

Citizen Charter

Introduction

This is a regulatory Department which implements Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Goa Motor Vehicle Rules, 1991 and amendments made there under regulating road transport, passenger and freight movement etc.

Activities of the Department:

1. 1500+ services are delivered daily under 46 categories such as Driving Licence, Motor vehicles Registration, Issuance of permits, Motor Vehicle Fitness etc.
2. Creation of Transport related Infrastructure.
3. PUC
4. Road safety and Enforcement work.

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 with or without gear and Light Motor Vehicles.

(ii) A person who has completed 20 years of age can get a licence to drive Transport vehicles such as M/Cycles, Taxis, Auto rickshaws, P/Ups, etc.

(iii) A person who has completed 16 years of age but below 18 years of age is eligible to get licence for motorcycle with engine capacity not exceeding 50 cc.

(b). How to get a licence :-

(i) The applicant for learner's licence may submit his/ her application either electronically through website of the department or central website parivahan.gov.in or should approach the office of the Assistant Director of Transport of the area, in which he resides and submit duly filled in Form.

(ii) All the documents as shown in the application form should be submitted alongwith the application for expeditious disposal.

(iii) The Department has computerized the services of learners licenses and also authorized common service centres to facilitate the issuance of learners licence and other online services of the Department.

(iv) The application for permanent driving licence should be submitted either online in electronic form or in the office in Form 2 alongwith the documents mentioned therein.

2. Registration of Vehicles :-

Fees for registration		
1.	M/Cycle.	Rs.100/-
2.	Invalid Carriage.	Rs.50/-
3.	Light Motor Vehicles.	Rs.300/-
4	Light Commercial Vehicles.	Rs.500/-
5.	Medium Goods Vehicles	Rs.600/-
6.	Heavy Goods Vehicles	Rs.800/-
7.	Medium Passenger Vehicles.	Rs.600/-
8.	Heavy Passenger Vehicles.	Rs.1000/-
9.	Imported Vehicles.	Rs.5000/-
10	Imported M/Cycle.	Rs.2500/-
11	Any other Vehicles.	Rs.3000/-

The purchase of a new vehicle is required to produce the belowmentioned documents to the Registering Authority.

1. Evidence as to the correctness of address and age.

- (i) Electoral Roll
- (ii) Life Insurance Policy
- (iii) Passport
- (iv) Pay slip issued by any office of the Central Government or State Government or local bodies
- (v) School Certificate
- (vi) Birth Certificate
- (vii) Certificate granted by registered medical practitioner not below the rank of Civil Surgeon, as to the age of applicant
- (viii) Aadhar Card
- (ix) Any other document or documents as may be prescribed by the State Government under clause (k) of Section 28
- (x) Proof of legal presence in India in addition to proof of residence in case of foreigners
- (xi) Provided that where the applicant is not able to produce any of the above mentioned documents for sufficient reasons, the registering authority may accept any affidavit sworn by the applicant before an Executive Magistrate, for a First Class Judicial Magistrate or a Notary Public as evidence of age and address.

1 Forms

i) Form No.20, Form No. 21, Form No. 22 from the dealer of vehicle

2 Insurance of the vehicle.

3 Proof of residence as mentioned above.

4 Tax Form.

5 Invoice from the dealer.

3. Registration Mark:

An applicant may book for a choice number online or by visiting the office which shall be issued to him, provided it is available, on payment of fees prescribed under Rule 310 of Goa Motor Vehicles Rules, 1991.

Fees Structure :

	Private Series		Transport Series	
	Two & three wheelers	other than two & Three wheelers	Two & three wheelers	Other than two & Three wheelers
Assignment of registration mark within identical numerals. (from 0001 to 0009)	Rs. 15,000/-	Rs. 1,00,000/-	Rs. 7,500/-	Rs. 50,000/-
In 2 digits (like 0011, 0022, 0033, 0044, etc.)	Rs. 15,000/-	Rs. 40,000/-	Rs. 7,500/-	Rs. 20,000/-
In 3 digits (like 0111, 0222, 0333, 0444, etc.)	Rs. 20,000/-	Rs. 75,000/-	Rs. 10,000/-	Rs. 37,500/-
In 4 digits (like 111, 2222, 3333, 4444, etc.)	Rs. 25,000/-	Rs. 80,000/-	Rs. 12,500/-	Rs. 40,000/-
Assignment of Registration mark in form of combination of numbers in pair (like 1122, 1133, 2233, 9988, 7733, 8800, etc.)	Rs. 15,000/-	Rs. 40,000/-	Rs. 7,500/-	Rs. 20,000/-

Assignment of Registration mark in consecutive ascending order of 3 or more digits (like 0123, 0345, 1234, 0456, 5678, etc.),	Rs. 9,000/-	Rs. 25,000/-	Rs. 4,500/-	Rs. 12,500/-
Assignment of registration mark such as 0786	Rs. 40,000/-	Rs. 1,00,000/-	Rs. 20,000/-	Rs. 50,000/-
Assignment of registration mark in consecutive pair number, such as 1212, 2323, 3434, 6565 etc	Rs. 15,000/-	Rs. 40,000/-	Rs. 7,500/-	Rs. 20,000/-
Assignment of registration mark in consecutive descending order of digits like 9876, 8765, 7654, 3210 etc	Rs. 9,000/-	Rs. 25,000/-	Rs. 4,500/-	Rs. 12,500/-

Note : In case the applicant desires any number in advance except the choice number, the fee for such number shall be Rs. 10,000/- for two and three wheeler vehicle and Rs. 25,000/- for vehicle other than two and three wheeler.

In case anyone desires to reserve the choice number in advance in a running series, the applicant shall have to pay the entire fees specified for such number which is non-refundable, if the vehicle is not registered within 90 days.

Provided that the Secretary (Transport) or the Director of Transport may give an order in writing to start a new registration series to assign registration number as desired by applicants, on the recommendation of the Registering Authority for which the applicant shall have to pay the fees at the rate of three times of the fee specified above.”.

Kindly check the Government Notification from time to time.

R.C. Book will be delivered at the residence of the applicant by Speed Post.

All transport vehicles shall be produced before the Motor Vehicle Inspectors for fitness check.

5 Endorsement of Hire Purchase Agreement (HPA)

For endorsement of HPA, an applicant should make an application in Form No. 34 in duplicate along with Registration Certificate and Fee as prescribed in the CMVR 1989.

6 Cancellation of Hire Purchase Agreement :

For cancellation of HPA, an application should be submitted in Form No. 35 along with Registration Certificate and Fee as prescribed in the CMVR 1989.

7 Transfer of Ownership:

For transfer of ownership, application should be submitted in Form No. 29 & 30 along with Registration Certificate, Insurance, Tax Clearance, Proof of Residence as mentioned above 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 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 alongwith Registration Certificate and proof of residence and Fee as prescribed in the CMVR 1989.

10 Re-Registration:

An application for re-registration in the State of Goa shall be made in Form No. 27 to the concerned Registering Authority alongwith Registration Certificate, Insurance, Tax, Proof of Residence and N.O.C. in Form No. 28 issued by the original Registering Authority of Home State.

11 NOC within Goa :

An application should be made on Form 29, alongwith Form No. 30 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, Form No. 28, Registering Certificate in original and Xerox, Insurance Certificate, Tax, Prosecution remarks and No Theft Report from Police Department.

13 Duplicate R. C. :

Application in Form No. 26 to be made to Registering Authority upon payment of described fees. In case of R.C. book is lost, an F.I.R is to be lodged to concerned Police station and report to that effect should be submitted to the Registering Authority along with Form 26 accompanied with Police report and Fee as prescribed in the CMVR 1989.

14 Alteration :

Prior approval of the Registering Authority should be obtained to carry out any alteration in the vehicles. Fee as prescribed in the CMVR 1989. 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. 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 prescribed in the CMVR 1989, besides Tax

16 Duplicate Driving Licence :

Application may be made in Form LLD alongwith recent photographs. A duplicate licence will be issued within 7 days on production of original receipt of Fee as prescribed in the CMVR 1989 and the Goa Motor Vehicle Rules 199.

17 Conductors Licence :

A person of 18 years of age who has passed Std. VIIth can apply for Conductors License in Form L. Con, 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, First Aid Certificate, Proof of Residence Character Certificate and Fees.

18 Renewal of Conductors Licence :

Application should be made in Form L. Con.R.

19 Duplicate Conductors Licence :

FIR should be lodged to the nearest Police Station. Application may be made in Form CLD.

Licence is issued after 10 days by depositing a fees for issue of duplicate licence.

20 International Driving License:

An application for an International Driving License shall be made in Form 4 - A to the concern Licensing Authority and shall be accompanied by following documents: -

- a. Valid driving licence issued by the licensing Authority.
- b. Appropriate fee as specified in Rule 32
- c. Three copies of the applicant's recent passport photograph;
- d. A medical certificate in Form 1 - A;
- e. Valid proof of Indian Nationality;
- f. Valid proof of passport;
- g. Valid proof of visa/valid air ticket wherever applicable;

The International driving Licence is valid for a period of one year from the date of issue.

Note: - The Documents from serial No. 'a' to 'g' shall be attested copies except 'd' in original.

21 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 Application is placed before R.T.A for decision to issue Permit.

22 Temporary permits :

Application should be moved in Form P. Temp. A for grant of temporary permit. The documents such as Registration Certificate, Insurance, Road Tax, Fitness Certificate, Passenger Tax in case of Bus/Minibus shall be produced for verification. The fee shall be Rs. 50/- per calendar month.

23 Temporary permits for trucks and P/ups :

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

24 Regular permits :

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

25 Stage Carriage Permits :

Application for Stage Carriage Permits may be made in Form P. St. P.A. The permit is issued for 5 years on payment of Rs. 900/-

26 Contract Carriage Permit for Taxi, Autorickshaws & Motor Cycles:

Application should be made in Form P. Co. P.A. The application are considered in the meeting of Regional 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/-.

27 National Permits :

An application should be submitted in Form No. 48 with a fee of Rs. 1000/-. Permits are issued on payment of Rs. 300/- being fee for issue of National Permit for 5 years with Authorization fee Rs. 16500/- on yearly basis is to be submitted online.

28 Counter-Signatures :

For vehicles to be plied in Karnataka or Maharashtra, application may be made in Form P.G.D.C.A. 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.

29 Special Permit :

Special permits are issued to ply 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. alongwith Contract letter, List of passengers and Tour programme. The fee charged is Rs. 50/-. Special permit is issued on the same day.

30 Tourists Permits :

Application for All India Tourist Taxi Permit in Form No. 45 alongwith Sale Certificate in case of new vehicle and Registration Certificate in case vehicle is registered in non-transport category may be submitted to the Member Secretary, State Transport Authority, c/o. Director of Transport, Panaji. Form No. 46 alongwith documents such as, Insurance, Fitness Certificate and Registration Certificate with Authorization fee Rs. 500/-on yearly basis is to be submitted online.

31 Tourist Taxis :

Application for All India Tourist Taxi Permit in Form No. 45 alongwith Sale Certificate in case of new vehicle and Registration Certificate in case vehicle is registered in non-transport category may be submitted to the Member Secretary, State Transport Authority, c/o. Director of Transport, Panaji. Form No. 46 alongwith documents such as, Insurance, Fitness Certificate and Registration Certificate with Authorization fee Rs. 500/-on yearly basis is to be submitted.

32 All Goa Tourist Taxis :

Application in Form P.Co. P.A. alongwith a fee of Rs. 500/- may be made to the Member Secretary, State Transport Authority.

33 All Goa Tourist Buses/Mini-Buses :

Application in Form P.Co. P.A. alongwith a fee of Rs. 2000/- (for mini buses) and Rs. 2500/- (for buses) may be made to the Member Secretary, State Transport Authority.

34 Private Service Vehicles :

Application may be made in Form P.Pr.S.A. 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 CFRA 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

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 old 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	Seating Capacity of the vehicle	Amount of Subsidy to be disbursed
1	2	3	4
between 10 to 15years	Bus	49 seater and above	Rs.6.00 lakhs
between 10 to 15years	Mini Bus	39 seater and below	Rs.4.20 lakhs
between 15 to 20years	Bus	49 seater and above	Rs.3.90 lakhs
between 15 to 20years	Mini Bus	39 seater and Below	Rs.3.30 lakhs
between 20 to 25years	Bus	49 seater and above	Rs.3.30 lakhs
between 20 to 25years	Mini Bus	39 seater and below	Rs.2.70 lakhs
Above 25 years	Bus	49 seater and above	Rs.2.70 lakhs
Above 25 years	Mini Bus	39 seater and below	Rs.2.10 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.

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 committee 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 disburse subsidy, if approved, if he fulfils other criteria of the scheme for disbursement.

37. Public Grievances Redressal :

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

Sr. No.	Name of the Officer	Telephone No.	e-mail ID
1	Shri. Francisco Antonio Vaz Assistant Director of Transport (HQ), Panaji	2225606	adthq-tran.goa@nic.in
2	Shri Ramkrishna @Rajesh B. Naik Assistant Director of Transport, Vasco	2515100	adtvasco-tran.goa@nic.in
3	Shri Luisito Edwin De Souza Assistant Director of Transport, North, Panaji	2438288	adtpanaji-tran.goa@nic.in
4	Shri Minesh C. Tar Assistant Director of Transport, Enf., South, Margao	2741962	adtsgenf-tran.goa@nic.in
5	Shri Joaquim R. De Souza Assistant Director of Transport, Enf., North, Panaji	2437332	adtngef-tran.goa@nic.in
6	Shri Meghashyam M. Pilankar Assistant Director of Transport, Bicholim	2201114	adtbicholim-tran.goa@nic.in
7	Shri Sandeep B. Dessai Assistant Director of Transport, Ponda	2312749	adtponda-tran.goa@nic.in
8	Shri Vinod R. Arlekar Assistant Director of Transport Quepem	2664411	<u>adtquepem-tran.goa@nic.in</u>
9	Shri Madan S. Fatarpekar Assistant Director of Transport Mapusa	2250254	<u>adtmapusa-tran.goa@nic.in</u>
10	Shri Prakash M. Prabhu Kholkar Assistant Director of Transport South, Margao	2730019	<u>admargao-tran.goa@nic.in</u>
11	Shri Cedric J. Souza Cordeiro Assistant Director of Transport Canacona	2644433	adtcanacona-tran.goa@nic.in
12	Shri Kamalakant Karapurkar Assistant Director of Transport Pernem	2201114	adtpernem-tran.goa@nic.in
13	Shri Rajesh G. Naik Assistant Director of Transport Dharbandora	2614222	<u>adtdharbandora-tran.goa@nic.in</u>

On every Tuesday the Public Grievance Officer will be available in the morning session to meet the public and redress the matter.

The following are the Officers of the Directorate of Transport:

Sr. No.	Name of the Officer	Telephone No.
1	Shri Rajan Satardekar Director of Transport	2225724
2	Shri B. A. Sawant Additional Director of Transport, North, Panaji	2225636
3	Shri Pralhad Desai Additional Director of Transport, South, Margao	2225606
4	Smt. Nancy Fernandes Deputy Director (Administration)	2225606
5	Shri Subraj S. Kanekar Accounts Officer (Directorate of Transport)	2225606
6	Shri Francisco Antonio Vaz Assistant Director of Transport (HQ), Panaji	2225606
7	Shri Luisito Edwin De Souza Assistant Director of Transport, North, Panaji	2438288
8	Shri Joaquim R. De Souza Assistant Director of Transport, Enf., North, Panaji	2437332
9	Shri Madan S. Fatarpekar Assistant Director of Transport, Mapusa	2250254
10	Shri Kamalakant B. Karapurkar Assistant Director of Transport, Pernem	2201114

11	Shri Meghashyam Pilankar Assistant Director of Transport, Bicholim	2362225
12	Shri Sandeep B. Dessai Assistant Director of Transport, Ponda	2312749
13	Shri Prakash M. Prabhu Kholkar Assistant Director of Transport, South, Margao	2730019
14	Shri Minesh C. Tar Assistant Director of Transport, Enf., South, Margao	2741962
15	Shri Vinod R. Arlekar Assistant Director of Transport, Quepem	2664411
16	Shri Rajesh G. Naik Assistant Director of Transport, Dharbandora	2614222
17	Shri Ramkrishna @ Rajesh B. Naik Assistant Director of Transport, Vasco	2515100
18	Shri Cedric J. Souza Cordeiro Assistant Director of Transport, Canacona	2644433

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, at a prescribed fee.
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 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	3rd day
9	Renewal of Driving Licence	5th day
10	Addition of Driving Licence	5th day
11	Renewal of Conductor's Licence	5th day
12	Transfer of Ownership	7th day
13	Issue of Registration Certificate (R.C.) Book	15th day
14	Grant of Driving Licence	15th day
15	Issue of Duplicate Driving Licence	15th day
16	Duplicate Conductor's Licence	15th day
17	Issue of Duplicate R.C. Book	15th day
18	Issue of Conductor's Licence/P.S.V.	30th day

Authorization inclusive of 20 days for Police Report as well as Report on Character, Antecedents

ANNEXURE 'B'
LIST OF FORMS

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

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

44	P.St. P.A.	Application for stage carriage permit
45	P.C.O.P.A.	Application for regular contract carriage
46	P.Gd.C.A.	Application for goods carriage permit
47	P.Tem.A.	Application for temporary permit
48	P.P.R.S.A.	Application private service vehicle permit
49	P.C.O.S.P.A.	Application for special contract permit
50	M.V.R.E.P.A	Application for replacement of vehicle cover by permit
51	TR. P.A.	Application for transfer of permit
52	LAG. A.(PSV)	Application for agent license
53	L. Ag.A	Application to work as agent to collect distribute goods
54	Tax Form I	Payment of tax
55	Form VI A	Declaration of Non-use
56	Form VII	Application for refund of tax
57	Form IX	Declaration of general license for dealer or manufactures
58	Form I	Monthly returns r/o Stage carriage
59	Form VIII	Application for compassion of tax
60	Form II	Monthly r/o Stage carriage

Note : As per the recent order from Department of Transport, Forms will be available on portal and can be downloaded and use free of cost.

FOLLOW TRAFFIC RULES/SIGNS



- Always wear helmet while driving a two-wheeler.
- Don't mix drinking with driving.
- Avoid over speeding 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.