

## Services Rendered by the Secretary S.T.A, Assam

Sl. No	Item	Purpose	Timeline/Flow	Documents required	Type of vehicle	Duration/Validity-months /years	Fees in (Rs)	Prescribed form	Relevant Act & Rule	Area of Operation/ jurisdiction	Officer Concerned
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	Grant & Renewal of All Assam Tourist Taxi(AATT) including Govt. scheme / Radio Taxi	To carry Passenger	3-5 working days	1. Upto date payment of taxes 2. RC 3. Fitness Certificate 4. Insurance Certificate 5. P.U.C.C. 6. Installation of G.P.S. 7. Fitment of S.L.D	Passenger vehicles seating capacity upto 14 in all (eg. Maruti Alto, Swift, Tata Indigo, Ford Figo, Chevrolet Beat, Toyota Itios, Innova, etc.)	T.P - 4 Months P.P.-3 years	T.P. 400 P.P- 1500	Form No. 9	Rule -45 A.M.V.R	All Assam	Shri B. Pathak, i/c Addl.C.T
2	Grant & Renewal of C.C under ASTC	To carry Passenger	3-5 working days	_do_	Passenger vehicles seating capacity 17+D onwards(eg. Traveller Bus, Marcopolo, Star Bus, Ultra, etc.)	T.P - 4 Months P.P.-3 years	T.P-800 P.P- 2000	Form No. 9	Rule -45 A.M.V.R	Operate in three or more contiguous Districts	Shri B. Pathak, i/c Addl.C.T
3	Spl. Permit	To carry Tourists/ Goods	3-5 working days	_do_	Passengers and Goods Vehicles	upto10 days(taxi) 10 days(Bus) upto 30 days (taxi / goods) upto 30 days (bus)	300 500 500 1000		U/S 88 (8) M.V. A	As applied for	Shri J.C.Handique, JCT
4	Grant of Inter State temporary permit	To carry goods	3-5 working days	_do_	Truck/ Oil Tanker/ Tipper/ dumper/ etc.	T.P - 04 months	500	Form No. 10	Rule - 45 A.M.V.R	Another region or State with the concurrence of the region/ state	Shri J.C.Handique, JCT
5	Counter signature on permit issued by other States	for Assam portion	3-5 working days	1. Original permit. 2. APGT / Tax Payment receipt.	Goods Vehicle / Passengers Vehicle	T.P - 4 months P.P - 1 year	300/- 1000/-	Application with Original Permit	Sec-88 of the MVA	Assam portion of the route	Shri J.C.Handique, JCT
6	Grant & Renewal of Inter State Stage Carriage Permit	To carry passengers	3-5 working days	1. Upto date payment of taxes 2.RC 3. Fitness Certificate 4. Insurance Certificate 5. P.U.C.C. 6. Installation of G.P.S. 7. Fitment of S.L.D	Passenger vehicles (Bus)	T.P-04 months P.P-03 years P.P - upto 5Years	500 3000 4000	Form No. 8	Rule - 45 of A.M.V.R	Operate between any two States	Shri G.Das,ACT

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
7	Grant & Renewal of National permit	All India	3-5 working days	1.Upto date payment of Taxes 2.RC . 3. Fitness Certificate 4. Insurance Certificate 5.Pollution Under control Certificate 6. Installation of GPS 7. Installation of SLD	Truck/LPG/Oil tanker etc.	P.P - 5 years Authorization - 1 year	1. Authorisation fee Rs. 1000 (draft) 2. Challan of Rs.16500 as consolidated fee	Form 46	Rule - 83(1) & 87(1) of C.M.V.R	All India	Shri G.Das,ACT
8	Grant & Renewal of Contract Carriage Permit	To carry passengers	3-5 working days	_do_	17+D onwards (Traveller/Bus)	T.P-04 months P.P-03 years	800 2000	Form No. 9	Rule - 45 of A.M.V.R	Operate in three or more contiguous districts	Shri G.Das,ACT
9	Grant & Renewal of Contact Carriage Permit under Oil, IOC/ ONGC,, Nepco etc.	Hired or leased from private operators	3-5 working days	_do_	Passenger/goods vehicles	P.P-03Years P.P-03Years P.P upto 05Years	2000 3000 4000	Form No. 9	Rule - 45 of A.M.V.R	Within the State Inter State Inter State	Shri G.Das,ACT
10	Grant & Renewal of All India Tourist Cab Permit including vehicles under various Govt. Schemes	To carry Tourist	3-5 working days	_do_	Passenger Vehicle seating capacity upto 6 in all	1. P.P- 5 years 2. authorisation for 1 year	1.Authorisation Fees 500/- for Assam per year. 2. Composite fees as prescribed by the respective State(s)	Form No. 46	Rule - 83(1) & 87(1) of C.M.V.R	Minimum Three contiguous States	Shri R.Talukdar,ACT
11	Grant & Renewal of All India Tourist Maxi Cab including vehicles under various Govt. schemes	To carry Tourist	3-5 working days	_do_	Passenger Vehicle seating capacity 7 to 13 in all	1. P.P - 5 years 2. Authorisation 1 year	1.Authorisation Fees 500/- for Assam per year 2. Composite fees as prescribed by the respective State (s)	Form No. 46	Rule - 83(1) & 87(1) of C.M.V.R	Minimum Three contiguous States	Shri R.Talukdar,ACT
12	Grant & Renewal of All India Tourist Bus Permit	To carry Tourist	3-5 working days	do	Passenger Vehicle seating capacity upto 35 in all	1. P.P - 5 years 2. authorisation 1 year	1.Authorisation Fees 500/- for Assam 2. composite fees as prescribed by the respective State(s)	Form No. 46	Rule - 83(1) & 87(1) of C.M.V.R	Minimum Three contiguous States	Shri R.Talukdar,ACT

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
13	Grant & Renewal of All Assam Super Deluxe Permit	To carry passenger	3-5 working days	do	Passenger Vehicle seating capacity upto 35	Permit 1 years	Rs. 2000/-	Form No. 9	Rule - 45 of A.M.V.R	All Assam	Shri R.Talukdar,ACT
14	Grant & Renewal of Agent Licences (Passenger )	An Agent or Canvasser in the sale of ticket for travel by public service vehicle	3-5 working days	1. Particulars of passenger vehicles 2. Particulars of the site and its location. 3. Description of the premises. 4. Particulars of Civic amenities. 5. No. of vehicle list & R/C Photocopy	Passengers Vehicle	1 years	Application fees 500	Form No.16 (AAL)	Rule - 51(2) A.M.V.R.	Approved Site	Shri J.C.Handique, JCT
15	Grant & Renewal of Agent Licences (Goods )	Collecting Forwarding & Distributing of Goods	3-5 working days	_do_	Goods Vehicle	1 years	Application & fees 500	Form No.16 (AAL)	Rule - 51(2) A.M.V.R.	Approved Site	Shri J.C.Handique, JCT
16	Resale Permission	For Commercial use	3-5 working days	2. F/C 3. I/C 4. Original Permit 5. P.U.C.C 6. NOC from financier. 7. Address proof of the purchaser.							Shri R.Talukdar,ACT
17	Duplicate Permit		do	1.Registration Certificate. 2. F/C 3. I/C 4. Police Report 5. P.U.C.C			Rs. 150				Officer Concerned

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
18	Cancellation of Permit		do	1.Registration Certificate. 2. F/C 3. I/C 4. P.U.C.C 5. Original Permit							Officer Concerned
19	Registration Permission	For Commercial use	3-5 working days	1. Form No. 21. 2. Form No. 22 3. Insurance Certificate 4. Address Proof	Passenger vehicles						Shri R.Talukdar,ACT
20	Conversion Permission from private to commercial vehicle	For Commercial use	3-5 working days	1. Registration Certificate 2. Insurance Certificate 3. NOC from financier	Passenger vehicles						Shri R.Talukdar,ACT
21	Conversion Permission from commercial to Private vehicle	For private use	3-5 working days	1.Registration Certificate. 2. F/C 3. I/C 4. Original Permit 5. P.U.C.C 6. NOC from financier	Passenger vehicles						Shri R.Talukdar,ACT
22	Registration of Common Carrier under Carriage by Road Act' 2007 & Rules, 2011 thereunder	Regulation of common carriers	3-5 working days	1. Details of the Main Office 2. Whose jurisdiction the main office is located. 3. Ownership Document. 4. Identity proof. 5. Personal Balance Sheet / I.T. Return 6. Audited Balance Sheet	Goods Vehicle	10 Years	1. Application & processing fees - 250 (draft)	Form 2, Rule 5(1) Carriage by Road Rules, 2011.	Section 5 (2) Carriage by Road Act' 2007	Applied for	Shri J.C.Handique, JCT
23	Chassis Movement / Empty Vehicle Permit	Chassis / Empty vehicle	3-5 working days	1. Temporary Registration certificate	Chassis for Passenger and goods vehicles	30 days	Nil	-	-	-	Shri J.C.Handique, JCT