

## 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)

| <b>Sr.<br/>No.</b> | <b>Name of the<br/>Organization/Department/Board/<br/>Corporation/ Institution</b> | <b>Functions and Duties (in brief)</b>  |
|--------------------|--|---|
| 1.                 | Registering & Licensing Authority,<br>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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr.No. | Name of the Post  | Powers and duties (in brief)   |
|--------|---|--|
| 1.     | Secretary Transport,<br>Chandigarh Administration<br>(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,<br>(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<br>Authority  | i) Supervision of the work regarding grant/ renewal of all kinds of driving licence & registration certificate, temporary number.<br>ii) All matter pertaining to the registration of new /old vehicle.<br>iii) Establishment & miscellaneous matters of the office.<br>iv) Organizing Online Auction of Special Registration Numbers.<br>v) Allotment of Special Registration No. |
| 4.     | Registering & Licensing<br>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<br>(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<br>(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 |
|--|---|

| 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   | Motor Vehicle Inspector  | 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 additional  | 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 /CNG 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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr.No. | Nature/ Type of work  | Norms set by the department<br>(Number of days taken for the<br>decision making)  |
|--------|---|---|
| 1.     | Physical verification of vehicles                               | Same day  |
| 2.     | Issuance of Temporary numbers & Trade certificates              | Within week   |
| 3.     | Registration of New vehicles                                    | 10 days   |
| 4.     | Transfer of vehicles  | 10 days   |
| 5.     | Issuance of duplicate RC  | 10 days   |
| 6.     | Renewal of old RC   | 10 days   |
| 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. <a href="http://www.vahan.nic.in">www.vahan.nic.in</a><br>10 days (if NOC detail data reflects on vahan online portal i.e. <a href="http://www.vahan.nic.in">www.vahan.nic.in</a> .) |
| 8.     | No objection certificate  | 03 days   |
| 9.     | Change of address   | 10 days   |
| 10.    | HPA cancellation  | 10 days   |
| 11.    | HPA addition  | 10 days   |
| 12.    | Alteration in body  | 10 days   |
| 13.    | Change of engine & chassis numbers                              | 10 days   |
| 14.    | Retention of old vehicle number                                 | 10 days   |
| 15.    | Fitment of LPG/CNG kit  | 10 days   |
| 16.    | Affixation of High Security Registration Plates                 | 5 days from the issuance of receipt   |
| 17.    | Issuance of learner licence                                     | 01 day  |
| 18.    | Issuance of regular driving licence                             | 10 days   |
| 19.    | Renewal of driving licence                                      | 10 days   |
| 20.    | Renewal of other state driving licence                          | 10 days   |
| 21.    | Issuance of duplicate driving licence                           | 10 days   |
| 22.    | Issuance of conductor licence                                   | 10 days   |
| 23.    | No objection certificate (license)                              | 01 day  |
| 24.    | Confirmation of driving licence                                 | 01 day  |
| 25.    | International Driving Permit/DL                                 | 03 days   |

**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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh. |
|---|---|

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

| <b>Sr. No.</b> | <b>Category of documents</b>   |
|----------------|--|
| 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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr. No. | Details/ Type of arrangements made |
|---------|------------------------------------|
| -       | -                                  |

**ANNEXURE-VIII**

**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 Organization/Department/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| <b>Sr. No.</b> | <b>Name of<br/>the Boards</b> | <b>Name of<br/>Councils</b> | <b>Name of<br/>Committees</b> | <b>Name of<br/>other<br/>bodies<br/>constituted<br/>by the<br/>department</b> | <b>Whether<br/>meetings of<br/>these<br/>bodies are<br/>open to the<br/>public<br/>(Yes/No)</b> | <b>Whether<br/>the minutes<br/>of such<br/>meetings<br/>are<br/>accessible<br/>for public<br/>(Yes/No)</b> |
|----------------|-------------------------------|-----------------------------|-------------------------------|---|---|--|
| -              | -                             | -                           | -                             | -   | -   | -  |

## 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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr. No. | Name of the Officer/Official | Designation                       | Contact Number |
|---------|------------------------------|-----------------------------------|----------------|
| 1.      | Dr. Ajay Kumar Singla, IAS   | Secretary Transport               | 0172-2743860   |
| 2.      | Sh. Mandeep Singh Brar, IAS  | Deputy Commissioner               | 0172-2700109   |
| 3.      | Sh. Virat, HCS               | Registering & Licensing Authority | 0172-2700076   |
| 4.      | Mr. Sanjeev Kohli            | Registering & Licensing Officer   | 0172-2700341   |
| 5.      | Mr. Rajesh Kumar             | Section Officer                   | 0172-2700341   |
| 6.      | Mr. Sandeep Garg             | Accountant-cum-Incharge (Records) | 0172-2700341   |
| 7.      | Mr. Naresh Sharma            | Branch Incharge (Registration)    | 0172-2700341   |
| 8.      | Mr. Sanjeev Kohli            | Branch Incharge (Licence)         | 0172-2700341   |
| 9.      | Ms. Suman Mahajan            | Branch Incharge (South Division)  | 0172-2676016   |
| 10.     | Ms. Sushma Devi              | Branch Incharge (East Division)   | 0172-2679010   |
| 11.     | Mr. Gurvinder Singh          | Motor Vehicle Inspector           | 0172-2700341   |
| 12.     | Mr. Jai Lal                  | Motor Vehicle Inspector           | 0172-2700341   |
| 13.     | Mr. Ravinder Singh Saini     | 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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr. No. | Head/Item of the budget   | Proposed expenditure during the year 2017-2018 | Disbursement made during the year 2018-2019 |
|---------|---|--|---|
| 1.      | 2041-Taxes on vehicle-<br>101-Collection Charges-<br>01-00-13-Office<br>Exp./others<br>(Non-Plan) | 1,25,13,000                                    | 1,25,12,258                                 |
| 2.      | 2041-Taxes on vehicle-<br>101-Collection Charges-<br>01-00-50-others charges<br>(Non-Plan)        | 2,24,00,000                                    | 2,24,00,000                                 |
|         | <b>Total</b>  | <b>3,49,13,000</b>                             | <b>3,49,12,258</b>                          |

**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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| <b>Sr. No.</b> | <b>Scheme<br/>under<br/>subsidy given</b> | <b>Manner of execution<br/>of subsidy programme</b> | <b>Amount allocated</b> | <b>Details of<br/>beneficiaries.</b> |
|----------------|---|---|-------------------------|--------------------------------------|
| —              | —   | —   | —                       | —                                    |

**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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| <b>Sr. No.</b> | <b>Concessions/Permit/authorization<br/>grant</b> | <b>Name of the<br/>recipient</b> | <b>Address of the<br/>recipient</b> |
|----------------|---|----------------------------------|-------------------------------------|
| -              | -   | -                                | -                                   |

**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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr. No. | Type of information |
|---------|---------------------|
| -       | -                   |



## 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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| Sr. No. | Facilities available                             | Remarks   |
|---------|--|---|
| 1.      | Enquiry counter                                  | For general enquiry to the public.                                      |
| 2.      | Notice boards                                    | Complete information about the services provided in the office of R&LA. |
| 3.      | Sign boards, description boards, and check lists | For easy approach of the general public at the counters.                |
| 4.      | Official website                                 | <a href="http://www.chdtransport.gov.in">www.chdtransport.gov.in</a> .  |
| 5.      | 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/<br>Office/ Board/Corporation/Institution | Registering & Licensing Authority,<br>U.T., Chandigarh |
|---|--|

| 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.      | Mr. Sanjeev Kohli                                 | Registering & Licensing Officer | 0172-2700341  | HL-67, Phase-1 Mohali | —   | —           | —             | —                   |