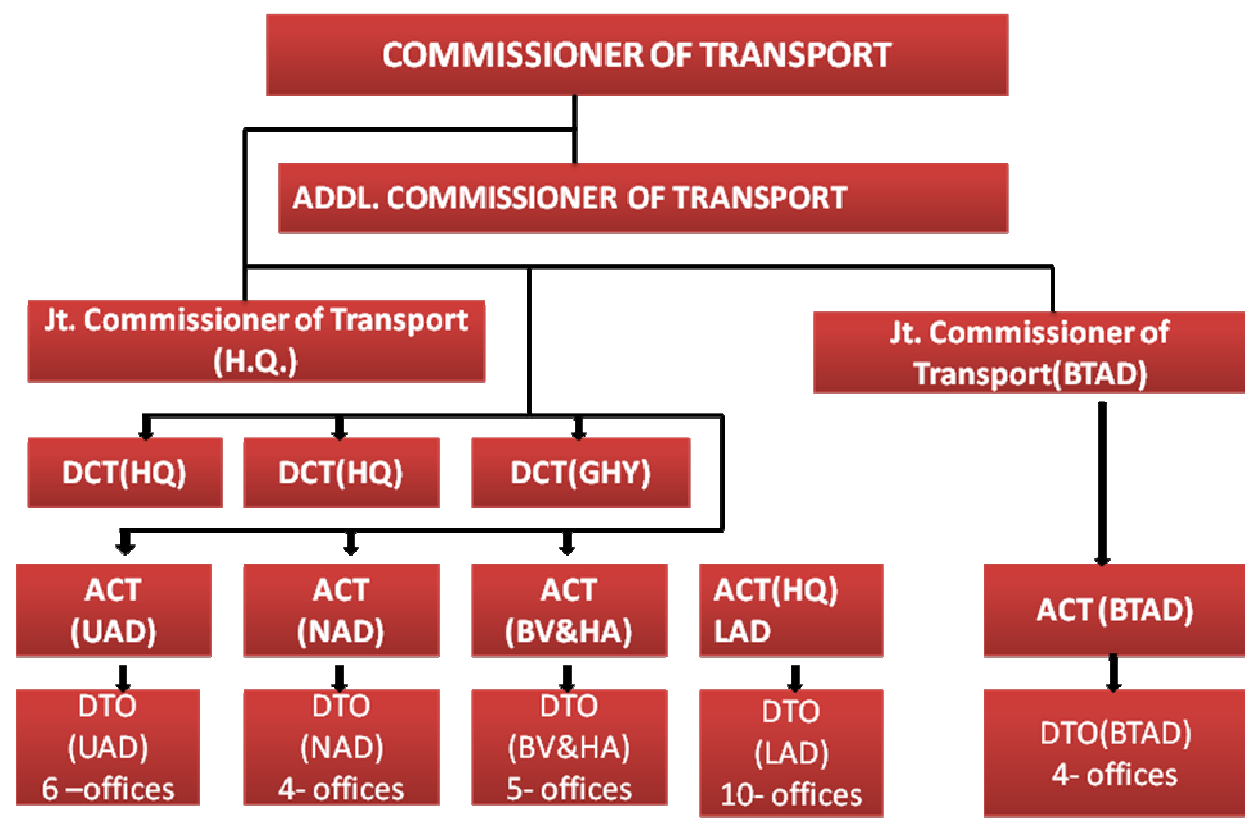


DISCLOSURE OF INFORMATION UNDER THE
RIGHT TO INFORMATION ACT 2005
(Section 4(1) (b) I- XVII of Right to Information)
Manual I – XVII (Total 17 Manuals)

Document Index Manual

- i) Particulars of its organization, functions and duties;
- ii) Powers and duties of its officers and employees;
- iii) Procedures followed in the decision making process, including channels of supervision and accountability;
- iv) Norms set by it for the discharge of its functions;
- v) Rules, regulations, instruction, manuals and records, held by it under its control or used by its employees for discharging its functions;
- vi) Statement of the categories of document that are held by it or under its functions.
- vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.
- viii) Statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part of for then purpose of its advice, and as to whether meetings of those councils, committees and other bodies are open to the public, or minutes of such meeting are accessible for public.
- ix) Directory of its officers and employees;
- x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation;
- xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.
- xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of programmes, including the amounts allocated and the details of beneficiaries of such programmes.
- xiii) Particulars of recipients of concession permit or authorization granted by it.
- xiv) Details in respect of the information, available to or held by it, reduced to an electronic form.
- xv) Particulars of facilities available to citizens for obtaining information, including the working house of a library or reading room if maintaining for public use.
- xvi) Names, designations and others particulars of the public information officers.
- xvii) Such other information as may be prescribed and thereafter update these publications every years.

I. **Organizational Structure :**



The Motor vehicle Department at the Assam Secretariat is headed by the commissioner and Secretary to the Govt. of Assam and this Department has also one secretary to the Govt. of Assam, one additional Secretary, one joint Secretary, one Deputy Secretary .

II. **Power, Function & Duties**

The Commissionerate of Transport is established in accordance with the provision of the Section 213(1) of the M.V Act, 1988 for the purpose of discharging its functions & duties by way of collection of M.V tax, fees, fines, composite fee etc by providing transportation facility to the public covering the state as a whole.

The Power & Functions & Duties of the Officers and Employees are as follows .

- 1) Inspection of Motor Vehicle for Registration & Fitness certificate purpose.
- 2) Issue of Road Permits for Truck, buses, taxies, Auto- Rickshaw etc.
- 3) Issue of National Permit to Good Carries.
- 4) Collection of M.V Tax/ Fees / Compounding Fine etc.
- 5) Conduct of Learner's Licence Test
- 6) Conduct of Driving Test (Transport/ Non-Transport)

(3)

- 7) Issuance of International Driving Permit.
- 8) Issuance of Agent License for Goods & Passenger Vehicle
- 9) Issuance of License for Auto Emission Testing Station (A.E.T.S)
- 10) Issuance of License for Truck Parking Complex
- 11) Issuance of Conductor's Licence
- 12) Issuance of Trade Certificate & Trade Licence for Motor Vehicle Dealer & Service Center, checking of motor vehicle for detection of illegal plying , registration of offence and compounding of cases.
- 13) Checking of Motor Vehicle on roads
- 14) Inspection of Accidental Vehicle

III. Procedures followed in the decision making process, including channels of supervision and accountability :

1. Decision making process & channel of supervision and accountability for issue of driving license :-

The conduct of Testing & Driving Test for issue of Learner License and Driving License respectively lies with the MVI. Accountability for competence and issuance of the Learner Licence & Driving Licence thus lies with both the M.V.I and DTO concerned .

2. Decision making process & channel of supervision and accountability for registration of Motor Vehicle :-

The decision for registration of any kinds of motor Vehicles lies with the Registering authority (i.e. District Transport Officer) on submission of vehicle inspection report by the M.V.I . The DTO when satisfied that the Motor Vehicle sale documents are in order and the vehicle conforms to the road worthiness and pollution norms shall allow the registration on payment of requisite fee , taxes etc . Accountability lies with concerned office Asstt. ,M.V.I & D.T.O .

3. Decision making process & channel of supervision and accountability for issue of permit by Regional Transport Authority: -

The Secretary, Regional Transport Authority receives application in his office for issue of all kinds of Road Permit in their jurisdiction . The Regional Transport Authority (R.T.A) Board meeting is convened by the Secretary , Regional Transport Authority as per direction of Chairman (i.e. Deputy Commissioner) and the Board in its meeting decides about the number of permits to be issued and selects suitable the applicants as per procedure .

4. Decision making process & channel of supervision and accountability for issue of permit by the State Transport Authority:-

The Secretary, State Transport Authority receives application in his /her office for issue of permit for different category of vehicles for both Goods & Passenger for the state such as All India Tourist Permits and Inter State operation of Public Service vehicles & National permit of Goods Vehicle etc. The Secretary, STA convenes Board meeting as per the direction of Chairman STA for consideration and disposal of the applications for both Passengers & Goods vehicles permits. The applications for goods vehicle permit under On- Line “National Permit Schemes” are disposed off by the Secretary, STA Assam.

5. Decision making process & channel of supervision and accountability for revenue collection:-

Motor vehicle taxes are collected as per existing taxation schedule of the Assam Motor Vehicle Taxation (Amendment) Act , 2015 for all category of vehicles i.e. transport and Non-Transport the Assam Passenger and Goods Taxes are collected from other States Vehicle as per provision of **APGT Act ,1962** & Rules there under. Accountability for assessment and realization of Taxes lies with the office Asstt. Head Asstt. ,Inspectors and D.T.O.

6. Decision making process & channel of supervision and accountability for financial sanction:-

Financial sanction are accorded as per delegation of financial power rules , 1989 and time to time amendments thereof by the Govt .

III. For the issue of Driving License the Department is using “Sarathi” Software .The applicant is to submit form No-1, 1 (A) & 2 & required documents and prescribed fees and capture of biometrics uploaded data which the M.V.I is to verify and approve . After approval, applicant shall appear for Learner License Test. On passing the test, the L.L. is issued for a period of 6 (Six) Month . After receipt of L.L. the applicant may apply for permanent Driving Licence after 30 days from issuance of Learner Licence on payment of required fees etc. The applicant shall appear for Driving Test on the fixed date and on passing the Driving Test , D.L will be awarded to the applicant .

The Motor vehicle Registration are done through “Vahan” Software where the applicant applies for registration through the **Online dealer point registration** process as per norms. The applicant has to deposit the requisite fee, taxes etc. at dealer’s point for the propose of Smart Card of registration certificate and HSRP printing and accordingly ,will be issued with Registration Certificate and HSRP .

- IV. The S,T.A issues permit to all types of commercial vehicle like Bus /Trucks /Taxi (Both intra & inter State) and National permits Goods of vehicle and Tourist Vehicles .

The Registration Code for the State starts with the letter AS for Registration of Vehicles. The District wise Registration Code are given below:-

1. Kamrup (Metro)	-	AS- 01
2. Nagaon	-	AS-02
3. Jorhat	-	AS-03
4. Sivsagar	-	AS- 04
5. Golaghat	-	AS- 05
6. Dibrugarh	-	AS-06
7. Lakhimpur	-	AS-07
8. N.C Hills	-	AS-08
9. Karbi Anglong	-	AS-09
10. Karimjang	-	AS-10
11. Cachar	-	AS-11
12. Sonitpur	-	AS-12
13. Darrang	-	AS-13
14. Nalbari	-	AS-14
15. Barpeta	-	AS-15
16. Kokrajhar	-	AS-16
17. Dhubri	-	AS-17
18. Goalpara	-	AS-18
19. Bongaion	-	AS-19
20. ASTC	-	AS-20
21. Morigaon	-	AS-21
22. Dhemaji	-	AS-22
23. Tinsukia	-	AS-23
24. Hailakandi	-	AS-24
25. Kamrup (Rural)	-	AS-25
26. Chirang	-	AS-26
27. Udalguri	-	AS-27
28. Baksa	-	AS-28
29. Assam Police	-	As-30

V. **The Department is governed by the following Acts & Rules-**

- The Motor Vehicle Act 1988
- The C.M.V Rules 1989
- Assam Motor Vehicle Rules 2003
- Assam Motor Vehicle Taxation Act 1936.
- Assam Motor vehicle Taxation Rule 1936.
- Assam Passenger and Goods Taxation Act 1962.

VI. Statement of the categories of document that are held by the department or under its functions :-

a. Data relating to transport Vehicle (Progressive Total as on 31/03/2017)

i. Truck	= 2,32,614 Nos.
ii. Bus	= 23,213 Nos.
iii. Taxi	= 62,909 Nos.
iv. Auto- Rickshaw	= 10,632 Nos.

b. Data relating to Non transport Vehicle (Progressive Total as on 31/03/2017)

1. Two wheeler	= 19,74,790 Nos.
2. Car	= 6,20,197 Nos.
3. Agricultural Tractors	= 47,322 Nos.
4. Crane	= 1,499 Nos.
5. Govt. Vehicle	= 24,005 Nos.
6. Ambulance	= 1,833 Nos.
h) Other vehicle	= 12,469 Nos.

c. Data relating to Road Permit (Progressive total as on 31/03/2017) issued by STA

1. National Permit	=	4754
2. Contract Carriage Permit	=	9763
3. Stage Carriage Permit	=	111

VII. The fixation of fare and freight of the rate of all types of commercial vehicles are notified by the Government in transport Department. The S.T.A/R.T.A on receipt of Government notification relating to fixation of fare holds its meeting and implement the same in their respective jurisdiction in respect of all category of passenger & Goods vehicle .

VIII. The Department of Transport has notified the Commissioner & Sectary, Transport Deptt., Assam as the Chairman of S.T.A and the Commissioner of Transport as the Member-Secretary of S,T.A and one member nominated by the Government. The S.T.A is constituted by the Government as per section 68 (I) & (II) of the M.V Act 1988. In the same way, the R.T.A is constituted for all the district being the DC as Chairman of RTA and the DTO as Member-Secretary of the RTA and one nominated member is appointed by the Government . A State Road Safety Council for the state as well as district Road Safety Committees are constituted by the Government with a view to discharging the function relating road safety .

IX & X. **Directory of the Officer and Employees** of the O/O Commissioner of Transport, Assam
Annexure-I.

XI. The Details of **Budget allocation** for the year 2016-2017 with expenditure statement are given below. (Rs. in Crores)

Year	Budget Allotment	Expenditure	H/A
2016-17	4212.28	2653.07	2041-3055

XII. **The main function of the Transport Department** is collection of Motor Vehicle Tax, fees, & fines etc. & providing utility services of Transport Communication to the public in the state. As it is not a Development Department, so no Subsidy Component Schemes are available in the department.

XIII. (1) **The affixation of H.S.R.P** are implemented presently for Non-Transport Vehicle & the Agros Impex (I) Pvt.Ltd is engaged by the Department for manufacture and affixation of H.S.R.P in the State.

(2) The Secretary STA ,Assam has so far granted ,

- a) 204 Nos **Agent Licences** of Passenger Carrying service
- b) 39 Nos. **Agent Licences** of Goods Carrying service.

XIV. The Commissioner of Transport Assam is in the process of On- Line Registration of vehicle/On-Line application of DL & On-Line payment of Taxes etc. for all the District Transport Offices of the State and till now 17 District Transport Offices are functioning online through Vahan & Sarathi Software 4.0 and as such the related materials of the 17 districts (Namley – Kamrup (M) ,Kamrup (Rural)Barpeta , Bongaigaon, Dhemaji , Dhubri , Dibrugarh, Goalpara ,Golaghat , Jorhat, ,Lakhimpur , Nagaon , Nalbari, Silchar, Sivsahgar , Sonitpur , Tinsukia , are available in the electronic form.

XV. The Department has posted a Citizen Charter in the Departmental Website – www.assamtransport.gov.in with various Application Forms which can be down loaded. It also carries the details of M.V. tax, fees etc. The Commissionerate of Transport ,Assam does not have any Library Room.

XVI. The name of the S.P.I.O, A.S.P.I.O and Dealing Assistant in the office of the Commissioner of Transport ,Assam is given below-

<u>Name</u>	<u>Designation</u>	<u>Phone No.</u>
1. D. Chakravarty	ACT & SPIO	94355-34772
2. S.Ahmed	Office Supdt. & ASPIO	98641-24293
3. S.Talukdar	Sr.Asstt.	99574-62577

XVII. The disclosure of the above information published will be updated annually or as an when there would be any change to the incumbency or to the data.

Sl No	Name	Designation	Date of Birth	Educational Qualification	Date of Joining	Monthly Salary	Ph.No
1	2	3	4	5	6	7	8
1	Sri Puru Gupta, IAS	Commissioner of Transport				107096/-	0361-2234110 (O)
2	Sri Bipulananda Pathak	Jt. C.T (BTAD)		B.A, L.LB			9435048245
3	Sri J.C.Handique	Jt. C.T (HQ)	01-12-1958	B.Sc (Agri)	07-08-1983	76935	9435017043
4	Sri D. Chakravarty	ACT	04.04.1967	M.A	03.06.1993	57914	9435534772
5	Sri R.Talukder	ACT	01-11-1969	B.A (Hons)	21-02-1996	54604	9435053399
6	Sri J.Doley	ACT	03-09-1959	B.A	27-10-1981		9435089156
7	Sri S.Terang	ACT	03-03-1965	M.Sc	29-06-1995	55605	9435508033
8	Sri Gunodhar Das	ACT					9435024843
9	Sri S.Ahmed	Office Supdt	06-11-1966	H.S	30-10-1980	56586	9864124293
10	Sri P. Senapati	Office Supdt	01-04-1964	P.U	14-02-1985	51222	9085301914
11	Sri B. Narzary	Sr. Assistant	01-03-1968	HSLC	04-01-1983	42123	8471892587
12	Smti Dipali Bora	Sr. Assistant	01-02-1964	H.S	02-08-1983	49633	8471892587
13	Sri S. Talukder	Sr. Assistant	01-08-1962	B.Sc	01-06-1989	44742	9957462577
14	Sri D.Talukdar	Sr. Assistant	01-01-1965	B.A	10-03-1988	44133	9864068187
14	Sri B. Das	Sr. Assistant	31-03-1962	HSLC	04-01-1988	44475	8876975431
15	Sri Bipin Sharma	Sr. Assistant	01-11-1966	P.U	01-02-1995	39658	9435340054
16	Sri A. Chakraborty	Sr. Assistant	17-05-1975	H.S Sc	07-04-1999	37274	9864105581
17	Smti L. Chutia	Sr. Assistant	01-05-1970	B.A	08-04-1999	31044	9957072650
18	Sri Gautom Das	Sr. Assistant	30-6-1971	H.S	MAY,1994	34060	9435011910
19	Sri Dipak Pandey	Sr. Assistant	13-04-1974	H.S	28-01-1998	31639	7399959987
20	Smti S. Thousen	Sr. Assistant	12-09-1986	B.A	03-03-2009	29271	9435442023
21	Sri M.Chakraborty	Jr. Assistant	01-01-1969	H.S	01-02-1995	39660	8486708794
22	Smti S.Thakuria	Jr. Assistant	21-05-1986	M.A	03-07-2008	27640	8134041846
23	Smti J.M Hazarika	Jr. Assistant	01-03-1975	B.A	02-03-2009	26837	9864807744
24	Smti Anita Das	Jr. Assistant	05-02-1981	H.S	03-03-2009	26837	9864275769
25	Smti N.J. Bora	Jr. Assistant	31-12-1985	H.S	03-03-2009	26837	9954138477
26	Sri Rajib Bharali	Jr. Assistant	27-02-1983	B.A	03-03-2009	26837	9854624940
27	Sri Sanjit Das	Jr. Assistant	31-03-1972	B.Sc	03-03-2009	26837	9707420123
28	Smti J. Gum	Jr. Assistant	01-11-1984	B.A	03-03-2009	26837	9401600534
29	Sri Guptajit Das	Jr. Assistant	05-01-1976	B.A	22-02-2011	25184	9401399221
30	Smti R. Pakyntein	Jr. Assistant	12-03-1984	MA	15-07-2011	25184	9401528694
31	Sri Sailen Das	Draftee	01-03-1967	HSLC	28-07-1986	31376	9957754384
32	Sri Robin Rabha	R.O	01-01-1960	Class-IV	13-10-1977	35440	9435114628
33	Sri Padma Chetri	Peon	02-02-1965	HSLC	01-02-1992	26807	9957260906
34	Sri Dibakar Kalita	Peon	1.11-1959	HSLC	29-08-1986	29376	8876405032
35	Sri Munim Nath	Peon	13-05-1972	HSLC	02-08-2005	22595	9707622211
36	Sri Purna Dewri	Peon	31-06-1966	VIII Passed	13-08-1991	26307	9126873606
37	Sri Purna Milik	Peon	04-03-1978	HSLC	02-03-2009	20274	8011587354
38	Sri Bishnu Boro	Peon	01-01-1987	X	02-03-2009	20274	9508145101
39	Bhogirath Deka	Chowkider	01-12-1962	VIII	26-07-1986	30376	8474854402