

**RIGHT TO INFORMATION ACT, 2005**

**MANUAL**

**OF**

**TRANSPORT DEPARTMENT  
GOVERNMENT OF ANDHRA PRADESH**

# I N D E X

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## CHAPTER – I

### INTRODUCTION

- 1.1 **The Right to Information Act, 2005** is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected there with or incidental thereto.
- 1.2 Subject to the provisions of the Act, all citizens shall have the right to information and Section 4(1) (b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each Department.
- 1.3 This manual gives a comprehensive idea about the particulars, functions of Transport Department and also the powers and duties of the employees including the channels of supervision and accountability.
- 1.4 **Transport Department** is created to implement and enforce the provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Taxation Act, 1963 and Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and notifications issued thereunder. Registration of Motor Vehicles, issue of Driving and Conductor licenses, issue of permits in respect of Vehicles, Licensing of the Driving School to impart training in the driving of vehicles, collection of fees for different transactions under the Motor Vehicles Act, 1988, collection of taxes from different kinds of vehicles, providing transport facilities. Enforcement of the provisions of

the Motor Vehicles Act, 1988 Andhra Pradesh Motor Vehicles Taxation Act, 1963 and the rules made thereunder taking measures to control vehicular pollution etc. are some of the important functions of the department.

- 1.5 This manual contains chapters 18 in all, which gives information about the functioning of the Transport Department.

## CHAPTER - II

### ORGANISATIONAL STRUCTURE

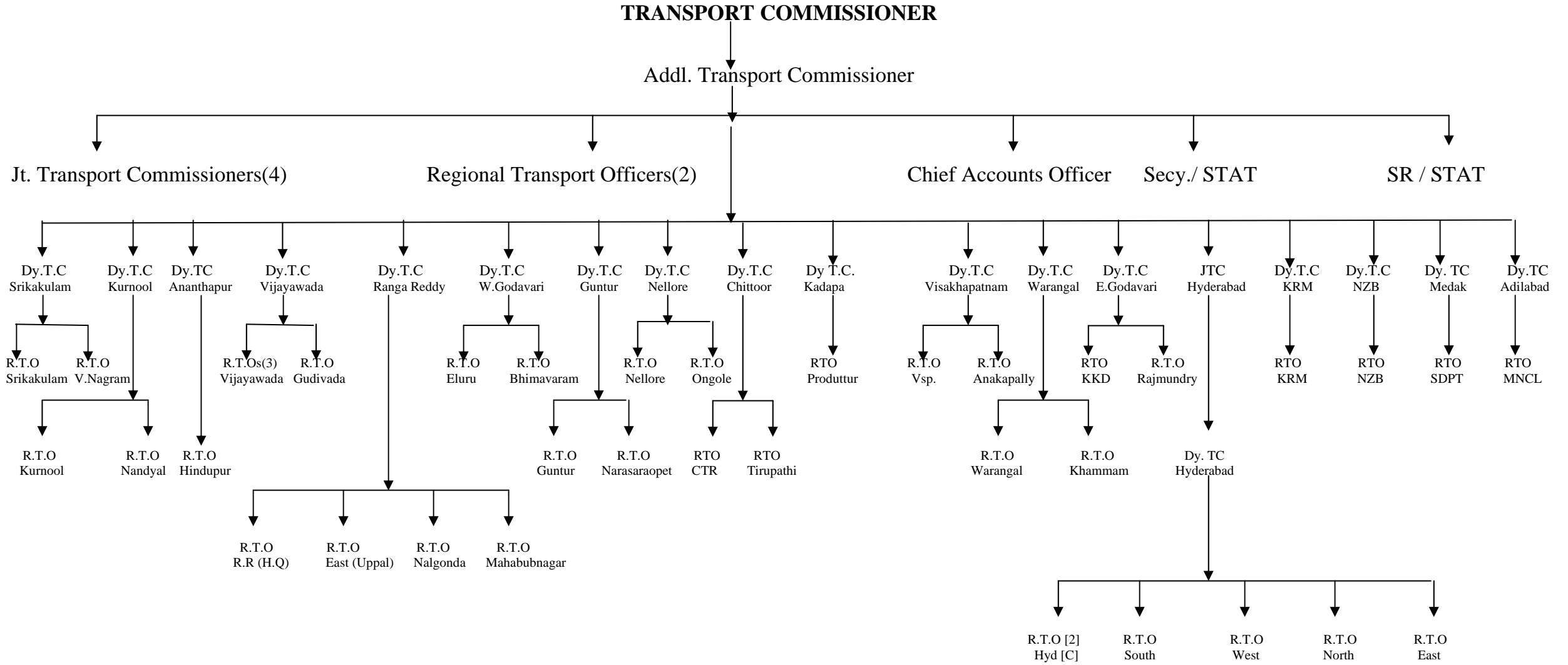
#### [Section 4 (1) (b) (i)]

- 2.1 **The Transport Commissioner** heads Transport Department. One Additional Transport Commissioner, Four Joint Transport Commissioners, Two Regional Transport Officers, One Chief Accounts Officer & Financial Advisor, ministerial and other supporting staff in the Commissionerate, assist him.
- 2.2 In the Moffussil area, the Districts are headed by either Joint Transport Commissioner or Deputy Transport Commissioner or Regional Transport Officer depending upon the vehicular strength of the District concerned.
- 2.3 A Joint Transport Commissioner heads the District of Hyderabad. Adilabad, Ananthapur, Chittoor, East Godavari, Guntur, Kadapa, Karimnagar, Krishna, Kurnool, Nellore, Nizamabad, Medak, Ranga Reddy, Srikakulam, Visakhapatnam, Warangal, West Godavari Districts are headed by Deputy Transport Commissioners. The Districts of Khammam, Nalgonda, Mahaboobnagar, Prakasam and Vizianagaram are headed by Regional Transport Officers.
- 2.4 One State Transport Appellate Tribunal, which has been created as contemplated under the provisions of the Motor Vehicle Act is functioning at Hyderabad presided over by a Judicial Official of the District Judge cadre who is assisted by One Regional Transport Officer in the capacity of Secretary. The State is represented by one officer of the cadre of Regional Transport Officer before the Hon'ble State Transport Appellate Tribunal.
- 2.5 Organizational chart is shown in Annexure - 1.
- 2.6 The different categories of employees in the Department are as follows.
  - 1) Transport Commissioner
  - 2) Additional Transport Commissioner
  - 3) Joint Transport Commissioner
  - 4) Deputy Transport Commissioner
  - 5) Regional Transport Officer
  - 6) Motor Vehicles Inspector
  - 7) Assistant Motor Vehicles Inspector
  - 8) Administrative Officer
  - 9) Senior Assistant
  - 10) Junior Assistant

- 11) Special Category Stenographer.
- 12) Senior Stenographer
- 13) Junior Stenographer
- 14) Typist
- 15) Record Assistant
- 16) Roneo Operator
- 17) Shroff
- 18) Transport Constable
- 19) Driver
- 20) Attender
- 21) Sweeper
- 22) Scavenger
- 23) Night Watchman.

**Annexure - 1**

**ORGANISATION CHART OF TRANSPORT DEPARTMENT**



## CHAPTER – III

### POWERS AND RESPONSIBILITES OF OFFICERS

[Section 4 (1) (b) (ii)]

#### 3.1 Powers and responsibilities of the Transport Commissioner:

- a. The Transport Commissioner is the Head of the Transport department in the state. He is responsible for the general supervision and co-ordination of the Departmental activities.
- b. He would exercise the powers vested with him under the provisions of Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Taxation Act, 1963 and Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and the notifications issued thereunder.
- c. He is the appointing and disciplinary authority for Regional Transport Officers and Motor Vehicles Inspectors.
- d. He would ensure the Tax collections from all kinds of motor vehicles, ensure of the collection of fees for the transactions attended under the provisions of Motor Vehicles Act and see that the collections are remitted to Government properly.
- e. He would exercise the powers vested with him under the Financial Code, Pension Code, Budget Manual, Traveling Allowance Rules, A.P. Civil Services (CCA) Rules, A.P. Civil Services (Conduct) Rules, AP State and Subordinate Service Rules.
- f. He would act as Appellate Authority under Motor Vehicles Act, 1988 and Andhra Pradesh Motor Vehicles Taxation Act, 1963.
- g. He would act as Appellate Authority in Service matters.
- h. He would inspect the sub-ordinate offices and guide the officers in the implementation of provisions of the Statutes and Government instructions issued from time to time.

#### 3.2 Powers and responsibilities of the Additional Transport Commissioner:

- a. The Additional Transport Commissioner would assist the Transport Commissioner in the general supervision and co-ordination of the Department activities.
- b. Assist the Transport Commissioner in ensuring the revenue collections properly and remit the same in the Treasury.
- c. He is Appellate Authority at Head of the Department level under Right to Information Act, 2005.
- d. Periodically inspect the subordinate officers, check posts, driving schools etc.
- e. He is the appoint authority and disciplinary authority in respect of Assistant Motor Vehicles Inspectors, Ministerial Staff of the office of the Transport Commissioner.
- f. He would exercise all powers delegated to him either by the Government or by the Transport Commissioner under Financial Code, Pension code, APCS(CCA) Rules, APSCS(Conduct) Rules, Budget manual, Traveling Allowance Rules, AP State and Subordinate Service Rules etc.,
- g. Discharge all other duties entrusted to him by the Transport Commissioner from time to time.

### **3.3 Powers and Responsibilities of a Joint Transport Commissioner:**

- a. An Officer of the cadre of Joint Transport Commissioner may have to serve in any of the following posts.
  - I. Joint Transport Commissioner and Secretary, Regional Transport Authority (RTA), Hyderabad.
  - II. Joint Transport Commissioner and Secretary, State Transport Authority (STA), Andhra Pradesh, Hyderabad.
  - III. Joint Transport Commissioner (Planning)
  - IV. Joint Transport Commissioner (Vigilance and Enforcement)
  - V. Joint Transport Commissioner (IT)
- b. The powers and responsibilities of the Joint Transport Commissioners differ depending upon the post held by the incumbent concerned.
- c. Powers and responsibilities of the Joint Transport Commissioner and Secretary, RTA, Hyderabad :

1) The Joint Transport Commissioner who heads the Hyderabad District is the Member – Secretary, R.T.A., Hyderabad. His functions are similar to those of the Secretary, R.T.A's in other Districts who are of the cadre of Deputy Transport Commissioner (DTC) or Regional Transport Officer (RTO).

d. **Powers and Responsibilities of the Joint Transport Commissioner and Secretary, State Transport Authority.**

1. The Joint Transport Commissioner and Secretary, State Transport Authority would discharge the functions delegated to him by the State Transport Authority in his capacity Secretary, STA.
2. Guide the State Transport Authority in the exercise of its powers as vested with it under the provisions of the Motor Vehicles Act, 1988.
3. Supervise and co-ordinate the collection of Motor Vehicles Taxes paid by various operators, in different States and Union Territories of India, in the form of Demand Drafts.
4. Co-ordinate collection of different kinds of Fees paid in the Office of the State Transport Authorities.
5. Supervise and co-ordinate the work pertaining to Inter-State Agreements and different Regional Transport Authorities in the State.
6. Examine and scrutinized various issues pertaining to the RTA's in the State and guide the Transport Commissioner.
7. Periodically inspect the Sub-Ordinate offices as instructed by the Transport commissioner from time to time.
8. Act as licensing officer in respect of the operators owning more than 2000 stage carriages.
9. See that all statutory documents and Registers are properly preserved in the sections under his control.
10. See that all statistics pertaining to the activities of the State Transport Authority are maintained properly.

11. Attend to all other duties entrusted to him by the State Transport Authority are maintained properly.
  12. Attend to all other duties entrusted to him by the Transport Commissioner from time to time.
  13. Should attend to all work relating to Appeals revisions in the Hon'ble State High Court, and Supreme Court.
  14. Assist the Additional Transport Commissioner and Transport Commissioner in the service matters of all employees.
- e. Powers and responsibilities of the **Joint Transport Commissioner (Vigilance and Enforcement)**:
1. The Joint Transport Commissioner (Vigilance and Enforcement) would keep constant Vigil over the functioning of the different offices, officers and Staff in the State and see that any irregularities, frauds, mischief's etc are brought to book.
  2. Ensure the enforcement of the provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules 1989, Andhra Pradesh Motor Vehicles Rules, 1989, Andhra Motor Vehicles Taxation Act, 1963, Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and notifications issued thereunder.
  3. The Joint Transport Commissioner would suggest measures to plug leakages in the revenue.
  4. He would advise the Transport Commissioner in reducing the corrupt activities in the Department.
  5. Enquire into the complaints.
  6. Conduct surprise checks.
  7. Organize check of Motor Vehicles anywhere in the State as per the requirements.
  8. Co-ordinate with all other vigilance Agencies in Andhra Pradesh and other states.
  9. Suggest remedial measures to prevent the occurrence of frauds, mischief's, irregularities etc.

10. Co-ordinate the activities of the check-post and flying squads in the State.

11. Attend to all other duties entrusted to him by the Transport Commissioner from time to time.

f. Powers and responsibilities of the **Joint Transport Commissioner (Planning)**:

1. The Joint Transport Commissioner (Planning) would act as over all in-charge in the formulation of various schemes for the betterment of the Department and their implementation.

2. Guide the Transport Commissioner in the interpretation of provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989 Andhra Pradesh Motor Vehicles Taxation Act, 1963, Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and notifications issued thereunder.

3. Guide the Transport Commissioner in the Appeals filed before him under the provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989 Andhra Pradesh Motor Vehicles Taxation Act, 1963, Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and notifications issued thereunder.

4. He is the Public Information Officer at Head of Department level as per Right to Information Act, 2005.

5. He would closely supervise and co-ordinate with other departments in the implementation of various planned schemes in the State.

6. Prescribe the required periodicals for the sub-ordinate offices and to collect different kinds of statistics pertaining to the Department, consolidate for future use.

7. To monitor and Co-ordinate the Pollution control measures in the State.

8. Periodically inspect the sub-ordinate offices as instructed by the Transport Commissioner from to time.

9. Organize periodic training for all kinds of functionaries in the Department.
  10. Guide the Transport Commissioner in the approval of various models of newly manufactured Motor Vehicles, Design of the Trailers, Gas Conversion Kits, Smoke meters, Gas Analyzers etc.,.
  11. Guide the Transport Commissioner in the provision of infrastructure to the Districts.
  12. Co-ordinate all public relations work.
  13. would co-ordinate and monitor the work relating to Revenue collections
- g. Powers and responsibilities of a Joint Transport Commissioner (Information Technology)**
1. Guide the Transport Commissioner in the Computerization of the Transport Department and ensure smooth functioning of IT related activities
  2. Procure hardware and software related to the computerization and other activities of the Department like procurement of consumables etc.,
  3. Co-ordinate and monitor the Road safety activities.
  4. Periodically inspect the sub-ordinate offices as instructed by the Transport Commissioner from time to time.

### **3.4 Powers and responsibilities of a Deputy Transport Commissioners**

- a. An officer in the cadre of Deputy Transport Commissioner may have to serve in any of the following posts.
  - I. Deputy Transport Commissioner and Joint Secretary, RTA, Hyderabad.
  - II. Deputy Transport Commissioner and Secretary, RTA.
  - III. Deputy Transport Commissioner and Secretary, RTA with supervisory powers over one or more near by districts.

- b. The powers and responsibilities of the Deputy Transport Commissioner differ depending upon the post held by the incumbent concerned.
- c. Powers and responsibilities of the Deputy Transport Commissioner and Joint Secretary, RTA, Hyderabad.
  1. The Deputy Transport Commissioner and Joint Secretary, RTA, Hyderabad should exercise all powers delegated to him by the RTA, Hyderabad.
  2. Act as licensing officer under the A.P. Motor Vehicles Taxation Act.
  3. Act as Appellate Authorities as contemplated under the Motor Vehicles Act, 1988 and Andhra Pradesh Motor Vehicles Taxation Act, 1963.
  4. Supervise and co-ordinate the activities of all Regional Transport Officers in his jurisdiction under the general control and superintendence of the Joint Transport Commissioner.
  5. Attend for all service and administrative matters.
  6. Assist the Joint Transport Commissioner, Hyderabad in the administration of the Department in the district.
  7. Supervise the supply and maintenance of various equipment like computers.
  8. Periodically inspect the sub-ordinate offices as instructed by the Joint Transport Commissioner.
  9. Maintenance of statistics and monitoring receipt of periodicals.
  10. Attend to all other duties entrusted to him by the Joint Transport Commissioner from time to time.
- d. Powers and responsibilities of the Deputy Transport Commissioner and Secretary, Regional Transport Authority :
  1. The Deputy Transport Commissioner and Secretary, RTA is the Head of the District for the Transport Department. Therefore he/she should be responsible for the overall administration of the department in the District concerned.

2. Exercise all powers delegated to him as the Secretary, RTA.
3. Act as licensing officer under the A.P. Motor Vehicles Taxation Act.
4. Act as Appointing Authority for employees of and below the cadres of Junior Assistants.
5. Discharge his duties as contemplated under A.P. Financial Code, Pension Code, Treasury Code, Budget Manual, District Office Manual, A.P. State Civil Services (C.C.A) Rules, A.P. State and Service Rules, A.P. Ministerial Service Rules, A.P Last Grade Service Rules, A.P General Sub-Ordinate Service Rules, A.P. Leave Rules, A.P Transport Subordinate Service Rules etc.
6. Act as Appellate Authority as contemplated under Motor Vehicles Act, 1988 and Andhra Pradesh Motor Vehicles Taxation Act, 1963.
7. Conduct Quarterly and Annual inspection of the sub-ordinate offices.
8. Ensure achievement of the Revenue Target fixed for the District being headed by him.
9. To enquire into the complaints / petitions against the sub-ordinate staff.
10. Review fortnightly diaries of the executive staff.
11. Periodically review the collection of arrears of Taxes and Fees
12. Inspect the check-posts in his jurisdiction periodically.
13. Attend for the public relations work.
14. Co-ordinate with the District Collector District officials and State Level officers of the Department.
15. Supervise all legal matters carefully.
16. Ensure that all files and registers are properly maintained.

e. Powers and responsibilities of the Deputy Transport Commissioner and Secretary RTA with supervisory powers over one or more nearby Districts:

1. The Deputy Transport Commissioner, who heads a District and who has supervisory powers over one or more nearby Districts, in addition to the powers and responsibilities of the Deputy Transport Commissioner and Secretary, RTA should
2. Act as Appellate Authority as contemplated under Motor Vehicles Act and A.P Motor Vehicles Taxation Act against the orders passed by the officers of the District / Districts over which he has supervisory powers.
3. Act as Appointing Authority for the Senior Assistants and Superintendents of all the offices in the Zone concerned.
4. Conduct quarterly and Annual Inspection of the sub-ordinate offices.
5. Visit all the check posts under his jurisdiction and monitor their functioning.
6. Review the pending Audit Paras.
7. Maintain Public Relations.
8. Co-ordinate all activities of the Department in his jurisdiction.
9. Exercise all powers delegated to Zonal Officers under A.P Financial Code, APTA Rules, A.P Civil Services (CCA) Rules, A.P Civil Services (Conduct) Rules, A.P. Leave Rules, A.P Treasury Code, Pension Code, Budget Manual, etc.
10. Supervise all legal matters carefully.

### 3.5 Powers and responsibilities of Regional Transport Officer

- a. An officer in the cadre of Regional Transport Officer may have to serve in any of the following posts.
  - I. Regional Transport Officer and Secretary, RTA.

- II. Regional Transport Officer and Assistant Secretary, RTA in the office the Deputy Transport Commissioner / Joint Transport Commissioner (RTA, Hyderabad).
  - III. Regional Transport Office and Assistant Secretary, RTA in independent charge under the control of the Deputy Transport Commissioner / Joint Transport Commissioner.
  - IV. Regional Transport Officer and Assistant Secretary, State Transport Authority.
  - V. Regional Transport Officer and Secretary, State Transport Appellate Tribunal.
  - VI. Regional Transport Officer and State Representative before the State Transport Appellate Tribunal.
- b. Powers and responsibilities of the Regional Transport Officer and Secretary, RTA
    - 1. The powers and responsibilities of the Regional Transport Officer and Secretary RTA are similar to those of the Deputy Transport Commissioner and Secretary, RTA mentioned above.
  - c. Powers and responsibilities of the Regional Transport Officer and Assistant Secretary, RTA in the office the Deputy Transport Commissioner / Joint Transport Commissioner (RTA, Hyderabad)
  - d. The Regional Transport Office and Assistant Secretary, RTA should.
    - 1. Act as Additional licensing Authority, Additional Registering Authority, Assistant Secretary, RTA under the MV Act and licensing Officer under the APMVT Act.
    - 2. Exercise all powers delegated to him as Assistant, RTA.
    - 3. See that Taxes are collected properly and show cause and Demand Notices are issued wherever wanted in time.
    - 4. Ensure the proper maintenance of the DCB Registers, B-registers, Permit Register, DL Registers, Conductor license Registers.
    - 5. Ensure the timely dispatch of all periodicals.

6. Act as Appellate Authority under M.V Act and APMVT Act.
  7. If there is more than one Assistant Secretary in the office, the distribution to them should be made by the Head of the office, the Deputy Transport Commissioner / Joint Transport Commissioner.
  8. Bring to the notice of the Head of the office all important and legal matters without any delay.
  9. Inspect the personal Registers, Special Registers etc. maintained by the staff periodically.
  10. Discharge all other duties entrusted to him / her by the Deputy Transport Commissioner / Joint Transport Commissioner from time to time.
- e. Powers and Duties of a Regional Transport Officer and Assistant Secretary, RTA in independent charge under the control of the Deputy Transport Commissioner / Joint Transport Commissioner: -
1. The Regional Transport Officer and Assistant Secretary, RTA in independent charge, in addition to the powers and responsibilities of the RTO and Assistant Secretary mentioned above, have the powers and responsibilities as enumerated hereunder. The incumbent should,
  2. Inspect the offices of the MVIs and AMVIs and check-posts under his jurisdiction periodically.
  3. Ensure the achievement of the Revenue Target fixed for his area.
  4. Grant casual leave only to the staff working under him. (Other kinds of leave shall be granted by the Head of the District)
  5. Maintain Good public relations.
  6. Attend to the work related to Audit Paras and legal matters carefully.
  7. See that the office is maintained properly in all respects.

- f. Powers and responsibilities of the Regional Transport Officer and Assistant Secretary, State Transport Authority:
1. The Regional Transport Officer and Assistant Secretary, State Transport Authority should,
  2. Exercise all powers delegated to him by the State Transport Authority under the general control and supervision of the Secretary, State Transport Authority.
  3. Supervise the functioning of the counter work.
  4. Inspect the Personal Registers and other Registers maintained as per the schedule drawn up in that regard.
  5. See that vacancies in respect of the counter signature of Good carriage permits, All India Tourist Taxis etc. are notified once in every three months, call for applications and to take action for the filling up of the vacancies.
  6. Prepare lists of lapsed vacancies at least once in a quarter and communicate to other states and on similar lines call for similar particulars from other State Authorities.
  7. See that the DCB Registers in respect of other state vehicles covered by National Permits and authorized to ply in A.P and monitor the receipt of the Demand Drafts concerned from other states.
  8. Ensure the adjustment of the Demand drafts are sent to the Bank promptly and the amounts concerned are credited to government Account.
  9. Correspond with all the Secretaries of other states calling for Demand Drafts at regular intervals and at the same time monitoring the sending of the Demand Drafts of the Demand Drafts pertaining to the National Permits to other states by the District Offices.
  10. To attend for all Tribunal, Court and other legal matters promptly.
  11. To attend for all duties entrusted to the Secretary, STA from time to time.

Note : - Other Regional Transport Officers in the office of the Transport Commissioner shall supervise the functioning of the sections working under them and attend to all other duties entrusted to them by the Transport Commissioner from time to time.

- g. Powers and responsibilities of the Regional Transport Officer and Secretary, State Transport Appellate Tribunal.
1. The Regional Transport Officer and Secretary, State Transport Appellate Tribunal should,
  2. Work under control and Superintendence of the Presiding Officer.
  3. Exercise control over the functioning of the sections working under him.
  4. Shall have all powers and discharge all duties as prescribed in Andhra Pradesh Motor Vehicles Rules, 1989 as amended from time to time.
  5. See that all Registers and Files are maintained properly.
  6. Discharge all other duties, entrusted by the Presiding Officer from time to time.
- h. Powers and responsibilities of the Regional Transport Officer and the State Representative before the STAT
1. The RTO and State Representative should,
  2. See that all files in respect of all the cases before the State Transport Appellate Tribunal are secured from the District offices or the Commissionerate in time.
  3. Defend the action taken by the RTA's STA and other officers in accordance with law.
  4. Send all important judgments to the Transport Commissioner so as to send instructions to all the offices suitably.
  5. Keep himself abreast of the latest case law.

6. Guide the Departmental officers in legal matters.
7. Discharge all other duties entrusted to him from time to time.

3.6 Powers and responsibilities of a Motor Vehicles Inspector or an Assistant Motor Vehicles Inspector: -

- a. As Officer in the cadre of a Motor Vehicles Inspector or an Assistant Motor Vehicles Inspector may have to serve in any of the following posts.
  - I. Motor Vehicles Inspector / Assistant Motor Vehicles Inspector – Regular
  - II. Motor Vehicles Inspector / Assistant Motor Vehicles Inspector – Check-post
  - III. Motor Vehicles Inspector / Assistant Motor Vehicles Inspector – Enforcement
- b. Powers and responsibilities of the Motor Vehicles Inspector / Assistant Motor Vehicles Inspector-Regular: -
  1. The Motor Vehicle Inspector / Assistant Motor Vehicle Inspector–Regular should,
  2. Work under the direction, supervision, guidance and control of the head of the District i.e., a JTC / a DTC / an RTO.
  3. Should always be in uniform while on duty. Attend to enforcement work regularly. Shall adjust the enforcement timings in such a way that it shall not effect regular work causing inconvenience to public.
  4. Attend office during office hours while not on tour or attending meetings.
  5. Exercise effective control over the staff working under him. Exercise control over the allotted jurisdiction.
  6. Maintain all prescribed registers in order and upto date.
  7. Test all drivers for learners licensing.
  8. Test all drivers on road for fresh Driving license.

9. Inspect all Motor Vehicles produced for various purposes like registrations, alteration, fitness certificate etc., personally.
  10. Test drive all Motor Vehicles produced for renewal of F.C and then only decide to renew or otherwise.
  11. Inspect all accident vehicles on requisition.
  12. Verify all referred stoppages and report in time.
  13. Conduct route surveys entrusted to him.
  14. Collect arrears of tax and compounding fees referred to him.
  15. Inspect Government and other Local body vehicles for the purposes of repairs, condemnation or fixation of upset price.
  16. Procure vehicles for District administration for purposes of election duty, for civil supplies or during natural calamities.
  17. Services of notices that are specifically entrusted.
  18. Perform touring and make night halt outside head quarters as per instructions from the Head of the Department.
  19. Attend to enforcement work regularly. Shall adjust the enforcement timings in such a way that it shall not effect regular work causing inconvenience to public.
  20. Exercise reasonable control over the drivers and vehicles in his jurisdiction.
  21. Submit diaries on time explaining in detail the work turned out.
  22. Inspect all private during schools regularly to see that driving is taught properly.
  23. Surprise check the private pollution checking station on issuance of PUC certificates.
- c. Powers and responsibilities of the Motor Vehicles Inspector / Assistant Motor Vehicles Inspector – Check-post

1. The Motor Vehicle Inspector / Assistant Motor Vehicle Inspector should work under the direction, supervision, guidance and control of the head of the district i.e., a JTC / a DTC / an RTO.
2. Shall always be in uniform while on duty.
3. Exercise effective control over the staff working under him. The MVI shall direct, supervise, guide and control the Assistant Motor Vehicle Inspectors and other staff working in a check-post. The Assistant Motor Vehicle Inspectors shall work under the Motor Vehicle Inspector and following the directions given by him from time to time.
4. Maintain the upkeep of the check-post in a neat and clean manner.
5. Shall attend the check-post duties as per duty chart on time. Whenever, the Motor Vehicles Inspector / Assistant Motor Vehicles Inspector goes on leave shall take the prior permission of the concerned officer in writing in advance wherever it is not possible to take permission in advance or telegram to that effect shall be given.
6. Shall declare the personal cash in the prescribed register.
7. Shall keep the government cash in a cash chest under lock and key.
8. Shall note the names of the officers on duty on display board for the knowledge of vehicle owners / drivers.
9. Shall be on a constant move in and around the check-post for proper supervision.
10. Shall stop and check each vehicle, which is suspected of violating Motor Vehicles Act and Rules thereunder.
11. Shall record the number of vehicles passing through the check-post in the movement register.
12. Book cases of all vehicles found with violations.
13. Shall inspect records of vehicles for finding violations relating to non-payment of taxes, vehicles without fitness, permit etc.

14. Shall inspect engine numbers and chassis number of vehicles at random to find if any vehicles are plying with forged numbers/ documents.
  15. Shall maintain all registers as prescribed in the check-post chapter of the departments manual.
  16. Shall maintain the check-post in a disciplined and orderly manner.
  17. Shall be responsible for not allowing private persons to loiter or work in the check-post premises.
- d. Powers and responsibilities of the Motor Vehicle Inspector / Assistant Motor Vehicle Inspector-Enforcement: -
1. The Motor Vehicle Inspector/Assistant Motor Vehicle Inspector-enforcement should: -
  2. Work under the direction, supervision, guidance and control of the head of the district i.e., a JTC / a DTC / an RTO attend office to take instructions regarding the enforcement work to be done by them.
  3. Shall always be in uniform while on duty.
  4. Attend to Enforcement work atleast 20 days in a month and see that all types of cases are booked against all classes of vehicles.
  5. Inspect all referred accident vehicles.
  6. Maintain all prescribed registers in order and up to date.
  7. Verify all referred stoppages and report on time to time.
  8. Collect arrears of tax and compounding fees referred to him.
  9. Procure vehicles for district administration as advised by the Controlling Officer.
  10. Execute all work entrusted to him by his Controlling Officer.

### **3.7 Powers and responsibilities of Administrative Officers :**

- a. The Administrative Officer is responsible for the over all superintendence of the section to which he is allotted should.
- b. Exercise all powers vested with him under the provisions laid down in the Motor Vehicles Act, 1989, Central Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Taxation Act, 1963, Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and notifications issued thereunder. As per directions of the head of the office or any other officer authorized in his behalf by the head of the office.
- c. Examine the files circulated to him by the clerks to ensure that processing of the files is as per the law and rules in force and to see that the conclusions drawn and orders sought for are proper.
- d. Return the files to the clerks with his clear observations if there are any omissions in the note circulated and in such cases he should ensure that the files sent to the clerks for recirculation are sent back to him without any delay so that they can be sent to the officers concerned in time and obtain orders.
- e. Bring to the notice of the officer any repeated omissions of the same nature by a clerk through a note.
- f. Maintain consolidated cash register as per the instructions in force.
- g. Inspect all personal registers and special registers maintained by the staff under his control as per the schedule drawn up in that regard well in advance.
- h. See to it that the registers used in the section are properly indexed and maintained. Special care should be taken to see that the registers like B.Registers, DL registers, DCB's, permit registers etc. are maintained, up dated properly and re-written where ever necessary.
- i. Maintain run on note of DCB registers of each clerk in his section and help in the maintenance of the DCB registers properly.
- j. Verify the log book/s of vehicles/s of office atleast once in every month and see that the entries made in respect thereof are updated (this is applicable in the case of superintendent dealing with establishment section)

- k. Verify the D.Ls of the drivers of the Department and see that they are renewed in time.
- l. Examine all the registration certificates of the department owned vehicles and see that necessary renewal of registration etc. are attended to in time.
- m. Ensure that non payment lists are prepared immediately after grace period is over and communicated to the executive staff preferably on completion of the last date of the grace period.
- n. Ensure that the clerks under his control send reminders to the concerned periodically wherever necessary.
- o. Ensure that no private persons are engaged by a dealing assistant.
- p. Ensure that the Seized Vehicle Register, DO Letter Register and Telegram Register are maintained properly and prompt action as required is taken as is warranted.
- q. Ensure the fees are collected in the section as per the rules and credited to the Government account in time.
- r. Ensure that the Demand Drafts received in the office including payment of motor vehicles tax are properly accounted for and amounts in respect there of are credited to the Government account without any delay by ensuring that the demand drafts concerned are sent to the bank in time.
- s. Maintain a consolidated DD register for the section, which should be the day wise and seat wise particulars of the DDs received.
- t. Ensure that the stock register pertaining to the cash receipt books, VCRs, Tax Tokens, computer stationary etc. are properly maintained and indent is sent to the authorities concerned in time.
- u. Pursue further action in respect of the seized vehicles as per the instructions in force.
- v. Maintain register for revenue collections on daily basis.
- w. Initiate note for disciplinary cases.
- x. Personally maintain the following registers and see that disposal is given without any delay-

1. File disposal register
  2. Audit para register
  3. Writ petitions register
  4. Arrears register
  5. Turn duty register
  6. Consolidated D.D. register
  7. Hologram register
  8. Seized vehicles register etc.
- y. Attend to all other duties entrusted by the Head of the office from time to time.

**CHAPTER – IV****PROCEDURE FOLLOWED DECISION – MAKING PROCESS****[Section 4 (1) (b) (iii)]**

- 4.1 **The** procedure followed in the decision making is common to all in the department as prescribed. These procedures are amended from time to time by the Government and are implemented in the Department.
- 4.2 The procedure involving the exercise of statutory powers is prescribed in the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Rules, 1989, Andhra Pradesh Motor Vehicles Taxation Act, 1963, Andhra Pradesh Motor Vehicles Taxation Rules, 1963 and the notifications, circulars, memos issued thereunder. The Departmental officers in all cadres shall follow the procedures envisaged in the above statutes
- 4.3 The procedures involving the administrative powers and supervisory powers are governed by the orders of the Government, instructions of the Transport Commissioner and minutes of the meetings held from time to time.
- 4.4 The procedures involving disciplinary matters and service matters of the employees are governed by the Codes prescribed by the Government like Andhra Pradesh State Civil Services (CCA) Rules, 1991 Andhra Pradesh Conduct Rules, 1964 Andhra Pradesh State and Subordinate Service Rules, Fundamental Rules and special Rules like Andhra Pradesh Transport Service Rules, etc.,
- 4.5 The procedure followed is through circulation of the files. On receipt of the current from the public or from sub-ordinate office, it is received by the Tappal Clerk in a separate Tappal Book and would be circulated to the officers.
- 4.6 After perusal by the officers, it would be numbered by the Tappal Clerk, and would be distributed to the Senior Assistant/Junior Assistant of the concerned Section under acknowledgement. The Assistant concerned would make an entry in Personal Register and put up in the shape of a file with relevant extracts of the Acts or Rules or notifications or circulars or memos and would submit to the Administrative Officer concerned.
- 4.7 Wherever a statutory application is received from the public the Assistant concerned would examine and verify the application with its enclosures

- and would collect the appropriate fees prescribed, enter the data in the computer system and would circulate the file to the Administrative officer.
- 4.8 In the Districts, wherever technical examination/inspection of the vehicle is involved, the file would be referred to the Motor Vehicles Inspector/Assistant Motor Vehicles Inspector, who in his turn would inspect the vehicle make an endorsement in the file with his observations.
  - 4.9 The Administrative officer would scrutinize the file and would circulate to the Officer concerned with his remarks.
  - 4.10 The Officer in his turn, would either take a decision at his level if he is competent or would circulate to his superior wherever necessary, with his remarks.
  - 4.11 The decision making authority would finally dispose the file and the section concerned would put up the proceedings/ letter / memo for the approval of the Officer.
  - 4.12 After approval, the fair copy would be prepared and after authentication, it would be handed over to dispatch section for dispatch.

**CHAPTER – V****NORMS SET FOR THE DISCHARGE OF FUNCTIONS****[Section (1) (b) (iv)]**

- 5.1 The norms for the discharge of the functions of each work / transaction are defined by the District Office Manual (DOM) and the parameters are assessed regularly by the Officers and necessary changes are made depending upon the need / feed back.
- 5.2 The usual office hours are from 10.30 AM to 5 PM on all working days with half-an-hour lunch break between 1 PM to 2.30 PM.
- 5.3 The service delivery time frame is defined in the **CITIZEN CHARTER**, if it is a public work.
- 5.4 The service delivery time frame for other matters in the department are
- a. Policy Matters : 4 to 8 weeks at the Department level
  - b. Other than policy matters : 2 weeks
  - c. Correspondence from other departments : 1 week
  - d. Correspondence from sub-ordinate offices : 1 week

However, in urgent matters they would be attended to on the same day.

- 5.5 This time frame is regularly monitored and revised depending upon the performance.

**CHAPTER – VI****RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR  
DISCHARGING FUNCTIONS  
[Section 4(1) (b) (v) & (vi)]**

- 6.1 **For** discharging duties and responsibilities effectively the ministerial staff and officers follow the Acts, Rules, codes mentioned below :
- a. Motor Vehicles Act, 1988.
  - b. Central Motor Vehicles Rules, 1989
  - c. Andhra Pradesh Motor Vehicles Rules, 1989
  - d. Andhra Pradesh Motor Vehicles Taxation Act, 1963
  - e. Andhra Pradesh Motor Vehicles Taxation Rules, 1963
  - f. Andhra Pradesh Revenue Code,
  - g. Andhra Pradesh Finance Code,
  - h. Fundamental Rules,
  - i. Pension Code,
  - j. Treasury Code,
  - k. Budget Manual,
  - l. Andhra Pradesh State and Sub-ordinate Service Rules,
  - m. Andhra Pradesh Transport Service Rules,
  - n. Andhra Pradesh State Civil Services (C.C.A) Rules,
  - o. Andhra Pradesh General Sub-ordinate Service Rules,
  - p. Andhra Pradesh Leave Rules,
  - q. Andhra Pradesh Last Grade Service Rules,
  - r. Andhra Pradesh Ministerial Service Rules,
  - s. Andhra Pradesh Travel Allowance Rules,

**CHAPTER – VII****CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY  
UNDER ITS CONTROL  
[Section 4 (1) (b) (vi)]**

## 7.1

- a. Government Order
- b. Government Memo
- c. Government Letter
- d. U.O. Note
- e. Office Order
- f. Officer Circular
- g. Proceedings
- h. Endorsement
- i. D.O. Letter
- j. Letter
- k. Memo
- l. Notice

7.2 The Department prepares annual administration report on annual basis.

7.3 Performance reports/fortnight diaries are also prepared by the District Officers and are submitted to the next supervisory officer for evaluation and review.

7.4 Department has been totally computerized and all the reports/ outputs/ receipts are generated through the computers.

**CHAPTER – VIII****ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY,  
THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF  
POLICY OR IMPLEMENTATION THEREOF****[Section 4 (1) (b) (vii)]**

- 8.1 The public, who are satisfied/aggrieved by the response of the ministerial staff, may approach the next higher level officer and represent their issue.
- 8.2 The department hoisted a website [www.aptransport.org](http://www.aptransport.org), through which the public can register their response/ grievance.
- 8.3 **“Feed back”** forms are made available to the public, who can register their satisfactory level.
- 8.4 **24X7** toll free help line **1074** is made available to get information and register their complaint/ grievance.
- 8.5 **“Help Desks”** in all offices provided to assist and guide the public.

**CHAPTER – IX****BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED  
AS PART OF PUBLIC AUTHORITY  
[Section 4 (1) (b) (viii)]**

- 9.1 **State/Regional** Transport Authority are constituted under section 68 (1) of Motor Vehicles Act, 1988.
- a. Principal Secretary, Transport (R&B) Department is the chairman of the State Transport Authority. Joint Transport Commissioner and Secretary, State Transport Authority is the Member/Secretary of the Authority. The Transport Commissioner is one member and two non-official members from public life are nominated to this Authority.
  - b. District Collector is the chairman of the Regional Transport Authority at District Level. The Joint Transport Commissioner/ Deputy Transport Commissioner/ Regional Transport Officer of the District concerned is the Member/Secretary of the Authority, one non-official member from public life is nominated as member to this Authority.
- 9.2 State Road safety Council is constituted under sub-section (2) of Section 215 of Motor Vehicles Act, 1988. Hon'ble Transport Minister is the Chairman of this council and Transport Commissioner is the convener of this council. Similarly, District Road Safety Council is constituted under sub-section (3) of the Section 215 of Motor Vehicles Act, 1988. District collector is the chairman is this council and the Joint Transport Commissioner/Deputy Transport Commissioner/Regional Transport Officer is the convener of the Council.

## CHAPTER – X

### DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4(1) (b) (ix)]

#### TRANSPORT COMMISSIONER'S OFFICE

Sl. No.	Designation	Name	Office	Fax
1	Transport Commissioner	Ajay Mishra, IAS	23261515	23222963
2	Addl. Tr. Commissioner	T.Krishna Reddy	23223589	23222963
3	J.T.C. (Planning)	C.L.N.Gandhi	23223311	23222963
4	J.T.C. (IT)	N.V.Subba Rao	23224963	23222963
5	J.T.C. & Secy., STA	P.Srinivas	23261382	23222963
6	J.T.C. (V&E)	M.Radha Krishna Murthy	23224925	23222963
7	Chief Accounts Officer & Financial Advisor	A.K.Jeelani	23224311	23222963
8	Asst. Secretary - 1	N.Sivarama Prasad	23222408	23222963
9	Asst. Secretary - 2	Smt.Y.Usha	23222408	23222963
10	Secretary, STAT	C.Bikshapathi	24732876	-
11	S.R. before S.T.A.T.	N. Vijaya Lashmi	24732876	-

#### JOINT TRANSPORT COMMISSIONER, HYDERABD

Sl. No.	Designation	Name	Office	Fax
1	J.T.C & Secy., RTA	B.Venkateswarlu	23312895	23311269

#### DEPUTY TRANSPORT COMMISSIONERS

Sl. No.	Name of the District	Station	Name of officer	STD Code	Office	Fax
1	Srikakulam	Srikakulam	Sri/Smt.	958942	240024	240024
2	Visakhapatnam	Visakhapatnam	S.Venkateswara Rao	95891	2559777	2556777
3	East Godavari	Kakinada	Y.Jayakumar Reddy	95884	2376183	

4	West Godavari	Eluru	T.Raghunath	958812	230208	232514
5	Krishna	Vijayawada	M.Ratnamanikyam	95866	2480044	480022
6	Guntur	Guntur	P.Narsaiah	95863	2355194	-
7	Nellore	Nellore	C.Ramesh	95861	2326891	-
8	Chittoor	Chittoor	A.Mohan	958572	232508	-
9	Kadapa	Kadapa		958562	245140	-
9	Kurnool	Kurnool	K.Ramasree	958518	270196	-
10	Warangal	Warangal		95870	2577972	-
11	Karimnagar	Karimnagar		95878	2240373	-
12	Nizamabad	Nizamabad		958462	239193	-
13	Ranga Reddy	Ranga Reddy	Mamatha Prasad	9540	24019355	-
14	Medak	Sangareddy	M.Praveen Rao	8455	231218	-
15	Adilabad	Adilabad		958736	254133	-
16	Hyderabad	Hyderabad	G.Panduranga Rao	9540	23371133	-

### REGIONAL TRANSPORT OFFICERS

Sl. No.	Name of the District	Station	Name of officer	STD Code	Office	Fax
1	Srikakulam	Srikakulam	K. Surya Chandra Rao	958942	240024	240024
2	Vizianagaram	Vizianagaram	K.Vijayakumari	958922	273366	273366
3	Visakhapatnam	Visakhapatnam	K.Sambasiva Rao	95891	2559777	2556777
4	Visakhapatnam	Anakapalli	B.Sri Krishna Veni	958924	222496	222496
5	East Godavari	Kakinada	G.Krishnaiah	95884	2376183	
6	East Godavari	Rajahmundry	M.Mohan Rao	95883	2442211	
7	West Godavari	Eluru	B.Jaya Prakash	958812	230208	
8	West Godavari	Bhimavaram	V.V.Panchamukeswara Rao	958816	222272	

9	Krishna	Vijayawada	M.Somi Reddy	95866	2480022	
10	Krishna	Vijayawada	Pyari Bee	95866	2480022	
11	Krishna	Vijayawada	Bhaskar Rao	95866	2480022	
12	Krishna	Gudivada	Yerraiiah Naidu	958674	242215	
13	Guntur	Guntur	S.Chand Basha	95863	2355194	
14	Guntur	Narasaraopeta	K. Ramdas	958647	222824	
15	Prakasam	Ongole	U.V. Subba Rao	958592	233114	
16	Nellore	Nellore	Prabhuraja Kumar	95861	2327665	
17	Chittoor	Chittoor	K.Ram Prasad	958572	234608	
18	Chittoor	Tirupathi	S.V. Ramana Rao	95877	2248613	
19	Kurnool	Kurnool	C.Anantha Ram Singh	958518	270196	
20	Kurnool	Nandyal	Altaf Rahim Khan	958514	243083	
21	Anantapur	Anantapur	T.MadhuSudhan Reddy	958554	278427	
22	Anantapur	Hindupur	K.R.Narasimha Reddy	958556	221445	
23	Kadapa	Proddutur				
24	Warangal	Warangal	Chandan Kumar	95870	2577972	
25	Khammam	Khammam	Kumara Bhaskar	958742	254534	
26	Karimnagar	Karimnagar	Sudhakar Reddy	95878	2240373	
27	Adilabad	Mancherial		958736	254133	
28	Nizamabad	Nizamabad		958462	239193	
29	Mahaboobnagar	Mahaboobnagar	C.Srinivas	958542	275875	
30	Medak	Siddipet	B.Ram Kumar	958457	222531	
31	Nalgonda	Nalgonda	Venkat Reddy	958682	248346	
32	Ranga Reddy	Ranga Reddy	E.Narsinga Rao	9540	24019355	

33	Ranga Reddy	R.R. East, Uppal	K.Mohan Reddy	9540	27205599	
34	Hyderabad	Central - Somajiguda	K.Rajeshwar Rao	9540	23312895	
35	Hyderabad	Central - Somajiguda	A.Ravi	9540	23311269	
36	Hyderabad	East - Moosarambagh	Basi Reddy	9540	24548999	
37	Hyderabad	West - Mehdipatnam	P.Bala Kishan	9540	23525253	
38	Hyderabad	South - Bahadurpura	D.Nirmala	9540	24462727	
39	Hyderabad	North - Secunderabad	D.R.M. Selva Raj	9540	27742568	

## CHAPTER – XI

MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND  
EMPLOYEES

[Section 4 (1) (b) (x)]

Sl. No.	Designation	Scale of pay
1	Transport Commissioner	Cadre post
2.	Additional Transport Commissioner	18355-450-18805-485-20260-525-21835-560-23515-600-27265-700-30065
3.	Joint Transport Commissioner	16195-420-17455-450-18805-485-20260-525-21835-560-23515-600-25315-650-27265-700-27965
4.	Deputy Transport Commissioner	12325-315-12955-330-13945-360-15025-390-16195-420-17455-450-18805-485-20260-525-21835-560-23515-600-24715
5.	Regional Transport Officer	10285-280-11125-295-12010-315-12955-330-13945-360-15025-390-16195-420-17455-450-18805-485-20260-525-21835
6.	Motor Vehicle Inspector	9285-235-9520-255-10285-280-11125-295-12010-315-12955-330-13945-360-15025-390-16195-420-17455-450-18805-485-19775
7.	Assistant Motor Vehicle Inspector	8815-235-9520-255-10285-280-11125-295-12010-315-12955-330-13945-360-15025-390-16195-420-17455-450-18805
8.	Administrative Officer	8385-215-8815-235-9520-255-10285-280-11125-295-12010-315-12955-330-13945-360-15025-390-16195-420-17455-450-17905
9.	Senior Assistant	6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-295-12010-315-12955-330-

		<b>13945</b>
<b>10.</b>	Junior Assistant	<b>4845-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845</b>
<b>11.</b>	Transport Constable	<b>4595-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285</b>
<b>12.</b>	Shroff	<b>4370-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-9775</b>
<b>13.</b>	Record Assistant	<b>4260-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520</b>
<b>14.</b>	Reneo Operator	<b>4260-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520</b>
<b>15.</b>	Jamedar	<b>4260-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520</b>
<b>16.</b>	Attender	<b>3850-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8600</b>

## CHAPTER – XII

## BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.,

[Section 4 (1) (b) (xi)]

Agency	Plan/ Programme / Scheme/ Project/ Activity/ Purpose for which budget is allocated.	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.,)
Transport Department	Non Plan	69,81,39,000/-	17,77,00,00,000/-	

Agency	Plan/ Programme/ Scheme/ Project/ Activity/ Purpose for which budget is allocated.	Amount released last year (Rs. in Thousands)	Amount spent last year (Rs. in Thousands)	Budget allocated current year (Rs. in Thousands)	Budget released current year (Rs. in Thousands)
Transport Department	Non-Plan	63,83,50	62,80,50	69,81,39	34,90,69,5

**CHAPTER – XIII**

**MANNER OF EXECUTION OF SUBSIDY PROGRAMMES**

**[Section 4(1) (b) (xii)]**

**- NIL -**

**CHAPTER – XIV****PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMIT OR  
AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY****[Section 4 (1) (b) (xiii)]**

- 14.1 Government** grants tax exemptions to various categories of social organizations/ philanthropic institutions, who are serving public without any motive of any profit. As and when orders received, they are communicated to the officers concerned for implementation.
- 14.2** Government grants tax concessions to Corporations/ Institutions.
- 14.3** A tax concession for a period of 5 years is granted to Motor Vehicles operated with Compressed Natural Gas / Battery /Solar Energy from the date of registration of such vehicle.
- 14.4** Tax exempted for Agricultural Tractor trailers if they operate within a radius 24 km from the place of their registration.

**CHAPTER – 15****INFORMATION AVAILABLE IN ELECTRONIC FORM****[Section 4(1) (b) (xiv)]**

- 15.1** The Department hoisted website [www.aptransport.org](http://www.aptransport.org)
- 15.2** The information is also available in [www.aponline.gov.in](http://www.aponline.gov.in)
- 15.3** The information relating to Motor Vehicles Act, 1988 and Central Motor Vehicles Rules, 1989 and notifications issued therein are also available in [www.morth.nic.in](http://www.morth.nic.in)
- 15.4** The information is also available at e-seva centers.

## CHAPTER – 16

PARTICULARS OF FACILITIES TO CITIZENS FOR OBTAINING  
INFORMATION

[Section 4(1)(b) (xv)]

**16.1 A Citizen Charter** was released and implemented by the Department.

1. The department has the following types of offices rendering different services shown against each type of office.

S. No.	Type of the Office	Services provided
1.1	District – headed by JTC,DTC,RTO and functioning as Secretary, RTA	All Transactions related to Driving Licence, Registration of Vehicles, Issue of Fitness Certificates, Issue of Permits, Collection of vehicle taxes
1.2	Sub-Divisional – headed by RTO	All Transactions related to Driving Licence, Registration of Vehicles, Issue of Fitness Certificates, Issue of Permits, Collection of vehicle taxes
1.3	Unit office – headed by MVI	Issue of Learner's Licence, Issue of Fresh Driving License for Non-Transport category, Registration of Non-Transport Vehicles, Issue of Fitness Certificates
1.4	Motor Vehicles Inspector	Issue of Learner's Licenses, Issue of Fitness Certificates
1.5	Check Post – located at state borders and at some places internally	Issue of Temporary Permits

2. We have set the following targets / standards / response time for delivery of documents in respect of all applications found in order

Item of Work	Type of Office	Fees and Service Charges	Targeted Response Time
<ul style="list-style-type: none"> <li>• Driving license               <ul style="list-style-type: none"> <li>➤ Learner's license (for each class of vehicle)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) JTC/ DTC / RTO office</li> <li>b) Unit office</li> <li>c) MVI office</li> </ul>	Rs.60.00	<ul style="list-style-type: none"> <li>Same day</li> <li>Same day</li> <li>Same day</li> </ul>
<ul style="list-style-type: none"> <li>➤ Fresh Driving license</li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> </ul>	Rs.390.00	<ul style="list-style-type: none"> <li>Same day</li> <li>24 Hours</li> </ul>
<ul style="list-style-type: none"> <li>• Registration of new vehicles / other state vehicles               <ul style="list-style-type: none"> <li>➤ 2-wheeler</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> </ul>	Rs.160.00	<ul style="list-style-type: none"> <li>Same day</li> <li>24 Hours</li> </ul>
<ul style="list-style-type: none"> <li>➤ 3-wheeler (Transport)</li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> </ul>	Rs.400.00	<ul style="list-style-type: none"> <li>Same day</li> <li>24 Hours</li> </ul>
<ul style="list-style-type: none"> <li>➤ 4-wheeler (Non-Transport vehicles)</li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> </ul>	Rs.400.00	<ul style="list-style-type: none"> <li>Same day</li> <li>24 Hours</li> </ul>
<ul style="list-style-type: none"> <li>➤ Light Commercial vehicle</li> </ul>	<ul style="list-style-type: none"> <li>JTC / DTC / RTO office</li> </ul>	Rs.500.00	24 hours
<ul style="list-style-type: none"> <li>➤ Medium Goods/ Passenger vehicle</li> </ul>	<ul style="list-style-type: none"> <li>JTC / DTC / RTO office</li> </ul>	Rs.600.00	24 hours
<ul style="list-style-type: none"> <li>➤ Heavy Goods / Passenger vehicle</li> </ul>	<ul style="list-style-type: none"> <li>JTC / DTC / RTO office</li> </ul>	Rs.800.00	24 hours
<ul style="list-style-type: none"> <li>• Issue / renewal of Fitness Certificate               <ul style="list-style-type: none"> <li>➤ Three wheelers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> <li>c) MVI office</li> </ul>	Rs.230.00	<ul style="list-style-type: none"> <li>Same day</li> <li>Same day</li> <li>Same day</li> </ul>
<ul style="list-style-type: none"> <li>➤ Light motor vehicles</li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> <li>c) MVI office</li> </ul>	Rs.360.00	<ul style="list-style-type: none"> <li>Same day</li> <li>Same day</li> </ul>
<ul style="list-style-type: none"> <li>➤ Medium motor vehicles</li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> <li>c) MVI office</li> </ul>	Rs.460.00	<ul style="list-style-type: none"> <li>Same day</li> <li>Same day</li> <li>Same day</li> </ul>
<ul style="list-style-type: none"> <li>➤ Heavy motor vehicles</li> </ul>	<ul style="list-style-type: none"> <li>a) JTC / DTC / RTO office</li> <li>b) Unit office</li> <li>c) MVI office</li> </ul>	Rs.560.00	<ul style="list-style-type: none"> <li>Same day</li> <li>Same day</li> <li>Same day</li> </ul>

### Other Applications

Item of Work	Type of Office	Fees and Service Charges	Targeted Response Time
<b>Driving license</b>			
➤ International driving license	JTC/DTC / RTO office	Rs.350.00	Same day
➤ All other transactions relating to driving licenses			
• <b>Transport</b>			
➤ Renewal	JTC/DTC / RTO office	Rs.330.00	Same day
➤ Duplicate	JTC/DTC / RTO office	Rs.315.00	Same day
• <b>Non-Transport</b>			
➤ Renewal	JTC/DTC / RTO office	Rs.330.00	Same day
➤	Unit office		24 hours
➤ Duplicate	JTC/DTC / RTO office	Rs.315.00	Same day
	Unit office		24 hours
<b>Registration of vehicles</b>			
• <b>Temporary registration</b>			
➤ 2-wheeler	JTC/DTC / RTO office	Rs.65.00	2 hours
➤ 4-wheeler	JTC/DTC / RTO office	Rs.65.00	2 hours
• <b>Issue of duplicate registration certificate</b>			
➤ Invalid carriages	JTC/DTC / RTO office Unit office	Rs.110.00	Same day 24 Hours
➤ Motor cycles	JTC/DTC / RTO office Unit office	Rs.130.00	Same day 24 Hours
➤ Light motor vehicles	JTC/DTC / RTO office Unit office	Rs.300.00	Same day 24 Hours
• <b>Transfer of ownership</b>			
➤ Invalid carriages	JTC/DTC / RTO office	Rs.110.00	Same day

	Unit office		24 Hours
➤ Motor cycles	JTC/DTC / RTO office	Rs.130.00	Same day
➤ Light motor vehicles	Unit office JTC/DTC / RTO office Unit office	Rs.300.00	24 Hours Same day 24 Hours
<b>• Other transactions</b>			
➤ <b>Changes of residence / place of business</b>			
▪ Motor cycles	JTC/DTC / RTO office Unit office	Rs.120.00	Same day 24 hours
▪ Light motor vehicles	JTC/DTC / RTO office Unit office	Rs.120.00	Same day 24 hours
➤ <b>Endorsement / termination of hire purchase in the R.C.</b>			
▪ Motor cycles	JTC/DTC / RTO office Unit office	Rs.200.00	Same day 24 hours
▪ Light motor vehicles	JTC/DTC / RTO office Unit office	Rs.300.00	Same day 24 hours
<b>• Issue of permits</b>			
➤ Stage carriages	JTC/DTC / RTO office	Rs.2100	24 hours
➤ Goods carriages	JTC/DTC / RTO office	Rs. 700	24 hours
➤ Contract carriage having seating capacity exceeding 13 in all	JTC/DTC / RTO office	Rs.2100	24 hours
➤ Maxi cabs	JTC/DTC / RTO office	Rs.1100	24 hours
➤ Motor cabs	JTC/DTC / RTO office	Rs.475	24 hours
➤ Auto rickshaw	JTC/DTC / RTO office	Rs.350	24 hours
➤ Private service vehicle beyond seating capacity of 13 in all	JTC/DTC / RTO office	Rs.1000	24 hours
➤ Private service vehicle upto seating capacity of 13 in all	JTC/DTC / RTO office	Rs.700	24 hours
➤ Omni Bus beyond seating capacity of 13 in all	JTC/DTC / RTO office	Rs.1000	24 hours
➤ Omni Bus upto seating capacity of 13 in all	JTC/DTC / RTO office	Rs.550	24 hours

Issue of tax tokens (i.e., acceptance tax remittance) in respect of those vehicles where there are no cases pending and tax and penalty arrears are not due	JTC/DTC / RTO office	Rs.5.00 upto	2 hours
		Rs.500/- of tax Rs.10.00 above Rs.500/- of tax	2 hours

### Availability of Forms & Information

All forms are available at Help Desks in every DTC, RTO, Unit & MVI office, priced at Rs.1/- each. The forms can also be downloaded from our website <http://www.aptransport.gov.in/>

### Courtesy

Every officer of the department is obliged to receive the citizen with a smile, offer a seat and apologise for any inconvenience caused.

### Services

- Public Assistance Cell / Help Desk is opened in every office to guide and assist citizens in filling the forms and furnishing with information about procedures to be followed as per law for various services like registration of motor vehicles, issue of driving licenses, etc.
- A suggestion / complainant box is prominently displayed in every office in the prescribed manner.
- When an application is rejected, reasons for rejection will be communicated in writing in the standardized format.
- A token system is available for orderly receipt and disposal of applications.

### Grievances Redressal Mechanism

Head of the office or his Deputy redresses grievances between 4.00 p.m. to 5.00 p.m. on every working day.

### What to do if things go wrong

If something goes wrong or if there is any delay in the service, you can phone up or fax to the officers during working hours.

You can also register complaints at the e-mail address, [tc@ap.gov.in](mailto:tc@ap.gov.in)

## How can you help us

You can help improve the services we render to you by following the guidelines listed below.

- File applications in the right order with correct details. Pamphlets explaining procedures are available at Help Desks. The website <http://www.aptransport.org/> also gives these details.
- File applications directly in our offices for better service. Take the help of "Public Assistance cell"/Help Desk available in all the offices.
- Please do not approach any middlemen, broker or agent, licensed or not.
- Keep record of particulars of documents held by you like Driving License, Registration Certificate, etc., this will help you obtain duplicate document, if original is lost.

16.2 The Department has also provided Help Desks in all offices to help the public for obtaining information.

16.3 The Department has printed brochures on the transactions attended by the office indicating the details of procedures, forms and fees.

16.4 **24X7** toll free call center **1074** is made available to public for obtaining information.

## CHAPTER – XVII

**DIRECTORY OF PIOs/ APIOs/ APPELLATE AUTHORITY**  
**[Section 4(1) (b) (xvi)]**

- I. The details of the Public Authorities within the jurisdiction of the Department together with the names and designation of the PIOs and APIOs and the Senior Officers designated to admit & disposes off appeals

Sl. No.	Name of the Public Authority	Name and Designation of the APIO/PIO/Officer designate for 1 <sup>st</sup> appeal	Postal Address/ Phone Number
1.	Transport Commissioner	1. Sri N. Siva Rama Prasad Regional Transport Officer 2. Sri C.L.N. Gandhi, Joint Transport Commissioner (P) 3. Sri C.L.N. Gandhi, Joint Transport Commissioner (P)	Office of the Transport Commissioner, B.R.K.R. Building Complex, Tank Bund, Hyderabad
2.	Deputy Transport Commissioner, Srikakulam	1. Smt. Y.Aruna, Administrative Officer 2. Sri K.Suryachander Rao, Regional Transport Officer 3. Sri K.Suryachander Rao, Regional Transport Officer	Office of the Deputy Transport Commissioner, Srikakulam
3.	Regional Transport Officer, Vizianagaram	1. Sri T.V.Krishna Rao, Administrative Officer 2. Sri Ch.Rambabu Motor Vehicles Inspector 3. Smt. K. Vijaya Kumari, Regional Transport Officer	Office of the Regional Transport Officer, Vizianagaram
4.	Deputy Transport Commissioner, Visakhapatnam	1. Sri K.V. Durga Rao, Administrative Officer 2. Sri K. Sambasiva Rao, Regional Transport Officer 3. Sri S.Venkateshwara Rao, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Visakhapatnam
5.	Deputy Transport	1. Sri M. Chitti Babu,	Office of the

	Commissioner, Krishna	Administrative Officer 2. Sri S.S. Murthy, Motor Vehicles Inspector 3. Smt. M. Ratnamanikyam, Deputy Transport Commissioner	Deputy Transport Commissioner, Krishna
6.	Deputy Transport Commissioner, Kakinada (E.G.)	1. Sri T. Bangaraiah, Administrative Officer 2. Sri G. Krishnaiah, Regional Transport Officer 3. Sri Y. Jayakumar Reddy, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Kakinada (E.G.)
7.	Deputy Transport Commissioner, Eluru (W.G.)	1. Sri C. Johnson, Administrative Officer 2. Sri B. Jayaprakash, Regional Transport Officer 3. Sri T. Raghunath, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Eluru (W.G.)
8.	Deputy Transport Commissioner, Guntur	1. Sri Ramalingeswar Rao, Administrative Officer 2. Sri S. Chand Pasha, Regional Transport Officer 3. Sri P. Narsaiah, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Guntur
9.	Regional Transport Officer, Ongole (Prakasam district)	1. Sri P.T.Mallinathudu, Administrative Officer 2. Sri Munaff, Motor Vehicles Inspector 3. Sri U.V. Subba Rao, Regional Transport Officer	Office of the Regional Transport Officer, Ongole (Prakasam district)
10.	Deputy Transport Commissioner, Nellore	1. Sri M. Subbaiah, Administrative Officer 2. Sri Prabhuraj Kumar, Regional Transport Officer 3. Sri C. Ramesh, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Nellore
11.	Deputy Transport Commissioner, Chittoor	1. Rajendra Babu Administrative Officer 2. Sri K. Ram Prasad,	Office of the Deputy Transport Commissioner, Chittoor

		Regional Transport Officer 3. Sri A. Mohan, Deputy Transport Commissioner	
12.	Regional Transport Officer, Ananthapur	1. Sri M. Ramaiah, Administrative Officer 2. Sri D.Venkateswarlu, Motor Vehicles Inspector 3. Sri T. Madhusudhana Reddy, Regional Transport Officer	Office of the Regional Transport Officer, Ananthapur
13.	Deputy Transport Commissioner, Kadapa	1. Sri Jeelani Basha, Administrative Officer 2. Sri D.Devadas, Motor Vehicles Inspector 3. Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Kadapa
14.	Deputy Transport Commissioner, Kurnool	1. Sri J. Venkata Narayana, Administrative Officer 2. Sri C. Anantharam Singh, Regional Transport Officer 3. Smt. L.S.M. Rama Sree, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Kurnool
15.	Deputy Transport Commissioner, Warangal	1. Sri Y. Satyanarayana, Administrative Officer 2. Sri Y. Satyanarayana, Regional Transport Officer 3. Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Warangal.
16.	Deputy Transport Commissioner, Karimnagar	1. Sri P. Rajamouli, Administrative Officer 2. Sri P. Indrasena Reddy, Motor Vehicles Inspector 3. Sri G. Chandan Kumar, MVI & FAC Deputy Transport Commissioner, Karimnagar	Office of the Deputy Transport Commissioner, Karimnagar
17.	Regional Transport Officer, Khammam	1. Sri K. Bhasker Rao, Administrative Officer 2. Sri B. Manohar, Motor Vehicles Inspector	Office of the Regional Transport Officer, Khammam

		3. Sri Kumara Bhasker, Regional Transport Officer	
18.	Deputy Transport Commissioner, Adilabad	1. Sri K. Murali Manohara Swamy, Administrative Officer 2. Sri J. Santhosh Kumar, Motor Vehicles Inspector 3. Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Adilabad
19.	Regional Transport Officer, Mahabubnagar	1. Smt. Blessy Helen, Administrative Officer 2. Sri P. Sudhakar, Motor Vehicles Inspector 3. Sri C. Srinivas, Regional Transport Officer	Office of the Regional Transport Officer, Mahabubnagar.
20.	Regional Transport Officer, Nalgonda	1. Sri G. Venkat Reddy, Administrative Officer 2. Sri G. Anantha Reddy, Motor Vehicles Inspector 3. Sri M. Venkat Reddy, Regional Transport Officer	Office of the Regional Transport Officer, Nalgonda
21.	Deputy Transport Commissioner, Medak at Sanga Reddy	1. Sri K. Bhasker, Administrative Officer 2. Sri M.G. Vinod Kumar, Motor Vehicles Inspector 3. Sri M. Praveen Rao, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Medak at Sanga Reddy
22.	Deputy Transport Commissioner, Ranga Reddy	1. Sri M.S.R.Murthy, Administrative Officer 2. Sri E. Narsinga Rao, Regional Transport Officer 3. Smt. Mamatha Prasad, Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Ranga Reddy, Attapur.
23.	Deputy Transport Commissioner, Nizamabad	1. Sri A. yadaiah, Administrative Officer 2. Sri Amba Das, Motor Vehicles Inspector 3., Deputy Transport Commissioner	Office of the Deputy Transport Commissioner, Nizamabad

24.	Joint Transport Commissioner, Hyderabad	1. Sri K. Rajeshwar Rao, Regional Transport Officer 2. Sri G. Panduranga Rao, Deputy Transport Commissioner 3. Sri B. Venkateshwarlu, Joint Transport Commissioner	Office of the Joint Transport Commissioner, Regional Transport Authority, Khairatabad, Hyderabad

**CHAPTER – XVIII**

**OTHER USEFUL INFORMATION**  
**[Section 4 (1) (b) (xvii)]**

- 18.1** **The Department** publishes Annual Administration Report every year.
- 18.2** The Department conducts Awareness activities on Road Safety and Pollution Control.
- 18.3** The Department has taken up clean and green activities in a big way to present an ambient environment for the public, who visit the offices for their works.