

Sub Office of Director of Transport  
Collectorate campus,  
Diu

---

**RIGHT TO INFORMATION ACT 2005  
[ SECTION 4 ]**

**PUBLICATION OF 17 MANUALS**

**MANUAL - 1**

**THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES :**

The office of the Addl. Director of Transport, Diu is working under the control of Director of Transport, Daman & Diu. The Collector, Daman is the Director of Transport, Daman & Diu.

The Additional Director of Transport is declared as a Licensing Authority and Registering Authority for Diu District under the Daman & Diu Motor Vehicles Rules, 1989. He is also declared as Taxation Authority under the Goa, Daman & Diu Tax Act, 1974 and Taxation Officer under the Goa, Daman & Diu (Passenger & Goods) Act, 1974 and Rules made therein under. The Collector, Diu is declared as a Licensing Authority, Registering Authority, Taxation Authority and Taxation Officer for Diu district. Transport Department provides various services like Issue of Motor Driving Licenses, Registration of Motor Vehicles and issue of various kinds of permits etc.

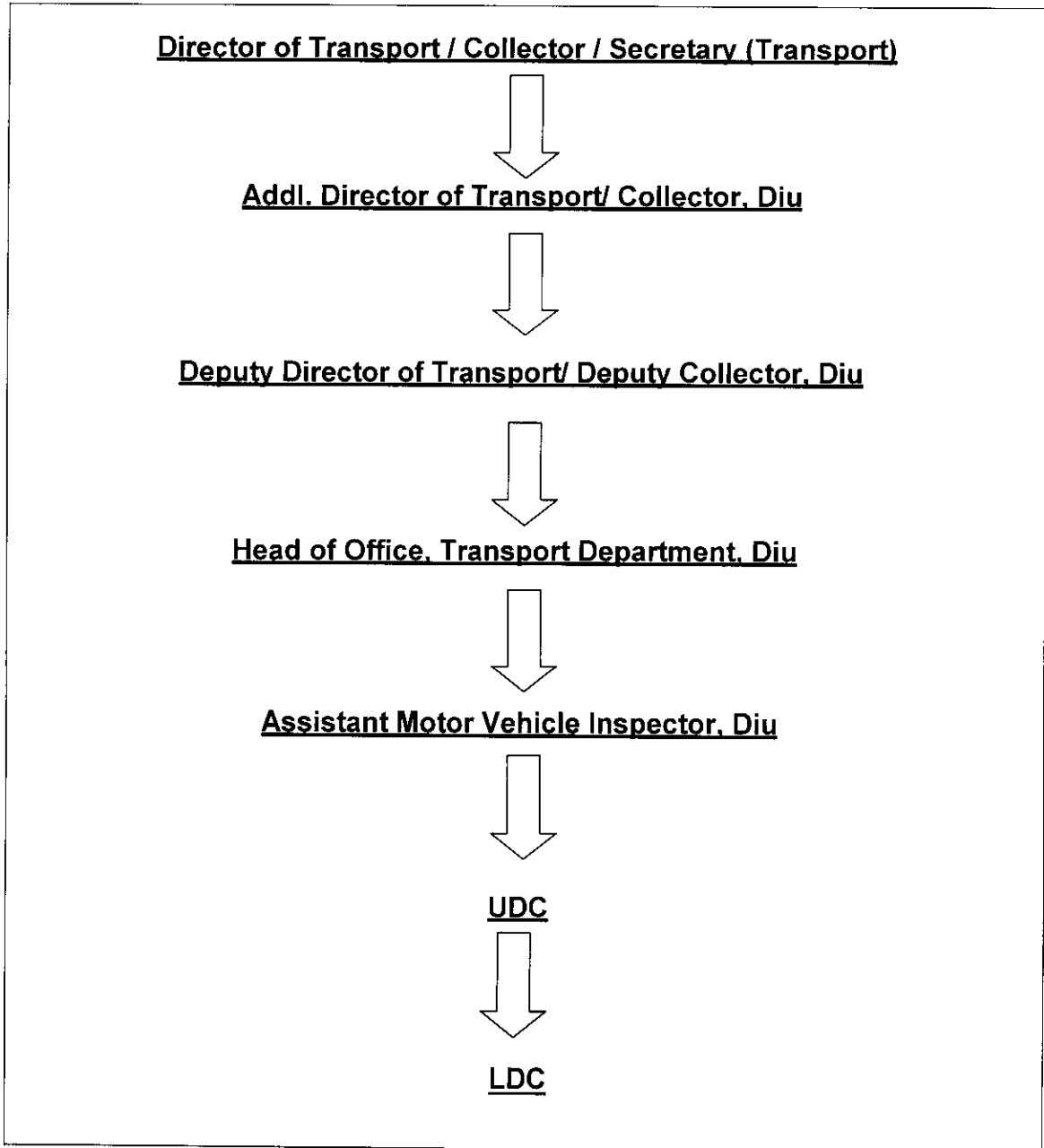
There is a State Transport Authority constituted under the Chairmanship of Collector, Daman which consist of four other members i.e. (i) Hon'ble Member of Parliament (ii) Chief Counselor-cum-President, District Panchayat, Daman (iii) Collector, Diu and (iv) Assistant Director of Transport as a Member Secretary. The main function of the State Transport Authority is to issue various kinds of Permits and to have control over transport vehicles.

There is a Regional Transport Authority constituted under the Chairmanship of Collector, Diu which consist of three other members i.e. (i) President, DMC, Diu (ii) Head Of Office for Transport Department, Diu as a Member Secretary. The main function of the Regional Transport Authority is to issue various kinds of Permits and to have control over transport vehicles.

Our Mission is to achieve excellence in the implementation of various provisions of Motor Vehicles Act, 1988 and rules made there under related to the Motor Vehicles Department, aimed at:

- (i) Registration of motor vehicles and other related works.
- (ii) Issue & Renewal of Driving Licences and other related works.

### **ORGANIZATION CHART :**



**POSTAL ADDRESS :**

Sub Office of Director of Transport  
Collectorate Campus, Fort Road  
Diu.

PIN CODE – 362520

Phone No : 02875 – 252444

Fax No : 02875 – 252511

**WORKING HOURS :**

Monday to Saturday : 10:00 A.M. to 5:00 P.M.

(Holiday on 2<sup>nd</sup> Saturday of Every Month)

1:30 P.M. to 2:00 P.M. Lunch Break

## **MANUAL – 2**

### **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :**

There are separate sections/counters in the Sub office of Director of Transport, Diu for collection of Tax / Fee, receipt of applications, Motor Driving Licences, Registration of Vehicles etc. The application for various services is accepted along with prescribed fee at the cash counter in the morning session from 10.00 a.m. to 1.00 p.m. on all working days except Saturdays.

The Additional Director of Transport/Collector, Diu / Licensing Authority is empowered to exercise powers for issue of Driving Licence matters under the various provisions of Motor Vehicles Act, 1988 and rules made therein under. Similarly, he is empowered to exercise the powers of Registering Authority for registration of vehicles and other related transactions of the motor vehicles under the provisions of Motor Vehicles Act, 1988 and rules made thereunder.

The Assistant Motor Vehicles Inspector is empowered to exercise the powers of discharging technical related duties like Inspection of Vehicles involved in accidents, inspection of vehicles for grant of certificate of fitness, conducting driving test / preliminary test for grant of Driving Licence as required under the provisions of Motor Vehicles Act, 1988.

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :**

**Lerner license/Driving license**

| <b>Sr. No</b> | <b>Activity/Process</b>   | <b>Concern Officer/staff</b>      | <b>No. of days required</b>                 |
|---------------|---|-----------------------------------|---|
| 1             | Submit the form with required document by the Applicant.  | LDC                               |   |
| 2             | LDC/Concerned authorized person after checking all the documents along with form. If found correct, the same is send to Asst. Motor Vehicles Inspector with application for further verification. | Assistant Motor Vehicle Inspector | 1   |
| 3             | After verification and approval the form has to be submitted at the counter for payment of fees   | Applicant                         | Same day                                    |
| 4             | After successfully payment a receipt is being generate & issued to the applicant  | Cashier                           | Same day                                    |
| 5             | Data entry operator entry the details data as per form by the applicant   | Data entry operator               | Same day                                    |
| 6             | Bio-metric Data has to be captured after t h e approval by the concerned authorized   | Data entry operator               | Every Saturday from 10;00 a.m. to 1:30 p.m. |
| 7             | After step 6, applicant go for the primary test for license to AMVI   | Applicant                         | On from 10:00 am to 1:30 pm                 |
| 8             | If applicant pass the test , then license will issued within 7 days to application with approval of Collector, Diu/Licensing Authority  | Deputy Director (Transport)       | 7   |

**Registration of Motor Vehicles / Other Transaction**

| <b>Sr. No</b> | <b>Activity/Process</b>  | <b>Concern Officer/staff</b>            | <b>No. of days required</b> |
|---------------|--|---|-----------------------------|
| 1             | Form 20,21 is to be filled by the Applicant along with document  | Applicant                               | 1                           |
| 2             | UDC/LDC checks the documents   | UDC/LDC                                 | Same day                    |
| 3             | Asstt. Motor Vehicle Inspector checks the documents and gives order                                      | Asstt. Motor Vehicle Inspector          | Same day                    |
| 4             | Fee is to be paid by the applicant on the counter  | Cashier                                 | Same day                    |
| 5             | Document forwarded to the MVI  | AMVI                                    | Same day                    |
| 6             | AMVI inspects the vehicle and give approval  | AMVI                                    | Same day                    |
| 7             | Next day its forwarded to Data entry operator for data entry   | Data entry operator                     | Within 3 days               |
| 8             | The document are forwarded to Dy. Director(Transport) for approval and number is allotted to the vehicle | Dy. Director (Transport)                | Within 7 th days            |
| 9             | Next day document are forwarded to data entry operator for printing of RC                                | Data entry operator for data entry      | 7 <sup>th</sup> day         |
| 10            | Cutting and pasting of form 24 and RC  | Peon                                    | Same day                    |
| 11            | After printing of RC it is been forwarded to Additional Director (Transport) for the signature           | Dy. Director (Transport)                | 9 <sup>th</sup> day         |
| 12            | Applicant receives RC with 10 day.   | Within 10 days after vehicle inspection |                             |

**MANUAL – 4**

**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :**

| <b>Sr. No.</b> | <b>MAIN SERVICES</b>   | <b>STANDARD</b>                                  |
|----------------|--|--|
| 1.             | LEARNERS LICENSE   | Within <b>Seven days</b> after passing the test. |
| 2.             | PERMANENT DRIVING LICENSE  | Within <b>Seven days</b> after passing the test  |
| 3.             | RENEWAL OF DRIVING LICENSE   | Within <b>Four days</b>                          |
| 4.             | ISSUE OF DUPLICATE DRIVING LICENSE   | Within <b>Three days</b>                         |
| 5.             | REGISTRATION OF MOTOR VEHICLE  | Within <b>Ten days</b> after vehicle inspection  |
| 6.             | ISSUE OF RENEWAL OF CERTIFICATE OF FITNESS                                 | Within <b>Four days</b> after vehicle inspection |
| 7.             | RENEWAL OF REGISTRATION OF MOTOR VEHICLES                                  | Within <b>Six days</b> after vehicle inspection  |
| 8.             | ALTERATION OF MOTOR VEHICLE  | Within <b>Six days</b>                           |
| 9.             | ASSIGNMENT OF NEW REGISTRATION MARKS TO VEHICLES BROUGHT FROM OTHER STATES | Within <b>Sixty days</b>                         |
| 10.            | TRANSFER OF OWNERSHIP OF MOTOR VEHICLES                                    | Within <b>Six days</b> (within Daman & Diu)      |
| 11.            | NO OBJECTION CERTIFICATE   | Within <b>30 days</b>                            |

## **MANUAL – 5**

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION :**

The Transport Department is functioning under the various provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Daman & Diu Motor Vehicles Rules, 1989. Taxes are levied according to the provisions of the Goa, Daman & Diu Motor Vehicles Taxation Act, 1974, Goa, Daman & Diu Motor Vehicles Tax Rules, 1974, Goa, Daman & Diu Motor Vehicles Tax (Taxation on Passengers & Goods) Act, 1974 and Goa, Daman & Diu Motor Vehicles (Taxation on Passengers & Goods) Rules, 1975. Transport Department provides various services like issue and renewal of driving licenses, grant and renewal of permits, registration of motor vehicle etc.

## **MANUAL – 6**

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :**

1. Learner's Licence.
2. Permanent Driving Licence.
3. Renewal of Permanent Driving Licence.
4. Issue of Duplicate Licence
5. Issue of International Driving Permit.
6. Registration of Motor Vehicle.
7. Renewal of Registration.
8. Alteration of Motor Vehicle.



9. Transfer of Ownership.
10. Assignment of New Registration Mark.
11. No Objection Certificate.
12. Change in Residence.
13. Endorsement of Hire Purchase Agreement.
14. Termination hire purchase agreement.
15. Issuance of Registration Particulars.
16. Cancellation of Registration.
17. Issue of Renewal of certificate of fitness.
18. Necessity For Permits.
19. Temporary Certificate of Registration.
20. Motor Vehicles Tax.
21. Taxes on Passengers and Goods.
22. Cash Book.
23. Monthly Report file.

**MANUAL – 7**

**THE 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 :**

1. The Facilities and kinds of services which this Department strives to offer to public.
2. The Standards of works which this Department sets for itself to achieve for its functioning.
3. The means through which the public can make suggestion or seek redresses of their grievances.
4. The ways and means by which the public can help this Department to serve them better.
5. The commitment of the Department

The following standards and services from the staff of Transport Department can be expected by all the Citizens:-

- i. Helpful and friendly attitude while interacting with the applicants.
- ii. Punctual and committed attitude towards work.
- iii. Effort to improve the standard and quality of its service.
- iv. Courtesy and understanding.
- v. Promptness and efficiency.

**MANUAL – 8**

**A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC :**

The Regional Transport Authority, Diu was constituted under the provisions of Motor Vehicles Act, 1988 consisting of following members :

- |     |  |   |                  |
|-----|--|---|------------------|
| (1) | Collector, Diu                           | - | Chairman         |
| (2) | President, DMC., Diu                     | - | Member           |
| (3) | Head of Office Transport Department, Diu | - | Member Secretary |

**MANUAL – 9**

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :**

The directory of its officer and employees of the Transport Department,  
Diu :

| <b>Sr.No.</b> | <b>Designation</b>                           | <b>Nos.</b> |
|---------------|--|-------------|
| 1.            | Assistant Motor Vehicle Inspector, In-charge | 01          |
| 2.            | Upper Division Clerk, regular                | 01          |
| 3.            | Lower Division Clerk, regular                | 01          |
| 4.            | Driver, regular                              | 01          |
| 5.            | Lower Division Clerk, on working arrangement | 02          |
| 6.            | Peon, on working arrangement                 | 01          |

The Telephone No. and Fax No. of Office is as under :

a) Telephone No. : 02875 –252111, 252444

b) Fax No. : 02875 – 252511

**MANUAL – 10**

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :**

| <b>Sr.No.</b> | <b>Name of Employees</b> | <b>Designation</b> | <b>Remuneration</b> | <b>Remarks</b> |
|---------------|--------------------------|--------------------|---------------------|----------------|
| 01.           | Smt. Celiza Colimao      | U.D.C.             | Rs.27489/-          |                |
| 02.           | Shri D. L. Chauhan       | L.D.C.             | Rs,23181/-          |                |
| 03.           | Shri H. D. Jadav         | Driver             | Rs.25383/-          |                |

**MANUAL – 11**

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :**

Budget Allocation for the Financial Year 2014- 15.

|           |                               |                 |
|-----------|-------------------------------|-----------------|
| 2041:     | Major Head Non-Plan           |                 |
|           | Taxes on Vehicle              |                 |
| 001:      | Direction on Vehicle,         |                 |
| 01:       | Directorate of Transport,     |                 |
| 01.00.02: | Wages.....                    | Rs. 2,00,000.00 |
| 01.00.13: | Office Expenses.....          | Rs. 2,00,000.00 |
| <br>      |                               |                 |
| 2041:     | Major Head Plan               |                 |
|           | Taxes on Vehicle              |                 |
| 001:      | Direction on Vehicle,         |                 |
| 01:       | Directorate of Transport,     |                 |
| 01.00.01: | Salaries.....                 | Rs.11,00,000.00 |
| 01.00.06: | Medical Treatment.....        | Rs. 5,000.00    |
| 01.00.11: | Domestic Travel Expenses..... | Rs. 5,000.00    |
| 01.00.13: | Office Expenses.....          | Rs. 4,00,000.00 |
| 01.00.50: | Other Charges.....            | Rs.90,00,000.00 |
| 02.00.50: | Other Charges.....            | Rs. 5,00,000.00 |

**MANUAL – 12**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :**

This Department has not executed any subsidy programmes.

**MANUAL – 13**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT :**

A permit granted by the Regional Transport Authority or Regional Transport Authority is necessary for use of a vehicle as a transport vehicle in any public place. No vehicle shall be used as Transport vehicles without a valid permit except in cases specified under the provisions of the Motor vehicles Act, 1988 and Rules made there under.

**Total No. of Permit granted :**

| <b>Sr. No.</b> | <b>Type of Permit</b>             | <b>As on 31/04/2014</b> |
|----------------|-----------------------------------|-------------------------|
| 1.             | Stage Carriage Permit (Mini Bus)  | 22                      |
| 2.             | Contract Carriage Permit          |                         |
|                | a) Taxies on Diu to Gujarat route | nil                     |
|                | b) Taxies in Diu Area             | 10                      |
|                | c) Auto Rickshaws                 | 191                     |
|                | d) Buses                          | 23                      |
| 3.             | Goods Carriage                    | 54                      |
| 4.             | National Permit                   | 35                      |
| 5.             | Tourist Taxi Permits              | 02                      |
| 6.             | Omni Bus (All India Permits)      | 01                      |
| 7.             | Private Service Vehicles          | nil                     |

**MANUAL – 14**

**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM :**

All the forms, procedure for various services in the RTO, Diu are available on the Official Website “[www.diu.nic.in](http://www.diu.nic.in)”.

**MANUAL – 15**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE :**

There is no library or reading room facilities available in the Transport Department, Diu.

**MANUAL – 16**

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS :**

- 1) Shri D. B. Ahir of Transport Department is Public Information Officer, in the Transport Department, Diu.
  
- 2) Shri V.P. Kavle Collector/ Licensing Authority (Transport) is the First Appellate Authority for Transport Department, Diu.

**MANUAL – 17**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND  
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :**

All information are updated in the Official web site of U.T. Administration of Daman and Diu i.e. [www.diu.nic.in](http://www.diu.nic.in)



**(D. R. DAMANIA )  
MAMLATDAR AND H.O.TRANSPORT,  
DIU.**