

ANNEXURE-I

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (b) (i) OF THE RIGHT TO INFORMATION ACT, 2005.**

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization/Department/Board/ Corporation/ Institution	Functions and Duties (in brief)
1.	Registering & Licensing Authority, U.T.Chandigarh.	Registration of new vehicles, Transfer of ownership, Issue of Duplicate Registration Certificate, Re-assignment of vehicles, Change of Address, Hypothecation termination from RC, Hypothecation endorsement on RC. Issue of Learner Licenses & Regular Licenses, Duplicate Driving Licenses, Renewal of driving Licenses, International Driving permit/DL, Issuance of Conductor License and Renewal of Conductor License as per provisions made under Motor Vehicle Act, 1988, Central Motor Vehicle Rules 1989 and Chandigarh Motor Vehicle Rules, 1990.

ANNEXURE-II

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (ii) OF THE RIGHT TO INFORMATION ACT, 2005.**

(The powers and duties of the officers and employees)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr.No.	Name of the Post	Powers and duties (in brief)
1.	Secretary Transport, Chandigarh Administration (Head of the Department)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1990 GFR, DFR, notifications issued by the Govt. of India, Chandigarh Administration and the decisions taken in the various meetings of the R&LA held from time to time.
2.	Deputy Commissioner, (Head of the Office)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1990 GFR, DFR, notifications issued by the Govt. of India, Chandigarh Administration and the decisions taken in the various meetings of the R&LA held from time to time.
3.	Registering & Licensing Authority	i) Supervision of the work regarding grant/ renewal of all kinds of driving licence & registration certificate, temporary number. ii) All matter pertaining to the registration of new /old vehicle. iii) Establishment & miscellaneous matters of the office. iv) Organizing Open Auction of Special Registration Numbers. v) Allotment of Special Registration No.
4.	Registering & Licensing Officer	To supervise the work of whole staff and statutory reports to be prepared and put up to the R&LA on periodical basis and to assist the Registering & Licensing Authority.
5.	Senior Assistant	Office establishment, to deal all the Court cases, put up the retention of old registration numbers for approval, correspondence with Chandigarh Administration and any work assigned by the R&LA.
6.	Branch Incharge (Registration)	All work relating to Registration Certificates, Assignment cases, append his signatures on registration Certificate, Issuing of NOC. Trade Certificate, Issuing of Temp. No., Govt. Registration, allotment of routine Numbers and any other work assigned by the R&LA.
7.	Branch Incharge (Licensing)	Append his signature on driving licenses, passing of learning licenses, conductor licenses, International Driving Licenses. Any other work assigned by the R&LA, Revocation/ Suspension of Driving License and

		any other work assigned by the R&LA.
8.	Branch Incharge (Records)	To maintain the office record pertaining to registration of vehicles and driving licence.
9.	Branch Incharge (Accounts)	All types of work regarding revenue/expenditure and Obtaining sanctions for the purchase of items.
10.	Accountant	To assist Branch Incharge, Accounts.
11.	Motor Vehicle Inspector	Passing of vehicles and conduct test for regular driving licenses.
12.	System Administrator	Maintain and supervise all the technical activities.
13.	Data Entry Operator	Feeding of Data pertaining to registration of vehicle in VAHAN Software and Driving License in SARATHI Software and verifying the documents.
14.	Class IV employee	To attend the routine work.

ANNEXURE-III

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005.

(The procedure followed in the decision making process, including channels of supervision and accountability).

Name of the Organization/Department/Office Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr.No.	Nature/ Type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1.	Physical verification of vehicles	MVI	Verifier at the counters	Branch Incharge (Registration)
2.	Issuance of Temporary numbers & Trade certificates	Verifier	Verifier at the counters	Branch Incharge (Registration)
3.	Registration of New vehicles	Verifier	Verifier at the counters	Branch Incharge (Registration)
4.	Transfer of vehicles	Verifier	Verifier at the counters	Branch Incharge (Registration)
5.	Issuance of duplicate RC	Verifier	Verifier at the counters	Branch Incharge (Registration)
6.	Renewal of old RC	Verifier	Verifier at the counters	Branch Incharge (Registration)
7.	Re-assignment of Other State Vehicles for New Registration mark	Verifier	Verifier at the counters	Branch Incharge (Registration)
8.	No objection certificate	Verifier	Verifier at the counters	Branch Incharge (Registration)
9.	Change of address	Verifier	Verifier at the counters	Branch Incharge (Registration)
10.	HPA cancellation	Verifier	Verifier at the counters	Branch Incharge (Registration)
11.	HPA entrance	Verifier	Verifier at the counters	Branch Incharge (Registration)
12.	Alteration in body	Clerk	Sr. Assistant/R&LO	R&LA
13.	Change of engine & chassis numbers	Clerk	Branch Incharge (Registration)/R&LO	R&LA
14.	Retention of old vehicle number	Clerk	Sr. Assistant/ R&LO/ R&LA	DC
15.	Fitment of LPG kit	Clerk	Branch Incharge (Registration) /R&LO	R&LA
16.	Affixation of High Security Registration Plates	Vendor	Vendor	Vendor
17.	Issuance of learner licence	Branch Incharge (Licence)	Verifier at the counters	Branch Incharge (Licence)
18.	Issuance of regular driving licence	MVI	Verifier at the counters	Branch Incharge (Licence)
19.	Renewal of driving licence	Verifier	Verifier at the counters	Branch Incharge (Licence)
20.	Renewal of other state driving licence	Branch Incharge (Licence)	Verifier at the counters	Branch Incharge (Licence)
21.	Issuance of duplicate driving licence	Branch Incharge (Records)/ Branch Incharge (Licence)	Verifier at the counters	Branch Incharge (Licence)
22.	Issuance of conductor licence	Verifier	Verifier at the counters	Branch Incharge (Licence)
23.	No objection	Branch Incharge	Verifier at the counters	Branch Incharge

	certificate	(Records)/ Branch Incharge (Licence)		(Licence)
24.	Confirmation of driving licence	Branch Incharge (Records)/ Branch Incharge (Licence)	Verifier at the counters	Branch Incharge (Licence)
25.	Different proposals	Clerk	Sr. Assistant/R&LO/R&LA	DC/Secretary Transport
26.	Court cases	Clerk	Sr. Assistant/R&LO/R&LA	DC/Secretary Transport

ANNEXURE-IV

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (iv) OF THE RIGHT TO INFORMATION ACT,2005.

(The norms set for the discharge of its functions)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr.No.	Nature/ Type of work	Norms set by the department (Number of days taken for the decision making)
1.	Physical verification of vehicles	Same day
2.	Issuance of Temporary numbers & Trade certificates	Within week
3.	Registration of New vehicles	Same day
4.	Transfer of vehicles	Same day
5.	Issuance of duplicate RC	Same day
6.	Renewal of old RC	Same day
7.	Registration Re-assignment of Other State Vehicles for New mark	45 days (if NOC detail/data does not reflect on VAHAN online portal i.e. www.vahan.nic.in 10 days (if NOC detail data reflects on vahan online portal i.e. www.vahan.nic.in .)
8.	No objection certificate	Same day
9.	Change of address	Same day
10.	HPA cancellation	Same day
11.	HPA entrance	Same day
12.	Alteration in body	15 days
13.	Change of engine & chassis numbers	15 days
14.	Retention of old vehicle number	15 days
15.	Fitment of LPG kit	7 days
16.	Affixation of High Security Registration Plates	5 days from the issuance of receipt
17.	Issuance of learner licence	Same day
18.	Issuance of regular driving licence	Within week through registered post
19.	Renewal of driving licence	Within week through registered post
20.	Renewal of other state driving licence	After 21 days
21.	Issuance of duplicate driving licence	Within week through registered post
22.	Issuance of conductor licence	Within week
23.	No objection certificate	Same day
24.	Confirmation of driving licence	Same day
25.	International Driving Permit/DL	Within week

ANNEXURE -V

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN RULE 4(1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005.**

(The rules, regulations, instructions, manuals and records, held by it
or under control or used by employees for discharging functions.)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh.
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Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instruction (Write circular No./date)	Any other Record/ Documents
1.	Motor Vehicle Act, 1988	i. Central Motor Vehicles Rules, 1990. ii. Chandigarh Motor Vehicle Rules, 1990.	---	Amendments/ Orders/Notificat ions issue from time to time under the Motor Vehicle Rules, 1989.	---

ANNEXURE-VI

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005.

(Statement of the categories of documents that are held or under control)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Category of documents
1.	The files pertaining to the registration certificates & driving licenses related matters are kept in the record room.
2.	The files pertaining to the establishment matters/ court cases are kept in the Establishment branch.
3.	The files pertaining to the accounts/daily cash register/ daily counter summary / master prints are kept in the Accounts branch.

ANNEXURE-VII

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005.**

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof.)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Details/ Type of arrangements made
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ANNEXURE-IX

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005.

(Directory of the officers and employees)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Name of the Officer/Official	Designation	Contact Number
1.	Sh. K.K. Jindal, IAS	Secretary Transport	0172-2740045
2.	Sh. Ajit Bala Joshi, IAS	Deputy Commissioner	0172-2700109
3.	Mr. Amit Talwar, PCS	Registering & Licensing Authority	0172-2700076
4.	Ms. Geeta Sareen	Registering & Licensing Officer	0172-2700341
5.	Mr. Ravinder Kumar	Branch Incharge (Accounts)	0172-2700341
6.	Mr. Sandeep Garg	Accountant	0172-2700341
7.	Mr. Sanjeev Kohli	Branch Incharge (Registration)	0172-2700341
8.	Mr. Ravi Verma	Branch Incharge (Licence/Record Room)	0172-2700341
9.	Mr. Raj Kumar	Branch Incharge (South Division)	0172-2676016
10.	Mr. Rajinder Kumar	Branch Incharge (East Division)	0172-2679010
11.	Mr. Gurvinder Singh	Motor Vehicle Inspector	0172-2700341

ANNEXURE-X

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1) (b) (x) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Monthly remuneration received by the officers and employees)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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The regular staff is either deployed from the Home/Personnel Department, Chandigarh Administration or the concerned offices/departments of the Deputy Commissioner Office UT., Chandigarh. The Data Entry Operators and other staff are deployed on contract basis from the Indian Red Cross Society, U.T., Chandigarh. Therefore, the salaries are received by the employees from their concerned offices/departments.

ANNEXURE-XI

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (xi) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Budget allocated to each of its agency, indicating the particulars of all plans,
proposed expenditures and reports on disbursements made)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Head/Item of the budget	Proposed expenditure during the year 2015-2016	Disbursement made during the year 2015-2016
1.	2041- Taxes on vehicle 101 collection charges (plan).	Rs.3.24 crores	

ANNEXURE-XII

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (xii) OF THE RIGHT TO INFORMATION ACT, 2005.**

(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated	Details of beneficiaries.
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ANNEXURE-XIII

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (xiii) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Particulars of recipients of concessions, permits or authorization granted)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Concessions/Permit/authorization grant	Name of the recipient	Address of the recipient
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ANNEXURE-XIV

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (xiv) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Details in respect of the information, available, reduced in an electronic form.)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Type of information
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ANNEXURE-XV

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (xv) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Particulars of facilities available to citizens for obtaining information)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Facilities available	Remarks
1.	Enquiry counter	For general enquiry to the public.
2.	Help desk	To fill up the forms.
3.	Notice boards	Complete information about the services provided in the office of R&LA.
4.	Sign boards, description boards, and check lists	For easy approach of the general public at the counters.
5.	Official website	www.chdtransport.gov.in .
6.	Mobile App	mobileRLA

ANNEXURE-XVI

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN
RULE 4(1)(b) (xvi) OF THE RIGHT TO INFORMATION ACT, 2005.**

(Names, designation and other particulars of the Public Information Others)

Name of the Organization/Department/ Office/ Board/Corporation/Institution	Registering & Licensing Authority, U.T., Chandigarh
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Sr. No.	Name of the State Publication Information Officer	Designation	Telephone No.	Residential Address	Assistant State Publication Information Officer	Designation	Telephone No.	Residential Address
1.	Ms. Geeta Sareen	Registering & Licensing Officer	0172-2700341	# 506, MDC Sector-6, Panchkula.	—	—	—	—