

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR :: GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

**OFFICE MEMORANDUM**

Subject matter: General guidelines for standard procedure to be followed for issuance of Driving License for Transport vehicle, such as Taxi, Bus, Goods vehicle, 3-Wheeler Commercial vehicle etc which are used on commercial purpose on hire or reward.

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

**1. Name of Service :- Driving Licence for Transport vehicle**

**2. Eligibility Criteria:-**

- (a) Person must have attained the age of 20 years at the time of Application.
- (b) Holder of a driving licence for LMV Non-transport with one year driving experience.
- (c) Person must possess a driving certificate in form no.5 from recognized Driving Institute
- (d) The person should have passed VIII standard.
- (e) The applicant should have 30 days old Learner's Licence for Transport vehicle.

**3. Procedure to obtain the service:-**

- a) **Where to apply:** i) The person has to apply at the local District Transport Office where the applicant normally resides or carried his/her business, in the prescribed Form No-4 along with the documents as mentioned below.
- b) **Hours of Application:** During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.
- c) **Verification of Documents:** - Once documents are verified he/she can deposit necessary fees as mentioned below.
- d) **Driving Test:** On receipt of Police verification report the applicant will be given a date for driving test within maximum 14 days. Every applicant shall have to pass driving test to be conducted by Licensing Authority on a vehicle of the type he/she has applied for. Vehicle for the test has to be arranged by the candidate himself. If he/she passes the test, the applicant can collect

disclaimer from AMTRON window for proof reading and editing, if any. The process will take maximum 3 (three) days.

e) If the Applicant fails in the Driving test he/she may deposit re-test fee of Rs 100/- after 7 days from last test and reappear for driving test on the specified date. If he/she fails in such 3 consecutive Driving tests the Applicant will be allowed to re-appear only after 60-days from the last test.

f) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay Rs.88/- at AMTRON (the service provider) Counter being service charge for printing of Smart Card.

g) On printing of Smart Card, the process of RKMS i.e electronic authentication is done by the DTO and this process will take maximum 30 days.

h) On completion of aforesaid process the applicant may collect the Smart Card Driving Licence from the Delivery Counter of DTO's office itself.

**4. Standard application forms – Annexure - A (Form 4)**

**5. List of documents to be enclosed:-**

- (a) The effective Learner's Licence for Transport vehicle
- (b) The Driving Certificate in Form- 5 from recognized Driving School
- (c) Three copies of the applicant's recent passport sized photo.
- (d) Medical Certificate in form 1 & 1A if not submitted within past one year

**6. User charge:-**

- a) Rs. 250/- for each category vehicles in cash in DTO's cash counter.
- b) Rs. 88/- in cash at the AMTRON counter for printing of DL Smart Card

**7. Standard Driving Licence:**

Annexure - 'B' (Form-7)

**8. Citizen charter –**

Annexure - 'C'

**Sd/-**

**Joint Secretary, Transport Department,  
Govt. of Assam, Dispur**

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR :: GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

**OFFICE MEMORANDUM**

**Subject matter: General guidelines for standard procedure to be followed for issuance of Driving License for Non-Transport vehicle, such as motorcycle without gear, motor cycle with gear, light motor vehicle etc which are not used on hire or reward .**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

**1. Name of Service :- Driving Licence for Non-Transport vehicle**

**2. Eligibility Criteria :-**

- (a) Person must have attained the age of 18 years at the time of Application. For motorcycle without gear, applicant may apply on attainment of age of 16 years.
- (b) Any Indian Citizen and in case of Foreigners, proof of legal presence in India and proof of the applicant's residence.
- (c) The applicant should have 30 days old Learner's Licence for Non-Transport vehicle.

**3. Procedure to obtain the service:-**

- a) Where to apply: The person has to apply at the District Transport Office from where he/she has obtained learner's licence.
- b) Hours of Application: During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.
- c) Verification of Documents:- Once documents are verified and on payment of fees as mentioned below, the applicant will be given a date for Driving test within a period of maximum 14 days.
- d) Driving test: Every applicant shall have to pass driving test on a given date to be conducted by Licensing Authority on a vehicle of the type he/she has applied for. Vehicle for the test has to be arranged by the candidate himself. If he/she passes the test, the applicant can collect disclaimer from AMTRON window for proof reading and editing, if any. The process will take

maximum 3 (three) days.

e) If fails in the Driving test he/she may deposit re-test fee of Rs 100/- after 7 days from last test and reappear for driving test on the specified date. If he/she fails in such 3 consecutive Driving tests, the Applicant will be allowed to re-appear only after 60-days from the last test.

f) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay Rs.88/- at AMTRON (the service provider) Counter being service charge for printing of Smart Card.

g) On printing of Smart Card, the process of RKMS i.e electronic authentication is done by the DTO and this process will take maximum 5 days.

h) On completion of aforesaid process the applicant may collect the Smart Card Driving Licence from the Delivery Counter of DTO's office itself.

**4. Standard application forms – Annexure - A (Form 4)**

**5. List of documents to be enclosed:-**

(a) Minimum 30 days old Learner Licence already held.

(b) Form no.-5, if the applicant has undergone Institutional Driving Training.

(c) 3 copies recent passport size photographs

**6. Fees**

Rs. 250/- for one category and Rs-50/- per additional category of vehicles in DTO's cash counter.

**7. User charge:-**

Rs. 88/- at the AMTRON counter for printing of DL Smart Card

**8. Standard Driving Licence:**

Annexure- 'B' (Form-7)

**9. Citizen charter –**

Annexure – 'C'

**Sd/-**

**Joint Secretary, Transport Department,  
Govt. of Assam, Dispur**

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR:: GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov' 2012.

**OFFICE MEMORANDUM**

**Subject matter: Guidelines for standard procedure to be followed for issuance of Duplicate Driving License Non transport/Transport.**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

- 1. Name of Service :-** Duplicate Driving Licence for Non-Transport/Transport vehicle
- 2. Eligibility Criteria :-** Any effective Driving Licence holder whose Licence has been lost/destroyed.

**3. Procedure to obtain the service:-**

a) **Where to apply:** The person has to apply to the District Transport officer where his/her license last issued or renewed.

b) **Hours of Application:** During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.

c) **Verification of Documents:** - Once documents are verified the applicant is allowed to make payment of necessary fees as mentioned below in case of smart card license holders.

In case of non-smart card licenses, the backlog data entry and the process of photo and biometrics will be carried out at AMTRON window located in District Transport Office. Thereafter, the applicant can collect disclaimer from AMTRON window for proof reading and editing, if any.

d) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/ transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay Rs.88/- at AMTRON (the service provider) Counter being service charge for printing of Smart Card.

e) On printing of Smart Card, the process of RKMS i.e electronic authentication is done. The applicant may collect the Smart Card Driving License from the Delivery Counter of DTO's office itself. The entire process will take maximum 15 days.

**Standard application forms – Annexure - A (Form 9)**

**5. List of documents to be enclosed:-**

(a) The Police report as to loss of the driving license

**Or**

(b) destroyed/mutilated license

(c) 3 copies recent passport size photograph

**6. Fees:** Rs. 20/- at DTO's cash counter.

**6. User charge:-** Rs. 88/- at the AMTRON counter for printing of DL Smart Card

**7. Citizen charter –** Annexure – 'B'

**Sd/-**

**Joint Secretary, Transport Department,  
Govt. of Assam, Dispur**

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR ::GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

**OFFICE MEMORANDUM**

**Subject matter: General guidelines for standard procedure to be followed for issuance of Learner's License for Transport vehicle, such as Taxi, Bus, Goods vehicle, 3-Wheeler Commercial vehicle etc which are used on commercial purpose on hire or reward .**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

**1. Name of Service :- Learners Licence for Transport vehicle**

**2. Eligibility Criteria :-**

- (a) Person must have attained the age of 20 years at the time of Application.
- (b) Holder of a driving licence for LMV Non-transport with one year driving experience.
- (c) The candidate should have passed VIII standard.
- (d) Medically fit

**3. Procedure to obtain the service:-**

a) Where to apply: The person has to apply at the local District Transport Office where the applicant normally resides or carried his/her business, in the prescribed Form No-2 along with the documents, as mentioned below.

b) Hours of Application: During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.

c) Verification of Documents: - Once documents are verified and on payment of fees, the process of photo and biometrics will be carried out at AMTRON window located in District Transport Office on same day.

d) Test: The applicant is exempted from appearing the Learner licence test.

e) On a date specified by the office, the applicant may collect the LL from AMTRON Counter (the service provider) on payment user charge of Rs. 30/- for Learner's Licence Printout.

**4. Validity:** Validity of Learner's license is 6 months.

**5. Standard application forms – Annexure - A (Form 2)**

Annexure - B (Declaration as to Medical Fitness in Form No-1)

Annexure - C (Medical certificate in Form1A)

**6. List of documents to be enclosed:-**

- (I). Photo: Applicant's recent 3 copies of Passport size photograph
- (II) Class VIII pass certificate
- (III) Copy of one year old driving licence of LMV-Non Transport
- (IV) Proof of Address: Any one of the following:

(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Ration Card (h) Employment Exchange Card (i) Certificate from Gazetted Officer (j) Proof of legal presence in India and proof of residence in case of Foreigners.

If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept an Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Address.

- (V). Proof of Age: Any one of the following:

(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Certificate granted by a registered medical practitioner not below the rank of a Civil Surgeon.

If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept an Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public.

**7. Fees:** Rs. 30/- for each category of vehicles in cash.

**8. User charge:** - Rs. 30/- in cash at the AMTRON counter for Learner Licence Printout

**9. Standard Learner's Licence:** Annexure- 'D' (Form-3)

**10. Citizen charter –** Annexure – 'E'

**Sd/-**

**Joint Secretary, Transport Department,  
Govt. of Assam, Dispur**

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR:: GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

**OFFICE MEMORANDUM**

**Subject matter: Guidelines for standard procedure to be followed for issuance of Duplicate Registration Certificate for Non- Transport.**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

- 1. Name of Service** :- Duplicate Registration Certificate for Non-Transport/Transport vehicle
- 2. Eligibility Criteria** :- Any owner of registered vehicle whose vehicle's Registration Certificate has been lost/destroyed.

**3. Procedure to obtain the service:-**

a) **Where to apply:** The person has to apply to the District Transport officer where his/her RC last issued.

b) **Hours of Application:** During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.

c) **Verification of Documents:** - Once documents and up to date tax position are verified the applicant is allowed to make payment of fees as mentioned below in case of smart card RC holders.

In case of non-smart card RCs, payment of tax and fees will be made after completion of backlog data entry process with VAHAN software. Thereafter, the applicant can collect disclaimer from AMTRON window for proof reading and editing, if any.

d) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/ transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay Rs.126/- at AMTRON (the service provider) Counter being service charge for printing of Smart Card.

e) On printing of Smart Card, the process of RKMS i.e electronic authentication is done. The applicant may collect the Smart Card Driving License from the Delivery Counter of DTO's office itself. The entire process will take maximum 7 days.

**Standard application forms – Annexure - A (Form26)**

**5. List of documents to be enclosed:-**

- (a) The Police report as to loss of the Regn. Certificate

**Or**

(b) Original destroyed/mutilated Regn. Certificate

(c) Consent of financier in case of hypothecated vehicle.

**6. Fees:-**

a) Rs. 30/- for 2 wheeler

b) Rs.100/- for LMV

at DTO's cash counter, Subject to change from time to time

**7. User charge:-**

c) Rs. 126/- at the AMTRON counter for printing of DL Smart Card Subject to change from time to time

**8. Citizen charter –**

Annexure – 'B'

**Sd/-**

**Joint Secretary, Transport Department,  
Govt. of Assam, Dispur**

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR:: GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

**OFFICE MEMORANDUM**

**Subject matter: Guidelines for standard procedure to be followed for issuance of Duplicate Registration Certificate for Transport.**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

- 1. Name of Service :-** Duplicate Registration Certificate for Non-Transport/Transport vehicle
- 2. Eligibility Criteria :-** Any owner of registered vehicle whose vehicle's Registration Certificate has been lost/destroyed.

**3. Procedure to obtain the service:-**

a) **Where to apply:** The person has to apply to the District Transport officer where his/her RC last issued.

b) **Hours of Application:** During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.

c) **Verification of Documents:** - Once documents are verified the applicant is allowed to make payment of user charge as mentioned below in case of smart card RC holders.

In case of non-smart card RCs, payment of user charge will be made after completion of backlog data entry process with VAHAN software. Thereafter, the applicant can collect disclaimer from AMTRON window for proof reading and editing, if any.

d) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/ transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay Rs.126/- at AMTRON (the service provider) Counter being service charge for printing of Smart Card.

e) On printing of Smart Card, the process of RKMS i.e electronic authentication is done. The applicant may collect the Smart Card Driving License from the Delivery Counter of DTO's office itself. The entire process will take maximum 7 days.

**Standard application forms – Annexure - A (Form26)**

**5. List of documents to be enclosed:-**

- (a) The Police report as to loss of the RC

**Or**

(b) Original destroyed/mutilated RC

(c) Consent of financier in case of hypothecated vehicle.

**6. User charge:-**

a) Rs. 150/-for Light Commercial vehicle,

b) Rs.200/- medium Goods/Passenger vehicle

b) Rs.300/- Heavy Goods/passenger vehicle

DTO's cash counter.

b) Rs. 126/- at the AMTRON counter for printing of DL Smart Card

**7. Citizen charter – Annexure – 'B'**

**Sd/-**

**Joint Secretary, Transport Department,  
Govt. of Assam, Dispur**

**GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR :: GUWAHATI – 6.**

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

**OFFICE MEMORANDUM**

**Subject matter: General guidelines for standard procedure to be followed for issuance of Learner's License for Non-Transport vehicle, such as motorcycle without gear, motor cycle with gear, light motor vehicle etc which are not used on hire or reward .**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

**1. Name of Service :- Learners Licence for Non-Transport vehicle**

**2. Eligibility Criteria :-**

- (a) Person must have attained the age of 18 years at the time of Application. For motorcycle without gear, applicant may apply on attainment of age 16 with the consent of the guardian.
- (b) Any Indian Citizen and in case of Foreigners, proof of legal presence in India and proof of the applicant's residence.

**3. Procedure to obtain the service:-**

a) Where to apply: The person has to apply at the local District Transport Office where the applicant normally resides or carried his/her business, in the prescribed Form No-2 along with the documents, as mentioned below.

b) Hours of Application: During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.

c) Verification of Documents: - Once documents are verified and on payment of fees as mentioned below, the process of photo and biometrics will be carried out at AMTRON window located in District Transport Office on same day.

d) On completion of data entry process with 'Sarathi' software, a date within maximum 14 days for computerised screening test will be communicated to the applicant on the same day.

e) Test: There will be an in house online computerised test at DTO's office itself. The applicant will be asked 10 multiple choice questions on the computer screen. Within 45 seconds each question to be answered and if answered 60%, i.e., 6 questions correctly he/she will be declared passed on the computer screen. The successful applicant can collect the Learner's Licence print out from AMTRON

(the service provider) window on payment of Rs. 30/-. Where such computerised test facility does not exist test will be undertaken orally.

f) If the applicant fails the test, he/she has to pay Rs. 30/- again in the respective cash counter of the District Transport Office and to follow the same procedure.

**4. Validity:** Validity of Learner's license is 6 months.

**5. Standard application forms – Annexure - A (Form 2)**

Annexure - B (Declaration as to Medical Fitness in Form No-1

Annexure - C (Medical certificate in Form 1A in case of 50 years of Age of the applicant.

**6. List of documents to be enclosed:-**

(I). Photo: Applicant's recent 3 copies of Passport size photograph

(II). Proof of Address: Any one of the following

(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Ration Card (h) Employment Exchange Card (i) Certificate from Gazetted Officer (j) Proof of legal presence in India and proof of residence in case of Foreigners.

If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept an Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Address.

(III). Proof of Age: Any one of the following

(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Certificate granted by a registered medical practitioner not below the rank of a Civil Surgeon, as to the Age of the applicant.

If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept an Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Age.

(IV). Blood group report with RH factor (optional).

**7. Fees: -** Rs. 30/- for each category of vehicles in cash fee.

**8. User charge:-** Rs. 30/- in cash at the AMTRON counter for Learner Licence Printout

**9. Standard Learner's Licence:** Annexure- 'D' (Form-3)

**10. Citizen charter –** Annexure – 'E'

**Sd/-**  
**Joint Secretary, Transport Department,**  
**Govt. of Assam, Dispur**

GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR: GUWAHATI – 6.

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

OFFICE MEMORANDUM

**Subject matter: Guidelines for standard procedure to be followed for Registration of non-transport vehicle, such as motorcycle without gear, motor cycle with gear, light motor vehicle etc which are not used on hire or reward .**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

1. **Name of Service** : - Registration of non-transport vehicle and registration certificate thereof.
2. **Eligibility Criteria** : - Any Indian Citizen and in case of Foreigners, proof of legal presence in India and proof of the applicant's residence.
3. **Procedure to obtain the service:-**
  - a) Where to apply: The person has to apply within 7 days from the date of purchase to the local District Transport Office where the applicant normally resides or place of his/her business where the vehicle is normally kept, in the prescribed Form No-20 along with the documents, as mentioned below.
  - b) Hours of Application: During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.
  - c) Verification of Documents: - Once documents are verified and on physical examination of the vehicle, the applicant is allowed to make payment of necessary tax and fees as mentioned below.
  - d) Data Entry: - After necessary data entry process with VAHAN software followed by necessary computer based approval/verification and assignment of registration mark, the applicant can collect disclaimer from AMTRON window for proof reading and editing, if any.
  - e) Fancy /choice Number: There is a provision to have a choice or fancy registration mark against a new vehicle on payment of Rs 4000/-. The chart of such fancy numbers is available with the DTO's office.
  - f) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/ transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay Rs.126/- at AMTRON (the service provider) Counter being service charge for printing of Smart Card.
  - g) High Security Registration Plate (HSRP): HSRP is mandatory for all kind of newly registered

vehicles. Printing and affixation is done in the premises of DTO's office or designated place on payment of fees to the authorized vendor as mentioned below.

h) On printing of Smart Card, the process of RKMS i.e electronic authentication is done. The applicant may collect the Smart Card Driving License from the Delivery Counter of DTO's office itself. The entire process will take maximum 15 days.

**5. Standard application forms** – Annexure - A (Form 20)

**6. List of documents to be enclosed:-**

- (I) Sale Certificate in Form 21
- (II) Road worthiness certificate in Form 22
- (III) Valid insurance certificate
- (IV) Any one of the following as proof of address

Electoral Roll/Life Insurance Policy/Passport/Pay slip issued by any office of the Central Government or a State Government or a Local body/School Certificate/Birth Certificate/Ration Card/Employment Exchange Card/Certificate from Gazetted Officer/Proof of legal presence in India and proof of residence in case of Foreigners. If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept an Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Address.

- (V) Copy of PAN card
- (VI) Temporary Registration, if any.
- (VII) Custom clearance certificate in case of imported vehicle.
- (VIII) NOC in Form ET-8 under Entry Tax Act from Taxation Department of Assam, if vehicle is purchased from outside Assam.
- (IX) Chassis pencil print.
- (X) Invoice of the vehicle from the Motor Vehicle dealer excepting 2 wheelers.

**7. Tax and fees:**

- a) Registration fee Rs. 60/- (Two Wheeler) and other than two wheeler Rs. 200/- subject to change from time to time
- b) Onetime tax (OTT) on the cost of the vehicle as per tax schedule available at DTO's office. OTT for 2wheeler is levied on un-laden weight.
- c) Rs 4000/- for fancy/choice registration mark at DTO's cash counter.

**8. User charge: -**

- a) Rs. 126/- at the AMTRON counter for printing of DL Smart Card subject to change from time to time
- b) Rs 119/- for 2 wheeler, Rs 153/- for 3wheeler, Rs 318/- for 4 wheeler (LMV) to HSRP Vendors, subject to change from time to time for affixation of High Security Registration

**9. Standard Registration Certificate:** Annexure- 'B' (Form-23A, Electronic version)

**10. Citizen charter –** Annexure – 'C'

**Sd/-**

Joint Secretary, Transport Department,  
Govt. of Assam, Dispur

GOVERNMENT OF ASSAM  
TRANSPORT DEPARTMENT  
DISPUR: GUWAHATI – 6.

NO.TMV/54/2012/Pt/148

Dated Guwahati the 1<sup>st</sup> Nov'2012.

OFFICE MEMORANDUM

**Subject matter: Guidelines for standard procedure to be followed for Registration of transport vehicle, such as Taxi, Bus, Goods vehicle, 3-Wheeler Commercial vehicle etc which are used on commercial purpose on hire or reward.**

To facilitate smooth and efficient public service to the eligible citizen within stipulated time and for matter connected therewith, the Governor of Assam is pleased to notify the following service to be provided by Transport Department, Govt of Assam.

1. **Name of Service** : - Registration of transport vehicle and registration certificate thereof.
2. **Eligibility Criteria** : - Any Indian Citizen and in case of Foreigners, proof of legal presence in India and proof of the applicant's residence.
3. **Procedure to obtain the service:-**
  - a) Where to apply: The person has to apply within 7 days from the date of purchase to the local District Transport Office where the applicant normally resides or place of his/her business where the vehicle is normally kept, in the prescribed Form No-20 along with the documents, as mentioned below.
  - b) Hours of Application: During office hours but before closure of cash counter at 2 pm, enabling to pay fees on the same day provided all relevant documents are in order.
  - c) Verification of Documents: - Once documents are verified and on physical examination as to fitness of the vehicle, the applicant is allowed to make payment of necessary tax and fees as mentioned below.
  - d) Data Entry: - After necessary data entry process with VAHAN software followed by necessary computer based entry of fitness/approval/verification and assignment of registration mark, the applicant can collect disclaimer from AMTRON window for proof reading and editing, if any.
  - e) Fancy /choice Number: There is a provision to have a choice or fancy registration mark for a new vehicle on payment of necessary fees. The chart of such fancy numbers and fees thereof is

available at the DTO's office.

f) The DTO will accept the Disclaimer duly signed/consented by the applicant and push/ transfer the required data to AMTRON for Printing of smart card purpose. The Applicant shall pay user charge at AMTRON (the service provider) Counter for printing of Smart Card.

g) High Security Registration Plate (HSRP): HSRP is mandatory for all kind of newly registered vehicles. Printing and affixation is done in the premises of DTO's office or designated place on payment of fees mentioned below to the authorized vendor.

h) On printing of Smart Card, the process of RKMS i.e electronic authentication is done. The applicant may collect the Smart Card Driving License from the Delivery Counter of DTO's office itself. The entire process will take maximum 15 days.

#### 5. **Standard application forms** – Annexure - A (Form 20)

#### 6. **List of documents to be enclosed:-**

(I) Sale Certificate in Form 21

(II) Road worthiness certificate in Form 22 & 22A( in case of body construction matter)

(III) Valid insurance certificate

(IV) Any one of the following as proof of address

Electorol Roll/Life Insurance Policy/Passport/Pay slip issued by any office of the Central Government or a State Government or a Local body/School Certificate/Birth Certificate/Ration Card/Employment Exchange Card/Certificate from Gazetted Officer/Proof of legal presence in India and proof of residence in case of Foreigners. If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept an Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Address.

(V) Copy of PAN card

(VI) Temporary Registration, if any.

(VII) Custom clearance certificate in case of imported vehicle.

(VIII) NOC in Form ET-8 under Entry Tax Act from Taxation Department of Assam, if vehicle is purchased from outside Assam.

(IX) Chassis pencil print.

(X) Invoice of the vehicle from the Motor Vehicle dealer excepting 2 wheelers.

(XI) Necessary assurance letter for issue of permit from Regional/State Transport Authority

#### 7. **Tax and fees**

a) Registration fee Rs. 300/- (Light Commercial Vehicle), Rs. 400/- (Medium Goods Vehicle, Medium Passenger Motor Vehicle), Rs. 600/- (Heavy Goods Vehicle, Heavy Passenger motor vehicle), Rs. 800/- (Imported motor vehicle), Rs. 300/- (Any other vehicle not mentioned above), subject to change from to time

b) Quarter/annual tax and fees on the laden weight of the goods vehicle as per tax schedule available at DTO's office.

c) Quarter/annual tax and fees on the seating capacity of the passenger

vehicle as per tax schedule available at DTO's office.

d) Quarter/annual tax and fees on the cost of the construction equipment vehicle as per tax schedule available at DTO's office.

g) Rate chart for fancy/choice registration mark is available at DTO's office

**8. User charge: -** e) Rs. 126/- at the AMTRON counter for printing of DL Smart Card subject to change from to time

f) Rs 153/- for 3wheeler, Rs 318/- for 4 wheeler (LMV), Rs 335/- for heavy passenger and goods vehicle to HSRP Vendors subject to change from to time for affixation of High Security Registration Plate.

**9. Standard Registration Certificate:** Annexure- 'B' (Form-23A, Electronic version)

**10. Citizen charter –** Annexure – 'C'

**Sd/-**

Joint Secretary, Transport Department,  
Govt. of Assam, Dispur