Grant of Temporary Permit	Same day
7.	Grant of Special Permit	Same day
8.	Endorsement/Cancellation	3 rd day
9.	Renewal of Driving Licence	5 th day
10.	Addition of Driving Licence	5 th day
11.	Renewal of Conductor's Licence	5 th day
12.	Transfer of Ownership	7 th day
13.	Issue of Registration Certificate (R.C.)Book	15 th day
14.	Grant of Driving Licence	15 th day
15.	Issue of Duplicate Driving Licence	15 th day
16.	Duplicate Conductor's Licence	15 th day
17.	Issue of Duplicate R.C. Book	15 th day
18.	Issue of Conductor's Licence/P.S.V. authorization	30 th days inclusive of 20 days for Police Report as well as Report on Character, Antecedents.

ANNEXURE 'B'**LIST OF FORMS**

Sr. No.	Forms's Name	Purpose of the Form	Price
01	Form I	Declaration as to the physical by candidate for L.Lr.	Rs. 5.00
02	Form 1 A	Medical Certificate	Rs. 5.00
03	Form 2	Application for grant of learning license	Rs. 5.00
04	Form 4	Application for M.D.L.	Rs. 5.00
05	Form 8	Application for addition of new liecese	Rs. 5.00
06	Form 9	Application for renewal of M.D.L.	Rs. 5.00
07	Form 12	Application for grant of license for driving school	Rs. 10.00
08	Form 13	Application for renewal of license for M.D. school	Rs. 10.00
09	Form 16	Application for grant of renewal of trade certificate	Rs. 10.00
10	Form 18	Intimation & application for Duplicate	Rs. 10.00
11	Form 20	Application for registration of Motor Vehicles.	Rs. 10.00
12	Form 25	Application for renewal of registration for non-transport vehicles.	Rs. 10.00
13	Form 26	Application for Duplicate R.C. Book	Rs. 10.00
14	Form 27	Application for new reg. Mark triplicate in case of HPA.	Rs. 10.00
15	Form 28	Application for grant of NOC in triplicate	Rs. 10.00
16	Form 29	Notice for Transfer ownership of vehicles.	Rs. 10.00
17	Form 30	Application for transfer of ownership of the vehicles	Rs. 10.00
18	Form 31	Application for transfer of ownership	Rs. 5.00
19	Form 32	Application for of	Rs. 10.00

		ownership in auction	
20	Form 33	Intimation of change of address	Rs. 10.00
21	Form 34	Application for Endorsement of H.P.A. in duplicate	Rs. 5.00
22	Form 35	Notice of intimation of H.P.A. in duplicate	Rs. 5.00
23	Form 36	Application for fresh R.C. Book in the name of Financer	Rs. 10.00
24	Form 40	Application for grant/renewal of letter of Authority for Authorised Testing Station.	Rs. 10.00
25	Form 42	Application for reg. Of vehicle of Diplomat/Consulor.	Rs. 10.00
26	Form 44	Intimation of change of State of Residence	Rs. 10.00
27	Form 45	Application for grant of tourist vehicle permit	Rs. 10.00
28	Form 46	Application for grant of tourist or national permit	Rs. 10.00
29	Form 48	Application for grant of national permit	Rs. 10.00
30	Form LPSA	Application for PSV Test	Rs. 5.00
31	Form LLD	Application for Duplicate Driving license	Rs. 10.00
32	Form DTVB	Application for Duplicate PSV badge	Rs. 5.00
33	Form L. Con	Application for intimation to act as conductor	Rs. 5.00
34	L.Con A	Application for conductor license	Rs. 5.00
35	M.C. Con	Medical certificate for conductors	Rs. 5.00
36	CLD	Application for duplicate conductors license	Rs. 5.00
37	DCB	Application for duplicate conductors badge	Rs. 5.00
38	C.R.Tem A	Application for temporary	Rs. 10.00

		Reg.	
39	C.F.A.	Application for Fitness certificate	Rs. 10.00
40	C.F. R.A.	Application for renewal of fitness certificate	Rs. 10.00
41	C.R.I.D.	Application for Duplicate F.C.	Rs. 10.00
42	Form F.T.	Notice regarding alteration	Rs. 10.00
43	Form B.T.I.	Application for fresh R.C. Book in the name of Financer	Rs. 10.00
44	P.St. P.A.	Application for stage carriage permit	Rs. 10.00
45	P.C.O.P.A.	Application for regular contract carriage	Rs. 10.00
46	P.Gd.C.A.	Application for goods carriage permit	Rs. 10.00
47	P.Tem.A.	Application for temporary permit	Rs. 10.00
48	P.P.R.S.A.	Application private service vehicle	Rs. 10.00
49	P.C.O.S.P.A.	Application for special contract permit	Rs. 10.00
50	M.V.R.E.P.A.	Application for replacement of vehicle cover by permit	Rs. 10.00
51	TR. P.A.	Application for transfer of permit	Rs. 10.00
52	LAG. A.(PSV)	Application for agent license	Rs. 10.00
53	L. Ag.A	Application to work as agent to collect distribute goods	Rs. 10.00
54	Tax Form I	Payment of tax	Rs. 5.00
55	Form VI A	Declaration of Non-use	Rs. 5.00
56	Form VII	Application for refund of tax	Rs. 10.00
57	Form IX	Declaration of general license for dealer or manufactures	Rs. 10.00
58	Form I	Monthly returns r/o Stage carriage	Rs. 10.00

59	Form VIII	Application for compassion of tax	Rs. 10.00
60	Form II	Monthly r/o Stage carriage	Rs. 10.00

FOLLOW TRAFFIC RULES/SIGNS

BE SAFE AND LET OTHERS BE SAFE

- Always wear helmet while driving a two-wheeler.
- Don't mix drinking with driving.
- Avoid overspeeding and be careful while overtaking.
- Please ensure that the vehicle is mechanically fit.
- Get the vehicle tested for pollution standards.
- Don't use mobile phone while driving a vehicle.

PREVENT ACCIDENTS, REACH HOME SAFELY