

No. D1/2070/STA/2003

Transport Commissionerate,
Trans Towers, Vazhuthacaud,
Thiruvananthapuram-14,
Dated 12-03-2010.

Circular No:02/2010

Sub- Motor Vehicles Dept-Decentralisation of Services regarding
All India Tourist Taxi Instructions issuing regarding

Following wide public protest regarding the inordinate delay and cumbersome procedure for issuing services relating to All India Tourist Taxi Permits, State Transport Authority meeting held on 23-02-2010 has decided to delegate the power to grant All India Taxi Permit to its Secretary and to accept applications through Regional Transport offices. To ensure smooth functioning of revised system and to provide seamless service to the public, following procedure are prescribed for strict adherence.

- (1) Applications can be submitted either by hand or online at respective Regional Transport Offices.
- (2) If applying online, print out of application shall be submitted along with original records at R.T. Offices.
- (3) On receipt of application Regional Transport Officer shall scrutinize the records and accept fees if applications found valid and proper.
- (4) Or else he shall return the applications clearly specifying defects so that applicant can resubmit application after correcting defects.
- (5) On receiving the application the R.T.O shall print out the acknowledgement and hand over to the applicant.
- (6) The details in the application received by hand may be entered by receiving clerk in the office.
- (7) Original records shall also be returned to applicant after verification and satisfying that they are current.

(8) RTO shall forward data to central server online RTO shall forward details of application viz Transaction ID Number, Registration Number, date of application, Name of Applicant, Fee receipt no and amount remitted etc as per format attached as annexure to STA by email.

(9) The application as per the e-mail shall be downloaded in the STA. Data will be retrieved in Smart Move. Applications shall be verified and issued at STA

(10) Permit, Authorisation etc issued shall be printed and attested by the Secretary State Transport Authority and the same are to be forwarded to applicants by speed post and copy by e-mail to RTO s concerned for updating. The cost of stamps for the purpose will be met from service charges. State Transport Authority will be periodically apprised of the transactions by the Secretary, State Transport Authority.

This will come in effect from 01-04-2010 onwards.

Sd/-
Transport Commissioner

To

All Deputy Transport Commissioners
All Regional Transport Officers &
All Joint Regional Transport Officers.

Approved for Issue

Senior DTC & Secretary STA, Kerala
Copy to

CA to TC, CA to Senior DTC&SSTA, CA to Senior DTC [TAX],
Senior A.O, Senior F.O, Senior LO All Sections TCO,

Annexure.

1	Transaction ID																		
2	Date of application	d	d	m	m	y	y												
3	Registration No of vehicle	K	L																
4	Fee Receipt No																		
5	Amount																		
6	Application for	Hypothecation Status										Yes	No						
	Transfer/Renewal/Cancellation of	NOC From Financier produced																	
	Permit	Yes					NO												

Verified the validity of documents and found valid and genuine

Sd/-
Regional Transport Officer