

ANNEXURE –1

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	Function and duties (in brief)
1.	Registering & Licensing Authority, U.T.Chandigarh	Registration of vehicles and Issue of Learner Licences & Regular Licences as per provision made under Motor Vehicle Act,1988, Central Motor Vehicle Rules, 1989 and Chandigarh Motor Vehicle Rules, 1990.

ANNEXURE –2

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh.

Sr.No.	Name of the Post	Powers and duties (in brief)
1.	Home Secretary, 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 matters of the office & miscellaneous or any other unalloted works.
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. He would ensure that Fee/Taxes are being charged as per Act/Rules/Guidelines issued from time to time. The work at all counters must be ensured by Branch Incharge (Registration) /Branch Incharge (Licenses) every morning and daily attendance/ duty of D.E.O.'s/ Verifiers must be submitted to the R&LA.
5.	Superintendent	To supervise the work of the staff at Sr.No.2 to 10 of the order alongwith court cases & any other work assigned by the undersigned.
6.	Branch Incharge(Registration)	Assignment cases, vehicle passing in absence of MVI, append his signatures on registration certificate, NOC. Any other work assigned by the undersigned, Trade Certificate, Issuing of Temp. No., Govt. Registration.
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 undersigned, Revocation/ Suspension of Driving Licence.
8.	Incharge Record Room	He will get the record room set in proper order with the assistance of staff & inform

		in writing daily updating of the record. Any other work assigned by the undersigned.
9.	Senior Asstt	To deal all the Court cases and maintain the record in all court cases. Office establishment, retention of old registration numbers, auction of new registration number, approval of new vehicle from Home Secretary, Statistical data, correspondence with Chandigarh Admn, Alteration of Vehicle & any other work assigned by the undersigned.
10.	Jr.Asstt.	The master print of daily receipt of Registration of Vehicle/Driving Licenses/LLR and other licenses from the representative of M/s Tata Infotech indicating the full particulars of vehicles, address & amount received from each of them for office record and to compile the Receipt thereof. All kinds of AMC & office purchases. passing of new vehicle. Submission of daily work and cash report of each counter and reconciliation, Budget, revenue receipts, refunds, payment of Tata Infotech Ltd. and Red Cross, re-conciliation with treasury, petty purchases for office, entry of articles in stock register, Income Tax, Issue of sanction of bills, Audit, Maintenance of Cash Book & any other work assigned by the undersigned.
11.	Jr.Asstt.,	Attending outstation court cases, Receipt of files & proper storage of files in the record room, Assist Pardeep Kumar in Record Keeping & any other work assigned by the undersigned.
12.	Jr.Machine Man,	Re-assignment, Trade Certificate, Cancellation of NOC, Auction case & any other work assigned by the undersigned.
13.	Clerk	Receipt of Dak, Diary & Dispatch. Electricity, Telephone Complaints, Maintenance of Building & any other work assigned by the undersigned.
14.	Data Entry Operator (34 Nos.)	Enquiry, acceptance of road tax in advance of heavy vehicle, change of address of other state vehicles, tax verification certificate, vehicle particulars certificate, other State Driving Licence & any other work assigned by the R&LA.
15.	4 th Class (8 Nos.)	To attend the work of dak, dusting & sweeping work.

ANNEXURE –3

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 Department/Board/Corporation/Institution/Office:Registering & Licensing
Authority, U.T.Chandigarh.

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	M.V.I.	Verifier at the counters	Branch- Incharge (Registration)
2.	/ Issuance of Temporary numbers & Trade Certificate	Clerk	Clerk	Branch- Incharge (Registration)
3.	/Registration of new vehicles excluding tourist buses & taxies	Verifier	Verifier at the counters	Branch- Incharge (Registration)
4.	/Transfer of vehicles	Verifier	Verifier at the counters	Branch- Incharge (Registration)
5.	/Issue of duplicate R.C.	Verifier	Verifier at the counters	Branch- Incharge (Registration)
6.	/Renewal of old R.C.	Verifier	Verifier at the counters	Branch- Incharge (Registration)
7.	/Re-assignment of other state vehicle for new registration mark	Clerk	B.I.(R)	R&LO
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	Sr.Asstt.	B.I.(R)/ R&LO	R&LA
13.	/ Change of engine & chassis numbers	Sr.Asstt.	B.I.(R)/ R&LO	R&LA
14.	/ Retention of old vehicle number	Sr.Asstt.	Supdt./ R&LO/ R&LA	D.C.
15.	/ Fitment of LPG kit	Sr.Asstt.	B.I.(R)/ R&LO	R&LA
16.	/ Approval for registration of new vehicle from H.S.	Sr.Asstt.	Supdt./ R&LO/ R&LA	H.S.
17.	Issue of Learner Licence	M.V.I./B.I.(L)/ C.D.I.	Verifier at the counters	Branch- Incharge (Licence)
18.	/Issue of Regular driving licence	M.V.I.	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	B.I.(L)	Verifier at the counters	Branch- Incharge (Licence)
21.	/Issue of duplicate driving licence	Record room /B.I.(L)	Verifier at the counters	Branch- Incharge (Licence)
22.	/Issue of conductor licences	Verifier	Verifier at the counters	Branch- Incharge (Licence)
23.	/No objection certificate	Record room /B.I.(L)	Verifier at the counters	Branch- Incharge (Licence)
24.	/Confirmation of driving licence	Record room /B.I.(L)	Clerk	Branch- Incharge (Licence)
25.	Court Cases	Sr.Asstt.	Supdt./R&LO	R&LA/ Chairman Transport

ANNEXURE –4

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh.

Sr.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Physical verification of vehicles	Same day
2.	/ Issuance of Temporary numbers & Trade Certificate	Same day
3.	/Registration of new vehicles excluding tourist buses & taxis	Same day
4.	/Transfer of vehicles	Same day
5.	/Issue of duplicate R.C.	Same day
6.	/Renewal of old R.C.	Same day
7.	/Re-assignment of other state vehicle for new registration mark	60 days
8.	/No objection certificate	2 days
9.	/ Change of address	same day
10.	/ HPA cancellation	same day
11.	/ HPA entrance	same day
12.	/ Alteration in body	5 days
13.	/ Change of engine & chassis numbers	10 days
14.	/ Retention of old vehicle number	7 days
15.	/ Fitment of LPG kit	5 days
16.	/ Approval for registration of new vehicle from H.S.	30 days
17.	Issue of Learner Licence	same day
18.	/Issue of Regular driving licence	same day
19.	/Renewal of driving licence	same day
20.	/Renewal of other state driving licence	30 days
21.	/Issue of duplicate driving licence	2 days
22.	/Issue of conductor licences	same day
23.	/No objection certificate	same day
24.	/Confirmation of driving licence	same day
25.	/ Refund voucher in case of special number.	10 days

ANNEXURE –5

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 Department/Board/Corporation/Institution/Office: Registering &
Licensing Authority, U.T.Chandigarh

Sr.No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions (Write circular No./ date)	Any other Record/ Documents
1.	Motor Vehicle Act, 1988	a) Central Motor Vehicles Rules,1989. b)Chandigarh Motor Vehicle Rules,1990	---	Amendments /orders/ Notifications issued from time to time under the Motor Vehicle Rules,1989, Punjab Civil Services Rules, GFR, DFR No. 13314-HII(2)/86/3309 dated 24.2.87 Notification dated 29.4.94 order No. PS/DC/96/1591 Dated 9.7.96 5/1/9-HIII(2)-97/27867 dated 9.12.97, No.4/1/34-HIII(2)/2000/11471 dated 12.6.2000 No.2/3/27-HIII (1)-2005/9936 Dated 6.6.05 Order no. 2/3/40-HII(1)-2005/9734 dated 2.6.05	

ANNEXURE –6

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh

Sr.No.	Category of documents
1.	The files pertaining to the registration certificates & driving licences related matters are kept in the separate record rooms ment for of R.Cs. & D.Ls.
2.	The files pertaining to the establishment matters/ court cases are being held by the Sr.Asstt. of establishment branch.
3.	Daily cash register, daily counter summary / master print are being held by the Accountant.

ANNEXURE -7

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 Department/Board/Corporation/Institution/Office: Registering &
Licensing Authority, U.T.Chandigarh

Sr.No.	Details/ Type of arrangements made
1.	

ANNEXURE –8

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

(Statement of the boards, councils, committees and other bodies)

Name of the Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh

Sr.No	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)

ANNEXURE –9

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh

Sr.No.	Name of the Officer/ employee	Designation	Telephone Number (0)
1.	Sh.K.S.Sharma	Registering & Licensing Officer	2660009
2.	Sh.Rajinder Sharma	Superintendent	2723120
3.	Sh.Bachan Singh	Branch Incharge (Registration)	98142-12865
4.	Sh.Deep Singh	Branch Incharge (Licence)	2660661 94171-87187
5.	Sh.Jai Singh Dogra	Motor Vehicle Inspector	2778844 94176-58619
6.	Sh.Satya Pal Manchanda	Deals with Sarathi & Vahan Software and R&LA website	2228953 94170-88427
7.	Sh.Sushil Gupta	Deals with High Security Registration Plates	2569387 98720-16286
8.	Sh.Pardeep Kumar	Branch Incharge (Record Room)	5538060
9.	Sh.Sanjeev Kohli	Passing of Learner's License	2227456 98762-14477
10.	Sh.Pawan Sharma	Establishment Branch	2714554 98159-87337
11.	Sh.Bhupinder Singh	Accountant	98556-22640
12.	Sh.Sudhir Sharma	Record Room	2640539
13.	Sh.Inderbir Singh	Re-assignment	5096321
14.	Sh. Gurbinder Singh	Dairy despatch & Office maintenance	

ANNEXURE –10

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh

Sr.No.	Name of the Officer/ employee	Monthly emoluments (Rupees)
1.	Sh.K.S.Sharma	From Director, Food & Supplies
2.	Sh.Rajinder Sharma	From D.C.'s office
3.	Sh.Bachan Singh	From Director, Food & Supplies
4.	Sh.Deep Singh	From Director, Food & Supplies
5.	Sh.Jai Singh Dogra	From Director, C.T.U.
6.	Sh.Satya Pal Manchanda	From Director, Food & Supplies
7.	Sh.Sushil Gupta	From Director, Food & Supplies
8.	Sh.Pardeep Kumar	From Director, Food & Supplies
9.	Sh.Sanjeev Kohli	From D.C.'s office
10.	Sh.Pawan Sharma	From Controller, Printing & Stationary Deptt.
11.	Sh.Bhupinder Singh	- do -
12.	Sh.Sudhir Sharma	- do -
13.	Sh.Inderbir Singh	- do -
14.	Sh. Gurbinder Singh	- do -
15.	Sh.Ravinder Verma, Verifier	Rs.4000/- from Secretary, Red Cross Society.
16.	Sh.Anil Rathi, Verifier	- do -
17.	Sh.Parminder, Verifier	- do -
18.	Sh.Sanjay Yadav, Verifier	- do -
19.	Sh.Viresh, Deo	- do -
20.	Sh.Adarsh Mehta, Deo	- do -
21.	Sh.Gagandeep, Deo	- do -
22.	Sh.Nirmal, Deo	- do -
23.	Sh.Rajesh Pal Singh, Deo	- do -
24.	Sh.Amit Ahuja, Deo	- do -
25.	Sh.Pushpinder Kumar, Deo	- do -
26.	Sh.Sanjay Sharma, Deo	- do -
27.	Sh.Narinder Kumar, Deo	- do -
28.	Sh. Parveen Kumar	- do -
29.	Sh. Sunita Sharma	- do -
30.	Sh. Sanjay Thakur	- do -
31.	Mrs.Sukhdev Kaur, Deo	- do -
32.	Mrs.Sapna, Verifier	- do -
33.	Mrs.Ranjana, Verifier	- do -
34.	Mrs.Payal, Verifier	- do -
35.	Mrs.Kavita, Deo	- do -
36.	Mrs.Anju Rani, Verifier	- do -
37.	Ms.Sudha Thakur, Verifier	- do -
38.	Ms.Raman, Deo	- do -
39.	Ms.Anju, Deo	- do -
40.	Ms.Shalu Malhotra, Deo	- do -
41.	Ms.Manjeet, Deo	- do -
42.	Ms.Mona Sharma, Deo	- do -
43.	Ms.Meenakshi, Deo	- do -
44.	Ms.Sudha Sharma, Verifier	- do -
45.	Sanjeev Kumar, Deo	- do -
46.	Rakesh Kumar, Verifier	- do -

Note : Monthly emoluments as per the last month's salary bill

ANNEXURE –11

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 Department/Board/Corporation/Institution/Office: Registering &
Licensing Authority, U.T.Chandigarh

(Rs.in lacs)

Sr.No.	Head/Item of the budget	Proposed expenditure during the year (2005-06)	Disbursement made (2005-06)
1.	2041 – Taxes on vehicle 101 collection charges (plan)	15.00	Nil

ANNEXURE –12

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 Department/Board/Corporation/Institution/Office: Registering &
Licensing Authority, U.T.Chandigarh

Sr.No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
	No subsidy has been granted in any scheme			

ANNEXURE –13

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh

Sr.No.	Concessions/Permit/ authorization grant	Name of the recipient	Address of the recipient
	Neither any concession has been asked for nor any concession granted.		

ANNEXURE -14

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 Department/Board/Corporation/Institution/Office: Registering &
Licensing Authority, U.T.Chandigarh

Sr.No.	Type of information
	Nil

ANNEXURE –15

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 Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh

Sr.No.	Facilities available	Remarks (No. of days in a week/ Timings etc.)
1.	Enquiry & Facilitation counter for the general public at the entrance.	9:00 A.M. to 1:00 P.M. 2:00 P.M. to 4:00 P.M. Telephone No. 2700076
2.	Elaborate checklists for all works relating to the registration certificates & driving licenses are available for Rupee 1 from the Red Cross counter.	1 – 7 days (All works) Re-assignment of new registration mark of vehicle in 60 days. Renewal of other state driving license in 30 days.

3.	Services Offered	Time Frame	Timing
	<u>Driving License</u>		
1.	Learner License	Same Day	9:00 A.M. to 5:00 P.M.
2.	Renewal of Learner License	Same Day	- do -
3.	Regular License	Same Day	- do -
4.	Renewal of Driving License	Same Day	- do -
5.	Duplicate License	Same Day	- do -
6.	Renewal of Driving License of Other States	After 21 days of issue of notice.	- do -
7.	International Driving License	Same Day	- do -
	<u>Registration of Vehicle</u>		
1.	New Registration	Same Day	- do -
2.	Hypothecation Cancellation	Same Day	- do -
3.	Entry of Hypothecation	Same Day	- do -
4.	Issue of Duplicate Registration Certificate	Same Day	- do -
5.	Transfer of Vehicle within the State	Same Day	- do -
6.	Renewal of Registration Certificate	Same Day	- do -
7.	Change of Address on the Registration Certificate	Same Day	- do -
8.	Re-assignment of Number of Vehicles of Other States	45 days after the issue of the Notice	- do -

ANNEXURE -16

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 Officers)

Name of the Department/Board/Corporation/Institution/Office: Registering & Licensing Authority, U.T.Chandigarh.

Sr. No	Name of the State Publication Information Officer.	Designation	Telephone No. (Office/Residence)	Residential Address	Assistant State Publication Information Officer	Telephone Number (Office/Residence)	Residential Address
TO BE DESIGNATED - MATTER UNDER CONSIDERATION.							