

No. TMV/54/2012/Pt/Vol-II/572

Dated, Dispur the 11<sup>th</sup> March, 2019.

**OFFICE MEMORANDUM**

**Sub:-Assam Right to Public Service Act,2012 for conversion of Registration  
from Commercial to Private**

In pursuance of the Government's decision for formulation as well as framing of the Assam Right to public Service Act,2012 the following order comes into force with immediate effect in exercise of power conferred under section 4 of the Assam Right to public Service Act, 2012 ( Assam Act No. IX of 2012) and shall remain in force until further order. This order shall valid for conversion of Registration ( From Commercial to Private) .

- a. This order shall guide the citizens charter to know their rights about the procedural system for obtaining Permission on conversion of Registration ( From Commercial to Private).
- b. This order shall apply for knowing details procedure /information regarding conversion of Registration from Commercial to Private in case of those who become eligible to obtain conversion of Registration ( From Commercial to Private) for driving a vehicle.
- c. In this order the following term is used in the sense explained herein below:-

"Notified Public Service":- The term notified public service means the prescribed services to be provided by the deptt. Concerned such as (1) Issuance of conversion of Registration ( From Commercial to Private)

(1) About Service in brief:- conversion of Registration ( From Commercial to Private ) means for to drive a motor vehicle by the applicant with change of Class / Category of vehicle reflected in Registration Certificate subject to fulfilment of required eligibility criteria which is incorporated in the M.V.Act,1988 (as amended).

2. Eligibility criteria to obtain the service for citizens:-For obtaining Change of Registration ( Commercial to Private ) , a person has to make an application in writing for the purpose which he / She intends to .

**3. Procedure to obtain service --step by step procedure:-**

| Step | Work  | Estimated timeline |
|------|---|--------------------|
| 1    | Verification of documents to be carried out by the Dealing Asstt. in the office of the DTO /Secy. STA under whose jurisdiction the related works have been allotted . | 15 days            |
| 2    | Prescribed Fee to be deposite for each class /category of Vehicle at the Cash or Counter by way of online which ever is applicable                                    |                    |
| 3    | Approval by D.T.O /STA if Pleased   |                    |

4. Prescribed application forms:

1. Application by the registered owner and form 26 as incorporated in the AMV Rules, 2003

5. List of documents to be enclosed with the application forms:-

1. Upto Date Tax Payment Receipt, Fitness Certificate, Insurance Certificate, Pollution under Control Certificate, SLD, GPS etc.

6.

| Name of the services                                     | Designation issuing authority          |
|--|--|
| conversion of Registration ( From Commercial to Private) | Secy. STA / District Transport officer |

Sd/-B. Samal, IAS  
Principal Secretary to the Govt. of Assam,  
Transport Department.

Memo TMV/54/2012/Pt/Vol-II/572 -A  
Copy forwarded to:-

Dated, Dispur the 11<sup>th</sup> March, 2019.

- ✓ 1. The Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information.
2. The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6 for favour of information.
3. The State Informatics Officer, NIC, Guwahati for information and necessary action.
4. The Joint Commissioner of Transport (H.Q) Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
5. The Deputy Commissioner of Transport (All) Assam for information and necessary action.
6. The Assistant Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
7. The District Transport Officer (All) Assam for information and necessary action.

By order etc,

  
Joint Secretary to the Govt. of Assam,  
Transport Department.

No. TMV/54/2012/Pt/Vol-II/571

Dated, Dispur the 11<sup>th</sup> March, 2019.

**OFFICE MEMORANDUM**

**Sub:- Assam Right to Public Service Act,2012 for Route Permit**

In pursuance of the Government's decision for formulation as well as framing of the Assam Right to Public Service Act,2012, the following order comes into force with immediate effect in exercise of power conferred under section 4 of the Assam Right to public Service Act, 2012 ( Assam Act No. IX of 2012 )and shall remain in force until further order. This order shall valid for **Route Permit**.

- a. This order shall guide the citizen's charter to know their rights about the procedural system for obtaining route permit.
- b. This order shall apply for knowing details procedure /information regarding Change of Vehicle of ownership of Vehicle ( on sale ) in case of those who become eligible to obtain Route Permit for providing transport services to the Commuters / public .
- c. In this order the following term is used in the sense explained herein below:-

"Notified Public Service":- The term notified public service means the prescribed services to be provided by the deptt. Concerned such as (1) Issuance of Route Permit

(1) About Service in brief:- Route Permit means plying a motor vehicle under a particular Route / areas which is issued to a suitable applicant / Person subject to fulfilment of required eligibility criteria that has been incorporated in the M.V.Act,1988 (as amended).

**2. Eligibility criteria to obtain the service for citizens:-**

For obtaining a Route Permit , a person has to apply route permit in a prescribed form by indicating the route / area in which the person intends to ply his vehicle subject to fulfilment of required criteria as under .

**3. Procedure to obtain service –step by step procedure:-**

| Step | Work   | Estimated timeline |
|------|--|--------------------|
| 1    | Verification of documents to be carried out by the Dealing Asstt. under the jurisdiction of DTO / STA by way of application of Computerized Software developed for the purposed of route permit or manually where ever is applicable . | 15 days            |
| 2    | Prescribed Fee to be deposited for each class /category of Vehicle at the Cash or Counter by way of online which ever is applicable  |                    |
| 3    | Approval by D.T.O /STA if Pleased  |                    |

## 4. Prescribed application forms:

1. Application by the registered owner and form 26 as incorporated in the AMV Rules, 2003

## 5. List of documents to be enclosed with the application forms:-

1. Upto Date Tax Payment Receipt , Fitness Certificate , Insurance Certificate , Pollution under control Certificate , SLD , GPS etc.

6.

| Name of the services | Designation issuing authority         |
|----------------------|---------------------------------------|
| Route Permit         | Secy. STA /District Transport officer |

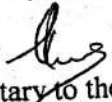
Sd/-B. Samal, IAS  
Principal Secretary to the Govt. of Assam,  
Transport Department.

Dated, Dispur the 11<sup>th</sup> March, 2019.

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2. The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6 for favour of information.
3. The State Informatics Officer, NIC, Guwahati for information and necessary action.
4. The Joint Commissioner of Transport (H.Q) Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
5. The Deputy Commissioner of Transport (All) Assam for information and necessary action.
6. The Assistant Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
7. The District Transport Officer (All) Assam for information and necessary action.

By order etc,

  
Joint Secretary to the Govt. of Assam,  
Transport Department.

(241)

GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT ::: DISPUR

No. TMV/54/2012/Pt/Vol-II/573

Dated, Dispur the 11<sup>th</sup> March, 2019.

**OFFICE MEMORANDUM**

**Sub :- Assam Right to Public Service Act,2012 for conversion of Registration from Private to Commercial**

In pursuance of the Government's decision for formulation as well as framing of the Assam Right to public Service Act,2012 the following order comes into force with immediate effect in exercise of power conferred under section 4 of the Assam Right to public Service Act, 2012 ( Assam Act No. IX of 2012 ) and shall remain in force until further order. This order shall valid conversion of Registration from Private to Commercial.

- a. This order shall guide the citizens charter to know their rights about the procedural system for obtaining conversion of Registration from Private to Commercial .
- b. This order shall apply for knowing details procedure /information regarding conversion of Registration from Private to Commercial.
- c. in case of those who become eligible to obtain conversion of Registration from Private to Commercial.for driving a vehicle under the specified route /areas .
- d. In this order the following term is used in the sense explained herein below:-

"Notified Public Service":- The term notified public service means the prescribed services to be provided by the deptt. Concerned such as (1) Issuance of conversion of Registration from Private to Commercial.

1). About Service in brief:- conversion of Registration from Private to Commercial. means to ply a motor vehicle to be issued to the applicant / owner to provide Transport Services to the commuters / Public under specified route / areas by obtaining a route permit from the Secy .STA / DTO where ever is applicable subject to fulfilment of required eligibility criteria which is incorporated in the M.V.Act,1988 (as amended).

2). Eligibility criteria to obtain the service for citizens:-For obtaining Change of Registration ( Private to Commercial ) , a person has to make an application for the purpose which he / She intends to .

3. Procedure to obtain service –step by step procedure:-

| Step | Work  | Estimated timeline |
|------|---|--------------------|
| 1    | Verification of documents to be carried out by the Dealing Asstt. in the office of the DTO /Secy. STA under whose jurisdiction the related works have been allotted . | 15 days            |
| 2    | Prescribed Fee to be deposited for each class /category of Vehicle at the Cash or Counter by way of online which ever is applicable                                   |                    |
| 3    | Approval by D.T.O /STA if Pleased   |                    |

1. Application by the registered owner and form 26 as incorporated in the AMV Rules, 2003

5. List of documents to be enclosed with the application forms:-

1. Upto Date Tax Payment Receipt, Fitness Certificate, Insurance Certificate, Pollution under Control Certificate, SLD, GPS etc.

6.

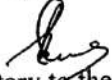
| Name of the services   | Designation issuing authority        |
|--|--------------------------------------|
| Conversion of Registration<br>( From Private to Commercial ) | Secy. STA/District Transport officer |

Sd/-(B. Samal, IAS  
Principal Secretary to the Govt. of Assam,  
Transport Department.

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Dated, Dispur the 11<sup>th</sup> March, 2019.

- ✓ The Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information.
- The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6 for favour of information.
- The State Informatics Officer, NIC, Guwahati for information and necessary action.
- The Joint Commissioner of Transport (H.Q) Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
- The Deputy Commissioner of Transport (All) Assam for information and necessary action.
- The Assistant Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
- The District Transport Officer (All) Assam for information and necessary action.

By order etc,  
  
Joint Secretary to the Govt. of Assam,  
Transport Department.

GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT ::: DISPUR

No. TMV/54/2012/Pt/Vol-II/574

Dated, Dispur the 11<sup>th</sup> March, 2019.

**OFFICE MEMORANDUM**

**Sub:- Assam Right to Public Service Act,2012 for Change of ownership of Vehicle by inheritance**

In pursuance of the Government's decision for formulation as well as framing of the Assam Right to public Service Act,2012 the following order comes into force with immediate effect in exercise of power conferred under section 4 of the Assam Right to public Service Act, 2012 ( Assam Act No. IX of 2012 ) and shall remain in force until further order. This order shall valid for Change of ownership of Vehicle by inheritance

- a. This order shall guide the citizens charter to know their rights about the procedural system for obtaining routeChange of ownership of Vehicle by inheritance .
- b. This order shall apply for knowing details procedure /information regarding Change of ownership of Vehicle by inheritance in case of those who become eligible to obtain Change of ownership of Vehicle by inheritance for the purpose which he /She intends to .
- c. In this order the following term is used in the sense explained herein below:-

"Notified Public Service":- The term notified public service means the prescribed services to be provided by the deptt. Concerned such as (1) Issuance of Change of ownership of Vehicle by inheritance

(1) About Service in brief:- Change of ownership of Vehicle by inheritance means to allow a person / applicant to drive a motor vehicle or to ply in a specified route / areas under route permit if the vehicle is commercial subject to fulfilment of required eligibility criteria which is incorporated in the M.V.Act,1988 (as amended).

2. Eligibility criteria to obtain the service for citizens:-For obtaining Change of ownership of Vehicle by inheritance a person has to make an application for the purpose which he / She intends to

3. Procedure to obtain service –step by step procedure:-

| Step | Work  | Estimated timeline |
|------|---|--------------------|
| 1    | Verification of documents to be carried out by the Dealing Asstt. in the office of the DTO /Secy. STA under whose jurisdiction the related works have been allotted . | 15 days            |
| 2    | Prescribed Fee to be deposited for each class /category of Vehicle at the Cash or Counter by way of online which ever is applicable                                   |                    |
| 3    | Approval by D.T.O /STA if Pleased   |                    |

4. Prescribed application forms:

1. Form 31, 26 as incorporated in the CMV Rules, 1989.

5. List of documents to be enclosed with the application forms:-

1. Upto Date Tax Payment Receipt, Fitness Certificate, Insurance Certificate, Pollution under Control Certificate, SLD, GPS etc.

6.

| Name of the services                          | Designation issuing authority         |
|---|---------------------------------------|
| Change of ownership of Vehicle by inheritance | Secy. STA/ District Transport officer |

Sd/-B. Samal, IAS  
Principal Secretary to the Govt. of Assam,  
Transport Department.

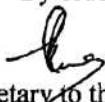
Memo No. TMV/54/2012/Pt/Vol-II/574-A

Dated, Dispur the 11<sup>th</sup> March, 2019.

Copy forwarded to:-

- ✓ 1. The Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information.
2. The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6 for favour of information.
3. The State Informatics Officer, NIC, Guwahati for information and necessary action.
4. The Joint Commissioner of Transport (H.Q) Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
5. The Deputy Commissioner of Transport (All) Assam for information and necessary action.
6. The Assistant Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
7. The District Transport Officer (All) Assam for information and necessary action.

By order etc,

  
Joint Secretary to the Govt. of Assam,  
Transport Department.



(257)

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT ::: DISPUR**

No. TMV/54/2012/Pt/Vol-II/575

Dated, Dispur the 11<sup>th</sup> March, 2019.

**OFFICE MEMORANDUM**

**Sub:- Assam Right to Public Service Act,2012 for Change of ownership of Vehicle ( on sale ).**

In pursuance of the Government's decision for formulation as well as framing of the Assam Right to public Service Act,2012 the following order comes into force with immediate effect in exercise of power conferred under section 4 of the Assam Right to public Service Act, 2012 ( Assam Act No. IX of 2012 ) and shall remain in force until further order. This order shall valid for Change of ownership of Vehicle ( on sale )

- a. This order shall guide the citizens charter to know their rights about the procedural system for obtaining permission for change of ownership of vehicle (On sale )
- b. This order shall apply for knowing details procedure /information regarding Change of ownership of Vehicle ( on sale ) in case of those who become eligible to obtain Change of ownership of Vehicle ( on sale ) .
- c. In this order the following term is used in the sense explained herein below:-

"Notified Public Service":- The term notified public service means the prescribed services to be provided by the deptt. Concerned such as (1) Issuance of permission for Change of ownership of Vehicle ( on sale )

(1) About Service in brief:- Change of ownership of Vehicle ( on sale ) means to allow a person / applicant to drive a motor vehicle or to ply a motor vehicle in a specified route / area under route permit if the vehicle is commercial subject to fulfilment of required eligibility criteria which is incorporated in the M.V.Act,1988 (as amended).

2. Eligibility criteria to obtain the service for citizens:-For obtaining Change of ownership of Vehicle ( on sale ) a person has to make an application for the purpose which he / She intends to.

3. Procedure to obtain service -step by step procedure:-

| Step | Work  | Estimated timeline |
|------|---|--------------------|
| 1    | Verification of documents to be carried out by the Dealing Asstt. in the office of the DTO /Secy. STA under whose jurisdiction the related works have been allotted . | 15 days            |
| 2    | Prescribed Fee to be deposited for each class /category of Vehicle at the Cash or Counter by way of online which ever is applicable                                   |                    |
| 3    | Approval by D.T.O /STA if Pleased   |                    |

4. Prescribed application forms:

1. Form 29 (in duplicate), 30 (part I & II), 26 as incorporated in the CMV Rules, 1989.

5. List of documents to be enclosed with the application forms:-

1. Upto Date Tax Payment Receipt, Fitness Certificate, Insurance Certificate, Pollution under Control Certificate, SLD, GPS etc.

6.

| Name of the services                     | Designation issuing authority        |
|--|--------------------------------------|
| Change of ownership of Vehicle (on Sale) | Secy. STA/District Transport officer |

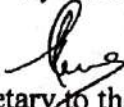
Sd/- B. Samal, IAS  
Principal Secretary to the Govt. of Assam,  
Transport Department.

Memo No. TMV/54/2012/Pt/Vol-II/575-A  
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Dated, Dispur the 11<sup>th</sup> March, 2019.

- ✓ The Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information.
- The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6 for favour of information.
- The State Informatics Officer, NIC, Guwahati for information and necessary action.
- The Joint Commissioner of Transport (H.Q) Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
- The Deputy Commissioner of Transport (All) Assam for information and necessary action.
- The Assistant Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
- The District Transport Officer (All) Assam for information and necessary action.

By order etc,

  
Joint Secretary to the Govt. of Assam,  
Transport Department.

(235)

GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT ::: DISPUR

No. TMV/54/2012/Pt/Vol-II/576

Dated, Dispur the 11<sup>th</sup> March, 2019.

**OFFICE MEMORANDUM**

**Sub:- Assam Right to Public Service Act,2012 for Change of Route Permit**

In pursuance of the Government's decision for formulation as well as framing of the Assam Right to Public Service Act,2012, the following order comes into force with immediate effect in exercise of power conferred under section 4 of the Assam Right to public Service Act, 2012 ( Assam Act No. IX of 2012 )and shall remain in force until further order. This order shall valid for Change of Route Permit .

- a. This order shall guide the citizen's charter to know their rights about the procedural system for obtaining permission for Change of route permit.
- b. This order shall apply for knowing details procedure /information regardingChange route permit for those who permission for are become eligible to obtain the above permission .
- c. In this order the following term is used in the sense explained herein below:-

"Notified Public Service":- The term notified public service means the prescribed services to be provided by the deptt. Concerned such as (1) Issuance of change of Route Permit

(1) About Service in brief:- Change of Route Permit means allow to ply a to the eligible applicant owner in a specified route / area subject to fulfilment of required eligibility criteria which is that has been incorporated in the M.V.Act,1988 (as amended).

**2. Eligibility criteria to obtain the service for citizens:-**

For obtaining a change of Route Permit , a person has make an application the purpose for which he /she intends .

**3. Procedure to obtain service –step by step procedure:-**

| Step | Work   | Estimated timeline |
|------|--|--------------------|
| 1    | Verification of documents to be carried out by the Dealing Asstt. in the office of the DTO / Secy. STA under whose jurisdiction the related works have been allotted . | 15 days            |
| 2    | Prescribed Fee to be deposited for each class /category of Vehicle at the Cash or Counter by way of online which ever is applicable .                                  |                    |
| 3    | Approval by D.T.O /STA if Pleased  |                    |

Contd. P-2

## 4. Prescribed application forms:

Incorporated in the AMV Rules ,1989

## 5. List of documents to be enclosed with the application forms:-

1. Registration Certificate , Fitness Certificate , Insurance Certificate , Pollution under control Certificate , SLD , GPS etc.

## 6.

| Name of the services   | Designation issuing authority         |
|------------------------|---------------------------------------|
| Change of Route Permit | Secy. STA /District Transport officer |

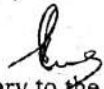
Sd/- B. Samal, IAS  
Principal Secretary to the Govt. of Assam,  
Transport Department.

Memo No. TMV/54/2012/Pt/Vol-II/576-A  
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Dated, Dispur the 11<sup>th</sup> March, 2019.

- ✓ 1. The Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information.
2. The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6 for favour of information.
3. The State Informatics Officer, NIC, Guwahati for information and necessary action.
4. The Joint Commissioner of Transport (H.Q) Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
5. The Deputy Commissioner of Transport (All) Assam for information and necessary action.
6. The Assistant Commissioner of Transport, Assam, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 for information and necessary action.
7. The District Transport Officer (All) Assam for information and necessary action.

By order etc,

  
Joint Secretary to the Govt. of Assam,  
Transport Department.