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KL/TV(N)/634/2012-14

**KERALA GAZETTE**

കേരള ഗസറ്റ്

**EXTRAORDINARY**

അസാധാരണം

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**TRANSPORT COMMISSIONERATE, THIRUVANANTHAPURAM**

**NOTIFICATION**

No. A5/18331/2012/TC.

20th April, 2013.

In exercise of the powers conferred by section 3 of the Kerala State Right to Service Act, 2012 (18 of 2012) the Transport Commissioner hereby notify that the services as mentioned in the Schedule below to be the services that will be rendered by the Department of Motor Vehicles, Government of Kerala and also notify the Designated Officers, First Appellate Authority, Second Appellate Authority and the stipulated time limit in respect of such services, namely:—

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33/1881/2013/DTP.

SCHEDULE

Sl. No.	Services	Stipulated Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	<b>Issue of Learner's License:</b>					
	(a) Fresh License	One working day	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

	(b) Additional Classes	3 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
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(1)	(2)	(3)	(4)	(5)	(6)	(7)
2	Grant of Driving License	5 working days after test	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
3	Addition of new class of vehicle in the present Driving License	5 working days after Passing the test	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

4	Authorisation to drive a Transport Vehicle and issue of Badge	5 working days after Passing the test	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
5	Grant of Driving License for driving vehicles carrying hazardous goods	5 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	Issue of Duplicate Driving License	7 working days after hearing the applicant	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
7	Issue of Conductor License	5 days after passing the Test	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

8	Issue of Duplicate Conductor License	5 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
9	Renewal of Conductor License	5 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

(1)	(2)	(3)	(4)	(5)	(6)	(7)
10	International Driving Permit	5 working days	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	Joint Transport Commissioner, Transport Commissionerate	The date of issue will be the date of dispatch through post/ By Hand as the case may be
11	Renewal of Driving License	15 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

33/188/13.

12	Change of Address in the Driving License	5 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be. In the case of other State License after receipt of genuineness of the Driving License from Licensing Authorities concerned.
13	Issue of Driving License particulars	5 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

(1)	(2)	(3)	(4)	(5)	(6)	(7)
14	Grant of Driving School License	7 working days after hearing/ inspection	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	Joint Transport Commissioner in the Transport Commissionerate	The date of issue will be the date of dispatch through post/ By Hand as the case may be
15	Renewal of Driving School License	7 working days after hearing/ inspection	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	Joint Transport Commissioner in the Transport Commissionerate	The date of issue will be the date of dispatch through post/ By Hand as the case may be
16	Temporary Registration of new vehicles	2 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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17	Registration of new vehicles	10 working days after hearing/ Inspection	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be provided that the data uploaded by the dealer is genuine and correct in all respects
18	Assignment of new Registration mark to the vehicles registered in outside States	10 working days after receipt of conformation	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
19	Issue of No Objection Certificate for vehicles to register in outside States	5 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
20	Change of address in the Registration Certificate	5 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
21	Transfer of Ownership of the vehicle	10 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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22	Transfer of Ownership of the vehicle to heirs after the death of the Registered Owner	5 working days after hearing	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
23	Registration of vehicle/ auctioned vehicle in the name of the bidder	5 working days after hearing	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
24	Renewal of Registration of Vehicle	10 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
25	Issue of Duplicate Registration Certificate	5 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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(24)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
26	Cancellation of Hypothecation	5 working days after confirmation	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
27	Endorsement of Hypothecation in the Certificate of Registration of the vehicles	5 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
28	Transfer of Ownership of vehicles to the financiers (Issue of Registration Certificate in the name of the financier)	5 working days after confirmation	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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29	Reservation of a particular Registration Number	1st working day of succeeding week of the week of Registration	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
30	Issue of particulars of Registration Certificates	5 working days	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be
31	Alteration of Vehicles	5 working days after inspection	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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25/3

(1)	(2)	(3)	(4)	(5)	(6)	(7)
32	Issue of fitness Certificate to the vehicles	5 working days	Motor Vehicle Inspector duly authorized by the Head of the Office/ Joint Regional Transport Officer as the case may be	Joint Regional Transport Officer in respect of the Sub Regional Transport Offices/ Joint Regional Transport Officer duly authorized by the Regional Transport Officer in respect of Regional Transport Offices	Regional Transport Officer in respect of Sub Regional Transport Offices and Zonal Deputy Transport Commissioner concerned in respect of Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
33	Issue of Temporary Permit to Transport Vehicles	2 working days	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers/ Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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34	Issue of Permit to Transport Vehicles (except State carriage)	5 working days	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers/ Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be
35	Renewal of Permit of Transport Vehicles (except State carriage)	5 working days	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers/ Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be
36	Cancellation of Permit	7 working days after hearing	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers/ Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be
37	Transfer of Permit	7 working days after hearing	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers/ Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
38	Permit variation replacement of Vehicle in the permit (except Stage carriages)	7 working days after hearing	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers /Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be
39	Duplicate Permit	2 working days	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers/Zonal Deputy Transport Commissioners concerned	Secretary, State Transport Authority	The date of issue will be the date of dispatch through post/ By Hand as the case may be
40	Issue of EV Permit	5 working days	Secretary, State Transport Authority	Transport Commissioner	The Secretary to the Government, Transport Department, Government Secretariat, Thiruvananthapuram	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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41	Renewal of EV Permit	5 working days	Assistant Secretary, State Transport Authority	Secretary, State Transport Authority	Transport Commissioner	The date of issue will be the date of dispatch through post/ By Hand as the case may be
42	Issue of Special permit under Section 88(8) of Motor Vehicles Act	Next day of filing the application	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officers /Zonal Deputy Transport Commissioners concerned	Joint Transport Commissioner in the Transport Commissionerate	The date of issue will be the date of dispatch through post/ By Hand as the case may be
43	Issue of Tourist Permit and Authorization	5 working days from the date of receipt of the application at the State Transport Authority	Secretary, State Transport Authority	Transport Commissioner	The Secretary to Government, Transport Department, Government Secretariat, Thiruvananthapuram	The date of issue will be the date of dispatch through post/ By Hand as the case may be
44	Giving permission for Advertisement in Transport Vehicles	5 working days after inspection	Joint Regional Transport Officers/ Regional Transport Officers concerned	Regional Transport Officer/Zonal Deputy Transport Commissioners concerned	Joint Transport Commissioner in the Transport Commissionerate	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
45	Certificate for Pollution Testing Centre	5 working days after receipt of inspection report	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned	Joint Transport Commissioner in the Transport Commissionerate	The date of issue will be the date of dispatch through post/ By Hand as the case may be
46	Issue of concession for Physically Handicapped Persons for Travelling in Private Buses	One working day	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned in respect of Sub Regional Transport Offices concerned and Joint Transport Commissioner in the Transport Commissionerate in respect of the Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be

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47	Tax exemption to the Vehicles	5 working days after receipt of the Service Verification Report	Joint Regional Transport Officers concerned	Regional Transport Officers concerned	Zonal Deputy Transport Commissioners concerned in respect of Sub Regional Transport Offices concerned and Senior Deputy Transport Commissioner (Taxation) in the Transport Commissionerate in respect of the Regional Transport Offices	The date of issue will be the date of dispatch through post/ By Hand as the case may be
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P. VIJAYANAND, I. P. S.,

Transport Commissioner, Kerala.

**Explanatory Note**

(This does not form part of the notification, but is intended to indicate its general purport.)

The Kerala State Right to Service Act, 2012 (18 of 2012) empowers the Departments of the Government, Head of the Departments, Local Self-Government Institutions and Statutory Bodies to notify in the Gazette, the Services, that will be rendered by each of them, along with details of stipulated time limit, Designated Officers, first Appellate Authority and Second Appellate Authority. Accordingly, it is necessary to notify the services to be rendered by the Department of Motor Vehicles and the Officers in respect of such services as stipulated in the said Act.

This notification is intended to achieve the said purpose.