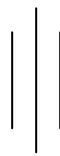


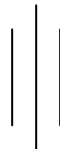


# **MANNUAL**

**(To be published Under R.T.I ACT-2005)**



**OF**



**TRANSPORT DEPARTMENT  
(MOTOR VEHICLE DIVISION)  
GOVERNMENT OF SIKKIM  
GANGTOK**

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## **1. PARTICULARS OF ORGANIZATION**

The Motor Vehicle Division is a constituent part of the Transport Department, Government of Sikkim whose salient features are to enforce and implement the laws relating to Motor Vehicles Act of 1988, Central Motor Vehicle Rule of 1989, Sikkim Motor Vehicle Rule of 1991 and the Sikkim Motor Vehicle (Taxation) Act of 1982. According to the Notification No: 22/Home/2004, dated 03.03.04, Government of Sikkim (Allocation of Business) Rules 2004 the Motor Vehicle Division has been entrusted with the following business: -

1. Registration of motor vehicles
2. Issue of taxi route permits
3. Issue of driving licenses
4. Enforcement of fitness certificate
5. Collection of motor vehicle road tax
6. Meeting of State Transport Authority
7. Realization of Government revenue by way of taxes and fees from vehicles owners
8. Issue of countersignature to West Bengal public carriers and stage carriages/contract carriages under Reciprocal Agreement
9. All matters relating to Inter-State transport arrangement
10. Enforcement of provision of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Sikkim Motor Vehicle Rules, 1991.
11. Sikkim Motor Vehicles Taxation Act, 1982
12. Control of all State Transport undertakings
13. Public service-statutory rules of the services with which the department is concerned.
14. Transport Policy

## **ORGANIZATIONAL SET UP**

**This organization is consist of the following: -**

- (a) **Head Office:** - It is situated at Yatayat Bhawan, Gangtok and headed by the Pr. Secretary, Transport Department assisted by Special Secretary, Secretary, State Transport Authority, Additional Secretary, Jt. Secretary, Dy. Secretary, Under Secretary, Accounts Officer and sub-ordinate ministerial and accounts staff including Technical & Group 'D' staff of Motor Vehicle Division. (*Strength position at Annexure-VIII*).

### **Functions: -**

The Head office provides the following services: -

- General administration
- Policy preparation
- Registration of all kinds of vehicles based in Sikkim;
- Co-ordination of functioning of RTO's offices
- Correspondence matters
- Issue of recommendation to Sikkim based goods carriers and buses for counter signature by West Bengal.
- Issue of counter signature permits to West Bengal based goods carriers and buses
- Requisition of vehicles for elections, important meets etc.
- Mobile checking
- Road safety

## **REGIONAL TRANSPORT OFFICES**

- (b) **Office of Sr. Regional Transport Authority (North/East); Gangtok, East District:** - It is headed by Sr. R.T.O, and assisted by R.T.O., Jr. R.T.O, MVI (Tech) and sub-ordinate ministerial, accounts, field staff including Group 'D' staff of Motor Vehicle Division. (*Strength position at Annexure X*)
- (c) **Office of Sr. Regional Transport Authority (South/West), Jorethang, South District:** - It is headed by Sr. R.T.O and assisted by Jr. R.T.O, MVI, sub-ordinate ministerial and accounts staff, field staff including Group 'D' staff of Motor vehicle Division. (*Strength position at Annexure-IX*). These district offices provide the following services to the public within their respective jurisdiction:-

- Issue/renewal of learner/driving licence
- Issue of special and temporary permits
- Inspection/certification of fitness of vehicle
- Renewal of token taxes
- Issue of counter signature recommendation for Sikkim based contract carriage
- Issue of counter signature permits for West Bengal based contract carriage
- Field enforcement of the provisions of the Motor Vehicle Act & rules
- Mobile checking
- Accident investigation
- Road safety

## **2 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.**

### **I. SPECIAL SECRETARY**

- i) She will function as the head of office of the M.V. Division.
- ii) Look after such other works specially assigned to her by the higher authority.

### **II. S.T.A./ ADDITIONAL SECRETARY – I**

- i) He will function as Secretary, State Transport Authority (STA) as per Notification No: 124/84/89/4 dated: 6.10.99 and look after the works such as grant of fresh permits, renewal of route permits, recommendation for countersignature by RTA, Darjeeling, issue of countersignature to West Bengal vehicles on the recommendation of RTA, Darjeeling, issue of special/temporary route permits and other any other matters to be attended to by Secretary, STA.
- ii) He will be the Registering Authority for Temporary Registration.
- iii) Look after the accounts works and Revenue collection.
- iv) He will also look after the Registration and related works pertaining to SK-03, SK-04 and SK-05 series during the absence of the Dy. Secretary-II and SK-01 and SK-02 series during the absence of the Deputy Secretary-I.
- v) He will deal with the fixation/revision of taxi fares/trucks freights etc.
- vi) Any other works specially assigned by higher authority.
- vii) He will attend to all audit reports and paras.
- viii) He will deal with all Central Government as well as State Governmental correspondences.
- ix) He will be the In-charge of the Enforcement wing of the Division and supervise ways and means to improve the system.

### **III ADDITIONAL SECRETARY –II**

- i) He will look after the General Administration
- ii) He will deal with all Central Government as well as State Governmental correspondences.
- iii) He will look after the legal aspects of the MV Act, 1988, & Rules
- iv) He will look after the Sikkim Motor Vehicles Taxation Act, 1982

- v) He will also look after the works of the Addl. Secretary-I during the leave/absence of Additional Secretary-I
- vi) If need be, he will also put up important and related matter for consideration of higher authority as per O.O. 134/CCS/TD dated: 16.11.2000.
- vii) He will also look after the Registration and related works pertaining to Sk-01/02 during the leave/absence of the Deputy Secretary-I and Sk-03/04 and 05 during the leave/absence of the Deputy Secretary-II.
- viii) Any other work specially assigned by the higher authority.

#### **IV DEPUTY SECRETARY -I**

- i) She will have full time office in the Registration office at Indira Bye Pass.
- ii) She will be the Registering Authority for SK-01 & -02 and all related works.
- iii) She will supervise and look after the General Administration of the Registration Section.
- iv) She will also look after the registration and related works of SK-03/04 and 05 series during the leave/absence of Dy. Secretary-II.
- v) She will issue N.O.C. pertaining to SK-01 and SK-02;
- vi) She will supervise the allocation of old abandoned registration numbers of SK-01 and SK-02 series duly verifying from the registration registers for allocation to fresh applicants.
- vii) Any other works specifically assigned by the higher authority.

#### **V DEPUTY SECRETARY- II**

- i) He will be Registering Authority for SK-03, 04 and SK-05 series. He will also look after the registration and related works pertaining to Sk-01 and SK-02 series during the absence of Deputy Secretary-I.
- ii) He will look after the implementation of "Vahan" under E-Governance.
- iii) He will look after the case of NOC of SK-03, 04 and 05 series.
- iv) He will supervise the allocation of old abandoned registration numbers of SK-03, 04 and 05 series duly verifying from the registration registers for allocation to fresh applicants.
- v) Any other works specifically assigned by the higher authority.

**VI. UNDER SECRETARY -I**

- i) General Administration works
- ii) Reconciliation of reports submitted by RTO offices
- iii) Compilation of reports submitted by Crime Branch & accident data.
- iv) Compilation of checking reports by Sr. RTO, Jr. RTOs and MVIs
- v) She will assist the Addl. Secretaries & attend to such works assigned to her from time to time.
- vi) Any other works specifically assigned.

**VII. UNDER SECRETARY -II**

- i) Preparation of Annual Administrative Report / Notifications / other reports
- ii) Correspondence with Central Govt./State Govt. Department & others
- iii) Preparation of minutes of all meetings.
- iv) He will assist the Addl. Secretaries & attend to such works specially assigned to him from time to time.
- v) Any other works specifically assigned.

**VIII. ACCOUNTS OFFICER**

- i) He shall be the D.D.O. & overall in-charge of Accounts Section;
- ii) Shall sign Challan for payment of tax / fee.

**DUTIES AND RESPONSIBILITIES OF STAFF OF MOTOR VEHICLES DIVISION,  
TRANSPORT DEPARTMENT.**

**ADMINISTRATION SECTION (HEAD OFFICE).**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Work Assigned</b>
1	Mrs Bindu Dhakal	Office Superintendent	Head Office, Yatayat Bhawan	<ul style="list-style-type: none"> <li>i) Over all supervision of subordinate staff.</li> <li>ii) Processing of annual increments, leave etc. of staff and other routine jobs of administrative nature.</li> <li>iii) Cases relating to correspondence with other states and central governments.</li> <li>iv) Agent Licence.</li> <li>vi) Counter permit in r/o W.B. Vehicle</li> <li>vii) Any other works specifically assigned.</li> </ul>
2	Mrs. Naina Kala Pradhan	Steno Grade I	Head Office, Yatayat Bhawan	<ul style="list-style-type: none"> <li>i). Attends all the dictations and typing works of Secretary STA &amp; Joint Secretary of M.V. Division</li> <li>ii) Processing of files and Record Keeping of SK-TC numbers.</li> <li>iii). Any other works specifically assigned to her by the authorities</li> <li>iv) Any other works specifically assigned.</li> </ul>
3	Mrs. Uma Lepcha	LDC	Head Office, Yatayat Bhawan	<ul style="list-style-type: none"> <li>i). Dispatch work, Proper Record keeping of all Personal files of staff of the Division.</li> <li>ii) She shall maintain diary of internal and external movement of officials papers and files</li> <li>iii) Any other works specifically assigned.</li> </ul>
4	Mrs. Anjana Pradhan	LDC	Head Office, Yatayat Bhawan	<ul style="list-style-type: none"> <li>i). Processing of files &amp; papers relating to miscellaneous subject received from Central &amp; State Government. She shall also maintain its records and dairy.</li> </ul>

**ACCOUNTS SECTION (HEAD OFFICE)**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Work Assigned</b>
1	Mr. C. Tshering	Sr. Accountant	Head Office, Yatayat Bhawan,	(i). Preparation of Annual Budget Estimates. To attend periodic audit query replies in expenditure portion and to submit information to Public Accounts Committee and to Finance Commission and any other required information. To furnish replies to objected bills received from Pay and Accounts Office.
2	Ms. Salu Thapa	Jr. Accountant	Head Office, Yatayat Bhawan,	(i). Preparation of bills, increments arrear, maintenance of Cash Book and disbursement of payment etc. To put up monthly and touring POL for approval and sanction and to keep proper records of paid voucher under debatable Head-wise. To put up requisition for office stationary and to keep proper entry and delivery receipt thereof. Preparation of monthly expenditure statement and revenue statement for onwards submission to Finance Department. Forwarding of revenue cheques received from other department.
3	Mr. Raju Rai	Accounts Clerk	Head Office, Yatayat Bhawan,	(i). To put up all accounts related matter to the Accountant for onward submission. Preparation of Contingent Bills and proper maintenance of vouchers Nos. /Cheque No. in CAR and in Bill Register. Receipts of Banks receipt and delivery thereof to B.R. compilers.

**REGISTRATION SECTION**

Sl. No	Name	Designation	Place of Posting	Work Assigned
1	Shri Roshan Pradhan	MVI (Tech.)	Registration Section, Bye Pass Road, Gangtok	<ul style="list-style-type: none"> <li>i) Inspection of all accident cases within East &amp; North district and inspection of vehicle for registration/ renewal of fitness etc.</li> <li>ii) Conduct driving test;</li> <li>iii) Any other works specifically assigned.</li> </ul>
2	Mr. Sonam Wangchen	MVI (Enforcement)	Registration Section, Bye Pass Road, Gangtok	<ul style="list-style-type: none"> <li>i) Road checking of vehicles periodically within East and North districts and inspection of vehicles for registrations.</li> <li>ii) Any other works specifically assigned.</li> </ul>
3	Mr. M.K. Gurung	MVI (Enforcement)	Registration Section, Bye Pass Road, Gangtok	<ul style="list-style-type: none"> <li>i) Road checking of vehicles periodically within East and North districts and inspection of vehicles for registrations.</li> <li>ii) Any other works specifically assigned.</li> </ul>
4	Mr. Rakam Sing Rai	Head Assistant	Registration Section, Bye Pass Road, Gangtok	<ul style="list-style-type: none"> <li>(i). Recommendation of Sikkim based goods carriers.</li> <li>(ii). Route permits r/o Sk- 03</li> <li>(iii). Correspondence with G.O.S.</li> <li>(iv). He will attend Audit Paras.</li> <li>(v). Counter check documents for registration of Sk-02, 03, 04 and 05.</li> <li>(vi). Special permit in r/o Sk-03.</li> <li>(vii) Any other works specifically assigned.</li> </ul>
5	Mr. Milan Sharma	LDC/RC	Registration Section, Bye Pass Road, Gangtok	<ul style="list-style-type: none"> <li>(i). He will process the files in r/o Sk-02 series.</li> <li>(ii). Issue of NOC / Confirmation in r/o Sk-02 series.</li> <li>(iii) Any other works specifically assigned.</li> </ul>
6	Mr. Dorjee Palden Bhutia	LDC/RC	Registration Section, Bye Pass Road, Gangtok	<ul style="list-style-type: none"> <li>(i). Registration of new vehicles of Sk-04 series.</li> <li>(ii). Replacement of Sk-04 series</li> <li>(iii) Any other works specifically assigned.</li> </ul>

7	Mr. Pintso Namgyal	LDC/RC	Registration Section, Bye Pass Road, Gangtok	(i). Transfer of ownership in r/o Sk-04 series. (ii). Record Keeping of files /Register of Sk-04 series. (iii) Any other works specifically assigned.
8	Miss Hissay Yonzom	LDC/RC	Registration Section, Bye Pass Road, Gangtok	(i). Process deals with cases Registration /Replacement Transfer of ownership in r/o Sk-03 series. (ii). Issue of NOC /Confirmation of Sk-03 series. (iii). Record keeping of files/ register in r/o Sk- 03 series (iv)Any other works specifically assigned.
9	Mr. Arun Sharma	LDC/RC	Registration Section, Bye Pass Road, Gangtok	(i). Issue of assurance letter in r/o Sk-03, Sk-04 and 05 series. (ii). Maintains record of A/L of Sk-03 Sk-04 and 05 series. (iii). Issue of route permit/renewal of permit in r/o Sk-04. (iv) Any other works specifically assigned.
10	Mrs. Kalpana Chettri,	LDC/RC	Registration Section, Bye Pass Road, Gangtok	i). Registration/ Replacement/ Transfer of ownership in r/o Sk-01series and maintains of record keeping of files /register. ii). Dispatched Dairy work of Division. iii). She will be responsible for movement of Officials files/ papers received from GOI/GOS. (iv)Any other works specifically assigned.
11	Mr. Takendra Gurung	LDC/RC	Registration Section, Bye Pass	i) Transfer of ownership/ Replacement, hypothecation in r/o Sk-02 series & Government Vehicle. ii). Maintain of record in r/o Sk-02 series. (iii) Any other works specifically assigned.

12	Mr. Mahendra Subedi	LDC/RC	Registration Section, Bye Pass	i). Processing of files in r/o Sk-02 series. ii). Issue of NOC /confirmation in r/o Sk-02 series.
13	Mr. Rajendra Kotwal	Constable	Registration Section, Bye Pass	(i). Record keeping of Sk-04 Series. (ii) Any other works entrusted by Authorities (iii)Any other works specifically assigned.
14	Mr. Roshan Subba	Constable	Registration Section, Bye Pass Road, Gangtok	(i) Traffic control duty during road checking, (ii) Any other works assigned by authorities (iii)Any other works specifically assigned.

**DUTIES AND RESPONSIBILITIES OF STAFF POSTED IN THE OFFICE OF SR. R.T.O. MOTOR VEHICLES DIVISION, EAST & NORTH DISTRICTS, GANGTOK.**

Sl. No	Name	Designation	Place of Posting	Work Assignment
1	Shri. H.R Rai	Sr. RTO, Gnagtok	Regional Transport Office (North & East ) Gangtok	i). Issue and renewal of driving licence of all type. ii). Renewal of tax and fitness of Sk-03 series vehicles. iii). Issue of counter signature permit to West Bengal based taxis. iv). Administrative work. v). Correspondence with Central and State Government. vi). Control of Smart Card Section. vii). Nodal Officer for E-Governance. Control of smoke testing center. viii). Head of enforcement for the region. ix). Control over driving training institute. x). Renewal of driving licence and tax of other state vehicles. xi). Temporary permit to goods carrier of other state.
2.	Mr. T.R. Rai	Jr. RTO, Gangtok	Regional Transport Office (North & East ) Gangtok	i). Administrative work. ii) Renewal of tax and fitness of SK-04 series vehicles. iii). Issue of learner licence.

				<ul style="list-style-type: none"> <li>iv). Checking of vehicles.</li> <li>v) Issue of temporary permit/ special permit.</li> <li>vi) Renewal of Driving licence issued from other states.</li> </ul>
3.	Mr. K.S. Gurung	Jr. RTO, Gangtok	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i). Renewal of tax of SK-01 and SK-02 series</li> <li>ii). Checking of vehicles.</li> <li>iii). Issue of temporary and Special permit.</li> <li>iv). Recommendation for C/S permit to contract carriage.</li> <li>v). Tax renewal of vehicles registered outside state</li> </ul>
4	Shri T.P. Denzongpa	MVI (Enforcement)	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) All administrative works,</li> <li>ii) Inspection of vehicles,</li> <li>iii) Conducting of driving test,</li> <li>iv) Mobile checking,</li> <li>v) Preparation of C/S permit to W.B. based taxis,</li> <li>vi) Preparation of temporary permit to goods carrier of other state,</li> <li>vii) Correspondence with other states.</li> </ul>
5	Shri Phurba Wangyal Bhutia	MVI (Tech.)	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Inspection of all accident cases within East &amp; North district and inspection of vehicle for registration/ renewal of fitness etc.</li> <li>ii) Conduct driving test;</li> <li>iii) Any other works specifically assigned.</li> </ul>
5	Smt. Devika Rai	Steno	Regional Transport Office (North & East ) Gangtok.	<ul style="list-style-type: none"> <li>i) All type of typing work of the R.T.O. Office</li> <li>ii) Preparation of learner licence</li> <li>iii)</li> </ul>
6	Miss Akith Wangyal	UDC	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Renewal of tax of other state vehicles</li> <li>ii) Renewal of fitness and tax of SK-04 &amp; SK-05 series</li> <li>iii) Renewal of tax of SK-01 &amp; SK-02 series</li> <li>iv) Preparation of temporary and special permit</li> <li>v) Processing of file for issue of duplicate R/C book, D/L, Route permit of all type of vehicles</li> <li>VI) Processing of file for extension of life period of SK-01 and 02 series</li> </ul>
7	Mrs. Hari Maya Chettri	LDC	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Renewal of tax fitness of Sk-04 series vehicle</li> <li>ii) Preparation of special and temporary permit of Sk-04 series</li> <li>iii) Renewal of tax of SK-01 and 02 series processing of file for issue of duplicate R/C book, route permit etc of SK-04 series.</li> </ul>

8	Mr. Dawa Tshering Sherpa	LDC	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Preparation of driving licence/fresh and renewal.</li> <li>ii) Issue of duplicate driving licence.</li> <li>iii) Endorsement in driving licence</li> <li>iv) Correspondence with other state.</li> <li>v) Correspondence with Insurance Company regarding details of driving licence.</li> </ul>
9	Mr. P.G. Kazi	LDC	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Preparation of fresh driving licence</li> <li>ii) Preparation of learner licence</li> <li>iii) Preparation of temporary permit during tourist seasons</li> <li>iv) Correspondence with other state regarding D/L</li> <li>v) Renewal of driving licence.</li> </ul>
10	Mrs. Kusum Gurung	LDC	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Renewal of tax in r/o SK-01 series.</li> <li>ii) Preparation &amp; recommendation of C/S permit of SK-04 series vehicle.</li> <li>iii) Issuance of learner licence</li> </ul>
11	Mr. D.K. Tamang	Daftary	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Renewal of tax and certificate of fitness of Sk-03.</li> <li>ii) Preparation of temporary permit of goods carrier.</li> <li>iii) Record keeping of the files.</li> </ul>
12	Mr. Dawa Lepcha	Constable	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Traffic control duty during road checking</li> </ul>
13	Mr. Palden Tamang	Driver	Regional Transport Office (North & East ) Gangtok	<ul style="list-style-type: none"> <li>i) Attached to Sr. RTO, vehicle.</li> </ul>

**RANGPO CHECK POST**

Sl. No	Name	Designation	Place of Posting	Work Assignment
1	Sri O.P. Deokota	MVI (Enforcement)	Rangpo Check Post	<ul style="list-style-type: none"> <li>i) Checking of vehicles at Rangpo Check Post</li> <li>ii) Compounding of offences and imposing fine.</li> <li>iii) Any other works specifically assigned to him</li> </ul>
2	Mr. Laxuman Tamang	Head Constable	Rangpo Check Post	<ul style="list-style-type: none"> <li>i) Checking of vehicles at Rangpo Check Post</li> <li>ii) Compounding of offences and imposing fine.</li> <li>iii) Any other works specifically assigned.</li> </ul>

3	Mr. Ram Gurung	Constable	Rangpo Check Post	<ul style="list-style-type: none"> <li>i) Checking of vehicles at Rangpo Check Post</li> <li>ii) Compounding of offences and imposing fine.</li> <li>iii) Any other works specifically assigned.</li> </ul>
4.	Mr. Tashi Tshering Sherpa.	Constable	Rangpo Check Post	<ul style="list-style-type: none"> <li>i) Checking of vehicles at Rangpo Check Post</li> <li>ii) Compounding of offences and imposing fine.</li> <li>Any other works specifically assigned.</li> </ul>

**DUTIES AND RESPONSIBILITIES OF STAFF OF MOTOR VEHICLES DIVISION, SOUTH & WEST, JORETHANG**

Sl. No	Name	Designation	Place of Posting	Work Assignment
1	Mr. H.B. Gurung	Sr. RTO, Jorethang	Regional Transport Office (South & West) Jorethang	<ul style="list-style-type: none"> <li>i) Signing the Registration Certificate book of SK-03-04 series,</li> <li>ii) Signing of permits, Driving Licence and learner licence, overall in-charge and DDO,</li> <li>iii) Head of enforcement for the region</li> </ul>
2	Mr. H.B. Chettri	Jr. RTO, Jorethang	Regional Transport Office (South & West ) Jorethang	<ul style="list-style-type: none"> <li>i) Singing the documents of SK-01 and 02 and Government vehicles.</li> <li>ii) .Signing of special permit.</li> <li>iii) Supervise the MVIs as RTO enforcement in the South &amp; West District.</li> <li>iv) Checking of vehicles while renewing fitness</li> </ul>

3	Mr. R.H. Subba	MVI (Enf.)	Regional Transport Office (South & West ) Jorethang	i) Supervise the entire South-West ii) District as MVI enforcement and check the vehicle for renewal of fitness. iii) Any other works specifically assigned to him
4	Mr. N. Sharma	MVI (Tech.)	Regional Transport Office (South & West ) Jorethang	i) Checking of all Accidents vehicles within South & West district and checking vehicle for renewal of fitness. ii) Any other works specifically assigned to him
5	Mr. M.B. Gurung	LDC	Regional Transport Office (South & West ) Jorethang	Prepare the document in respect of SK-01 –04 series, registration, replacement and NOCs.
6	Mr. Mahendra Gurung	LDC	Regional Transport Office (South & West ) Jorethang	Preparation of Route permits, preparation of SL and LL, renewal of documents in respect of SK-02 & Sk-03 series vehicles.
7	Mr. N.B. Subba	Accountant	Regional Transport Office (South & West ) Jorethang	Preparation of documents in respect of Government and NHPCs vehicles and all the accounts works.
8	Mr. Chatraman Rai	Driver	Regional Transport Office (South & West ) Jorethang	Attached to Sr. RTO vehicle
9	Mr. T.B. Manger	Peon	Regional Transport Office (South & West ) Jorethang	Office Peon

**MELLI CHECK POST**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>Work Assignment</b>
1	Mr. Rodhan Lama	MVI (Enforcement)	Melli Check Post	i) Checking over all Vehicles at Melli Check Post. ii) Compounding of offences and imposing fine. iv) Any other works specifically assigned to him
2.	Mr. Kamal Subba	Head Constable	Melli Check Post	i) Checking over all Vehicles at Melli Check Post. ii) Compounding of offences and imposing fine. v) Any other works specifically assigned to him
3.	Mr. Kiran Pradhan	Constable	Melli Check Post	i) Checking over all Vehicles at Melli Check Post. ii) Compounding of offences and imposing fine. vi) Any other works specifically assigned to him

**3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY / NORMS SET UP FOR DISCHARGE OF ITS FUNCTIONS:-**

- A (a) Annual Increment, leave, etc. of the employees shall be sanctioned by Head of Office on recommendation of junior officers as per Sikkim Government Service Rules.
- (b) In case of appointment, grant of advancement grade pay scale and other service related matter shall be referred to DPC constituted from time to time by the Government and on their recommendation the case shall be forwarded to the Government for its approval as laid down in the Sikkim Government Service Rules
- (c) Cases for policy decision are processed in the department and submitted to the government.
- (d) For making decision within the power of the head of department cases are processed and submitted to him.
- (e) For grant of contract carriage, local taxi, stage carriage, goods carriage, luxury tourist vehicle, other bus permits, the applications are to be put up to the State Transport Authority Board for approval/confirmation of already issued permits.

(f) **Procedure for Registration of Vehicles In Sikkim**

➤ **Temporary Registration**

Sl No	Particulars	Authority to whom application to be made	Prescribed form for application, along with its no. & relevant rules, if any,	Requisite documents to be enclosed along with application	Fee for different classes of vehicles	Availability of forms	Remarks
1	2	3	4	5	6	8	
1	Temporary registration	Secretary, S.T.A.	Form No:SKV-18	a) Invoice;(Photo copy duly attested) b) Age proof; c) Prescribed fee. d) Address proof; e) Receipt for payment of fee/tax f) Insurance (photo copy) g) S.T/Cess clearance h) Form 21, 22 (photo copy duly attested)	(a) Two wheelers - Rs. 100/- (b) Light Motor Vehicle -Rs. 200/- (c) Medium Motor Vehicle -Rs. 300/- (d) Heavy Motor Vehicle -Rs. 400/-	Form can be availed of from vendor on payment of Rs.5/-for set in the registration office, Indira Bye Pass Road, Gangtok itself	

➤ **Permanent Registration**

SI No	Particulars	Requisite documents	Remarks
1.	New vehicle	a) Form 20,21,22 (if loan-34 also) b) Invoice c) Chassis print 2 nos. d) Insurance e) Sale Tax Clearance Certificate f) Cess clearance certificate g) Address proof of applicant h) Prescribed fee. i) Garage certificate; j) Production of vehicle; k) Age proof	1) The vehicle is required to be registered instantly on purchase or 2) If temporarily registered
2	Old vehicle	a) form 20, b) sale deed from seller, c) insurance, d) address proof of applicant, e) old registration certificate with up to date tax paid receipt f) Prescribed fee.	
3	Ownership change	a) forms No.20,29,30 b) registration certificate with up to date tax paid certificate c) address proof, d) Prescribed fee.	

(g) **Details of fee, tax etc. to be paid for registration; fitness; route permit; conducting test etc. of a vehicle.**

(1) SK – 01 Series

Sl No	Particulars	Series No.	Details of fee/tax	Remarks
1.	Registration of two wheeler	SK_01	(a) Regd. Fee – Rs. 60/- (b) Tax (c) Conducting test Rs.100/-	1. Fee chart at Annexure-IV & V 2. Tax Chart at Annexure-VI
2	Replacement or ownership change	-do-	(a) Replacement fee – Rs. 30/- (b) Conducting test fee – 100/-	
3	Issue of duplicate trade certificate: Motor cycle Invalid carriage	-do-	Rs.30/- Rs. 30/-	

(2) SK - 02 Series.

Sl No	Particulars	Series No.	Details of fee/tax etc	Remarks
1	Jeep/Gypsy	SK-02	a) Regd. Fee Rs. 200/- b) Fitness fee Rs.100/- c) Tax d) Conducting test- 200/-	1. Fee chart at Annexure-IV & V 2. Tax Chart at Annexure-VI
2	Van/Car	-do-	a) Regd. Fee Rs. 200/- b) Fitness fee Rs.100/- c) Tax d) cond. test Rs.200/-	
3	Replacement of jeep/gypsy/van/car	-do-	a) Replacement fee – Rs. 50/- b) Fitness Rs. 100/- c) dup.R/C book fee Rs. 100/- d) Con. Test fee Rs. 200/-	
4	Ownership change of jeep/gypsy/van/car	-do-	Transfer of ownership fee Rs.200/- b) Fitness Fee Rs. 100/- c) cond. Test fee Rs. 200/-	
5	Issue of duplicate	-do-	Fee amount Rs. 150/- each	

(3) SK -03 Series

SL NO	Particulars	Series	Fee/tax to be paid	Remarks
1	2	3	4	5
1	Registration truck Heavy above 12000 kgs G.V.W.	SK-03	a) Regd. Fee – Rs. 600/- b) Fitness fee- Rs. 100/- c) Test fee - Rs. 400/- d) Tax e) Route permit fee	1.Fee chart at Annexure-IV & V 2.Tax Chart at Annexure-VI
2	Registration of medium truck 7500 kgs and below 12000 kgs G.V.W.	-do-	a) Regd. Fee Rs. 400/- b) fitness fee – Rs. 100/- c) con. Test fee – Rs.300/- d) Tax	
3	Regd. Of light truck(up to 7500 kgs G.V.W.)	-do-	a) Regd. Fee Rs. 300/- b) fitness Rs. 100/- c) con. Test Rs. 200/- d) Tax	
4	Replacement of heavy vehicle	-do-	a) Fitness Rs. 100/- b) Con. Test Rs.400/-	
5	Replacement of medium vehicle	-do-	a) Fitness – Rs. 100/- b) Con. Test – Rs. 300/-	
6	Replacement of light vehicle	-do-	a) Fitness Rs. 100/- b) Cond. test Rs. 200/-	
7	Ownership change	-do-	a) Heavy – Rs.300/- b) Medium – Rs. 200/- c) Light – Rs. 100/-	
8	Duplicate Regd. Certificate	-do-	a) All categories – Rs.300/-	
9	Issue or renewal of route permit for truck(sk-03)within Sikkim	-do-	Rs. 1000/- annually	
10	Counter signature recommendation for goods carriage SK-03	-do-	Rs. 1000/- annually	
11	Hypothecation/cancellation of higher purchase agreement	-do-	Rs. 100/-(All types of vehicles)	
12	Special /Temporary route permit fee	-do-	Rs. 200/-(per one trip) within a period of 7 days.	

(4) SK- 04 Series

SI No	Particulars	Sk 04 Series	Tax/fee to be paid	Remarks
1	2	3	4	5
1	Jeep/Gypsy etc	SK-04	a) Regd. Fee Rs. 300/- b) Tax c) R/permit Rs.1000/-(for 5 years) d) Fitness Rs. 100/- e) Cond.test Rs. 200/-	1.Fee chart at Annexure-IV & V 2.Tax Chart at Annexure-VI
2	Van/Car	-do-	a) Regd. Fee Rs.300/- b) R/permit Rs. 1000/-(for 5 years) c) Fitness – Rs.100/- d) Tax e) Cond. Test Rs. 200/-	
3	Replacement-jeep/gypsy/van/car	-do-	a) Replacement fee – Rs.200/- b) fitness – Rs. 100/- c) Dup.R/C Rs. 150/- d) cond. Test – Rs. 200/-	
4	Ownership change Jeep/van/car etc	-do-	a) Rs. 150/-	
5	Duplicate R/C book-jeep/van/car etc	-do-	a) Rs. 150/-	
6	Counter signature recommendation for contract carriage registered in Sikkim	-do-	a)Rs. 50/- per quarter b) Rs.1000/- for 5 years	
7	C/S permit coming from outside Sikkim-Truck /bus		Rs.2400/-per annum	
8	Special/temporary Route permit (LMV)Contract carriage SK-04 series	-do-	Rs.50/- weekly	
9.	Issue or renewal of route permit within Sikkim	-do-	Rs. 1000/- For 5 years	

(5) SK -05 Series

Sl No	Particulars	Series	Tax/Fee	Remarks
1	2	3	4	5
	Tractors not used solely for agriculture purpose, cranes, breakdown vans, fork-lift, vehicles/trailers fitted with equipment like rig/ generator/ compressor, tower-wagon, tree trimming vehicles, mobile crane, audio visual van, earth moving vehicles, chassis and any other vehicles not specified elsewhere in this schedule.	SK-05	1.Fee chart at Annexure-IV & V 2.Tax Chart at Annexure-VI	

(6) SK 06 SERIES LUXURY TOURIST VEHICLE (MOTOR CAB)

***Luxury tourist vehicles will be registered under SK-06 Series.***

Application for route permit for SK 06 Series is to be made in form No: SK 72 along with the following documents to the State Transport Authority:-

- (1) Unemployment certificate,
- (2) Sikkim Subject Certificate /Certificate of Identification incase of individual applicant,
- (3) Proof of age,
- (4) Proof of residence,
- (5) Passport size photograph of applicant – 3 copies,
- (6) Garage / Parking Certificate,
- (7) Undertaking in the prescribed form.

## **CRITERIA FOR LUXURY TOURIST VEHICLE (MOTOR CAB)**

- (1) Price Range of the Vehicle      It should be of Rs. 6.00 Lakh and above and shall be fitted with A/C, music system, power windows and power steering.
- (2) Seating Capacity                      (a) (i) 3+1 i.e. 4 persons including driver.  
(ii) 4+1 i.e. 5 person including driver.  
(iii) 5+1 i.e. 6 person including driver.  
(iv) 6+1 i.e. 7 person including driver.
- (b) Vehicle should be new at the time of registration and ceased to operate as tourist taxi after 09 years.
- (c) In case of replacement of vehicles, the vehicles should not be older than two years, on the date of replacement, which is, as per Central Motor Vehicles, Rules, 1989.
- (3) Colour                                      As prescribed under sub rule (7) of rule 85 of Central Motor Vehicles Rules 1989. It should be white in colour and the words "Tourist Vehicle" printed on both sides of the vehicle within a circle of twenty five centimeters diameter as provided under sub rule (1) of rule 85 A of the Central Motor vehicles Rules, 1989.
- (4) Movement details                      These vehicles will be allowed to ply throughout Sikkim and any other place outside Sikkim on special permit.
- (5) Maintenance                              The vehicle should always be maintained in a tiptop and hygienic conditions.
- (6) Mode of Plying                              (i) The vehicle shall ply on reserve basis and abstain from carrying individual passengers.  
(ii) The vehicle shall not ply as a normal contract carriage from any taxi stand.

## QUALIFICATION AND ELIGIBILITY CONDITIONS FOR DRIVER OF LUXURY TOURIST VEHICLE.

The qualification and conditions of driver of luxury Tourist vehicle should be as per S.O. No. 415 (E) dated: 8/6/89 viz: -

- (a) a driver's licence with atleast two years experience:
- (b) elementary knowledge of the mechanism and maintenance of the tourist vehicle he drives.
- (c) elementary knowledge of the topography of the route or area or region in which the tourist vehicle is proposed to be used;
- (d) working knowledge of English and Hindi or any language of the region where he works.
- (e) A driver of Tourist Vehicle shall satisfy the following condition, namely: -

- (I) In summer months, he shall wear a white uniform of the following description, namely: -

- (i) loose trousers,
    - (ii) bush shirt or coat with two pockets 7 letter 'T' sown on the left hand pocket of the shirt or coat in read thread,

- (II) In winter months, he shall wear a blue or gray uniform of the following description, namely: -

- (i) loose trouser,
    - (ii) buttoned up coat with two pockets & the letter 'T' sown on the left hand pocket in red thread or open coat with two pockets and the letter 'T' shown in left hand pocket in red thread, white full sheered shirt and blue tie.

- (f) They are required to obtain an authorization from any Licencing Authority in Sikkim to drive such vehicles

duly making an application on payment of Rs. 50/- (See Rule 6 B of Sikkim Motor vehicles Rules 2006).

#### DUTIES AND CONDUCT OF DRIVER OF LUXURY TOURIST VEHICLE

This shall be governed by Rule 20 of Sikkim Motor Vehicle Rules 1991.

#### ELIGIBILITY CONDITIONS OF APPLICANTS FOR PLYING LUXURY TOURIST VEHICLES

- (a) Should be educated unemployed (Necessary certificate to be produce)
- (b) Travel Agencies (Necessary certificate from Tourism Department is to be produced).
- (c) Hotels (Necessary certificate from Tourism Department is to be produced)
- (d) Ex- Servicemen (Retired Central /State Government)
- (e) Incase of individual, Sikkim Subject certificate /certificate of Identification is must.

(g) Procedure for grant of Route permits and Registration in case of new Contract and Goods carriage vehicles under series SK 03 ,SK 04 and 06 .

1. SK. 01 (TWO WHEELERS) (Route permit not required)
2. SK 02 (Private vehicles) ( Route permit not required)
3. Sk. 03 Series. (Goods Carriage Vehicle)(Route permit required);
4. SK 04 Series (Contract Carriage Maxi cabs and Motor cabs)(route permit required);
5. Sk-06 series(Luxury Tourist Vehicles) Route permit required.

1<sup>st</sup> Step.

Procedure for application:

An Application for route permit for SK 03 SERIES is to be made in form No: 38 together with the following documents to STA:-

1. Trade Licence/Contractor enlistment of the applicant;
2. Passport size photograph of the applicant;
3. Undertaking in the prescribed form,
4. Certificate of Identification of the applicant (optional).
5. Garage/parking certificate.

2. SK 04 Series (Contract carriage (Maxi cab/Motor cabs))

Applications for route permit for SK 04 Series is to be made in form No: 33 together with the following documents to STA;

1. Unemployment certificate in r/o applicant;
2. Certificate of Identification of the applicant;
3. Passport size photograph of the applicant.
4. Driving Licence in r/o male applicant.
5. Garage/parking certificate.
6. Undertaking in the prescribed form.

The above documents of the applicant shall be placed before the State Transport Authority's Board of Sikkim for consideration/approval. After approval of the board an assurance letter shall be issued to the applicant on payment of an amount of Rs. 100/- for SK 04 SERIES and Rs. 200/- for SK 03 SERIES respectively. An Assurance Letter is valid for a period of one year only.

2<sup>nd</sup> step:

On receipt of an assurance letter from the STA board the applicant required to apply for registration number in the following manner:-

Form 20, 21, and 22 (if loan-34 also) required to be filled up and submitted by the applicant along with following:-

- (1) Invoice
- (2) Chassis print 2 nos.
- (3) Insurance

- (4) Sale Tax Clearance Certificate
- (5) Cess clearance certificate
- (6) Address proof of applicant
- (7) Prescribed fee. (Rs.1000.- per annum and Rs. 5000/- for five years for Goods carriage and contract carriage maxi cabs and motor cabs) respectively on account of route permit;
- (8) Garage/ Parking N.O.C.;
- (9) Production of vehicle.

(h) Renewal procedure.

The vehicle owner has to renew their taxes and route permit periodically by paying prescribed fee and taxes on completion of time limit of tax and permit.

(i) Transfer of ownership of vehicles.

➤ Requisite document and fee for SK- 01 Series.

1. Forms 20,29 & 30;
2. Old blue book,
3. Sale deed form,
4. Insurance
5. Address proof
6. Bank receipt amounting to Rs. 130/- only.

➤ Requisite documents and fee for SK-02 Series.

1. Forms 20,29. & 30;
2. Old blue book,
3. Sale deed form
4. Insurance;
5. Address proof;
6. Bank receipt amounting to Rs. 500/- only.

➤ Requisite documents and fee for SK-03 Series:-

1. Form 20, 29, 30
2. Old blue book,
3. Route Permit,
4. Sale deed form
5. Insurance
6. Address proof
7. Bank receipt amounting to Rs. 700/- only

➤ Requisite documents and fee for SK-04 Series. (With Vehicle):-

1. Form 20, 29, 30,
2. Address proof,
3. Insurance,
4. Sale deed form,

5. Within Sikkim Permit,
6. Old blue book,
7. Sikkim Subject Certificate, Certificate of Identification issued from concerned D.C.
8. Unemployment Certificate
9. Bank receipt amounting to Rs. 750/- only

➤ Requisite documents and fee for SK-04 Series. (Without Vehicle): -

1. Application,
2. Sale deed/Gift deed,
3. SSC, COI
4. Within Sikkim Permit,
5. Unemployment Certificate,
6. Bank Receipt amounting Rs. 150/- only.

(j) Procedure: - An application is to be made to the State Transport Authority, Motor Vehicle Division, Transport Department along with the above details for approval.

In case of SK-03 and SK – 04 SERIES, both the parties i.e. donor and Donnie are to be present before S.T.A. for their signature.

(k) Mode of payment of fee and tax.

Payment is to be made under revenue head of Motor Vehicle Division-0041 through Bank Receipt up to Rs.1499/- and Rs. 1500/- and above through Challan issued by the Accounts Officer/US of M.V. Division.

#### B (a) **INTERSTATE MOVEMENT OF COMMERCIAL VEHICLES**

The Reciprocal Agreement has been entered into between the Government of Sikkim and West Bengal, which governs the movement of vehicles in the interstate route on countersignature basis. Details of which are as under: -

SI No	<u>ROUTES</u>	<u>SIKKIM BASED VEHICLE</u>	<u>WEST BENGAL BASED VEHICLE</u>
1	Darjeeling-Gangtok	8	8
2	Kalimpong-Gangtok	4	4
3	Siliguri- Jorethang	8	5
4	Siliguri- Gangtok	20	10
5	Siliguri- Rongli	3	3
6	Rongli-Jorethang via Kalimpong	2	1

(b) Procedure for granting recommendation for Counter Signature for Sikkim Based Vehicles (Goods Carriage-03) (Contract Carriage, Maxi Cab, Motor Cab –04): -

1. On the recommendation of Secretary, State Transport Authority/ RTO of Sikkim State, STA/ RTA of State of West Bengal shall issue Counter Signature permit for Sikkim based vehicles for plying in West Bengal. Recommendation Fee is as per annexure VIII
2. On the recommendation of S.T.A./R.T.A. of West Bengal State, S.T.A./RTO of Sikkim State shall issue counter signature permit for plying west Bengal based vehicle in Sikkim. Fee for such counter signature permit is at annexure- VIII.

(c). Token Tax: -

Token tax shall be realized as per the Sikkim Motor Vehicle (Taxation) Act 1982. Tax Chart at annexure-IX;

(d). Checking of vehicle: -

Checking of vehicle shall be carried out by RTO/MVI (Enf.) from time to time in coordination with Sikkim Traffic Police and realize fines from the defaulters as per the CMV Act.

(e). SMOKE EMISSION: -

- Emission standard for diesel/petrol driven motor vehicles shall be as per the standard set out by Ministry of Road Transport and Highways, Government of India from time to time
- Every motor vehicle shall obtain a “pollution under control” certificate showing that the smoke emission level from that vehicle within the limit prescribed from the State Transport Authority, Regional Transport Officers or Inspecting Authority as the case may be.
- The vehicle registered for the first time, shall be issued ‘pollution under control’ certificate for a period of one year. The validity of certificate of the vehicle already used upon road shall be for a period of three month.

(f). Fee for smoke testing: -

The fee for testing the level of emission of gas and smoke from motor vehicle shall be as under: -

Sl No	Type of vehicle	Rate of fee
(i)	Heavy and Medium vehicle	Rs. 100 per test
(ii)	Light motor vehicles	Rs. 100/- per test
(iii)	Two wheelers	Rs. 50/- per test

(g). Periodical fitness inspection of motor vehicles.

The registered owner of a heavy or a medium motor vehicles which ordinarily plies for hire or reward including maxi cab and motor cab for the conveyance of passengers and carriage of goods in the State of Sikkim, shall cause such vehicle to be produced before the Regional Transport Officer of the respective region at an interval set out below for periodical fitness inspection: -

Sl No	Type of vehicle	Period
1	2	3
1	New vehicle	For two years
2	After two years till the vehicle is four years old	Every one year
3	After four years till the vehicle is eight years old	Every six months
4	After eight years	Every three months.

(h). **DRIVING LICENCE**

Driving License: An appropriate driving license is a legal requirement for operating any motor vehicle. A driver's license issued by the competent authority of any State /Union territory is valid throughout the Indian union.

(i). **CATEGORY OF DRIVING LICENSE: -**

Sl No	Category	Age limit	Criteria
1	2	3	4
a)	Motor cycles of special category	16 years	A motorcycle of engine capacity not more than 50 cc falls in this category. The application must be signed by a aren't or the guardian
b)	Private cars and motor cycles	18 years	All light vehicles not used for carrying passengers/goods for hire are covered in this category
c)	Transport vehicles	20 years	All buses, lorries, taxis auto rickshaws etc. fall in this category

(ii) **LEARNER'S LICENSE:**

Any person who wishes to drive a motor vehicle has to first obtain a learner's license for the purpose of learning and then has to be tested before a permanent license is granted. A person should not be less than 20 years of age if he wants to learn to drive a transport vehicle.

Requirements to have Learner's License (Application is to be made in form 2)

Sl No	Particulars	Supporting documents to be produced	Authority to whom application is to be made	Validity	Restriction
a)	Proof of age	Documents accepted for proof of age are birth/school leaving certificate, passport etc.	a)Sr.RTO(N/E) incase of north and east districts; b) Sr. RTO(S/W) in case of south & west districts.	A learner's license is valid for six month. Incase of failure of passing test for Permanent D/L a fresh L/L needs to be obtained.	a) The holder of the learner's license is permitted to drive only if he is accompanied by a duly licensed driver who is sitting in a position from where he can control the vehicle and bring it to a stop if required. The vehicle must display 'L' painted signs, both in the front and the rear of the vehicle; b) The holder of learner's license for a motorcycle is not permitted to carry any p8iollionrider except the person who is required to be preset for imparting instructions and ensuring safety.
b)	Proof of residence	This can be supported by documents like passport, domicile, ration card, electoral roll, electricity or telephone bill, etc.			

c)	Medical certificate In form 1-A	It is required only in case of transport vehicles and can be obtained from any registered medical practitioner in the prescribed form			
d)	Photograph	3 copies of passport size			
e)	Appropriate Fee prescribed in rule 32.	Rs. 30/-			

(iii) **PERMANENT LICENSE** - An application for a driving licence is to be made in Form 4.

A permanent license of the appropriate class will be granted after the successful completion of a driving test conducted by the R.T.O.

Requirements:

Sl no	Documents/fee	Validity	Test	Remarks
a)	3 copies of passport size Photographs	a) Transport vehicle – 3 years b) All other vehicle: 5 years or upto the age of 50, whichever is more.	The test for the issue of a permanent license is conducted after a minimum of 30 days from the date of issue of the learner's license. In case of failure, a retest can be requested but not before a period of 7 days.	After the age of 50, the license will be renewed for a period of 5 years at a time. It is necessary for a driver of a passenger vehicle(bus, taxi, etc) to obtain PSV endorsement on his driving license before driving such vehicle
b)	Fee of Rs. 250/- for driving test			

c)	Valid learner's license			
d)	Medical certificate in form 1-A			
e)	A driving certificate in form 5 issued by a school or establishment form where the applicant received instruction, if any.			

(iv) **Addition to Driving Licence :-**

An application for addition of another class of motor vehicle to the driving licence shall be made in form 8 to the Licensing Authority and shall be accompanied with the following:-

Sl no	Particulars
1	An effective learner's licence and driving licence held by applicant
2	In case of an application for addition of transport vehicle, the driving certificate in form-5
3	Fee as specified in Rule, 32

(v) **RENEWAL OF LICENSE**

An application for renewal of a driving licence shall be made in Form – 9 to the L/A having jurisdiction over the area in which the applicant ordinarily resides or carries on business and shall accompanied by the following:-

Sl no	Renewal authority	The application must accompanied with the following documents and fee	Validity/grace period	Penalty
a)	It can be renewed through any RTO in the country irrespective of place of its issue. If a driver changes his place of residence, new address must be got incorporated in his license.	a) the driving license b) medical certificate in form 1-A in case of transport vehicle; c) 3 copies of passport size photograph; d) Fee of Rs.200/- (Rule 32)	a)An expired license is valid for 30 days and can be renewed during this period of grace without a penalty  b)A licence granted in form 11(licence for establishment of a motor driving school) shall be for a period of 5 years and may be renewed on application in form 13 made to L/A which granted the licence not less than 60 days before the date of its expiry.(See Rule 25 of CMV Rules 1989)	a) A license expired for more than 30 days grace period can be renewed on payment of penalty, provided the application is made within a period of five years from the date of expiry. The penalty is charged at Rs. 10/- per year or a part thereof.

**(vi) ISSUE OF DUPLICATE LICENSE :-**

If a license granted under sub-rule (4) of Rule 24 is lost, destroyed, defaced, the holder of licence shall forthwith intimate the loss either to the L/A which granted the it or report to the nearest police station where it is lost and shall apply in writing to the concerned Licensing authority for a duplicate. Duplicate license shall be issued on the production of following:-

Sl no	Authority to whom application is to be made	Required documents/fee	Remarks
1.	To the same RTO which has issued the original license	i) the licence number; ii) 3 copies of passport size photographs; iii) Copy of F.I.R. lodged to police; iv) Affidavit of D/L; v) Appropriate fee	a) In case of non availability of licence number, or the application is to be made to any other RTO, the procedure as applicable for a fresh license (learner's license, driving test, etc) will have o be followed.

**3. THE RULES, REGULATIONS, INSTRUCTIONS, MANNUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:**

- Sikkim Government Services Rules
- Sikkim Public Service Commission (Exemption from consultation) Regulations, 1986;
- Sikkim Government Financial Rules;
- Central Motor Vehicle Act 1988(59 of 1988);
- Central Motor Vehicles Rules, 1989;
- Sikkim Motor Vehicles Rule, 1991;
- Sikkim Motor Vehicles (Taxation) Act, 1982.

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

- (a) The documents required/submitted for registration of motor vehicles.
- (b) The documents required/submitted for issue of driving licenses.

5. 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:

- Not applicable as of now.

6. A STATEMENT OF 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:

- State Transport Authority is constituted for grant of route permit for contract carriage including motor cabs and maxi cabs, stage carriages, goods carriages and luxury tourist vehicles. The Board consist of the following: -

(a)	Secretary Transport	-	Chairman;
(b)	Secretary, U.D.H.D	-	Member,
(c)	I.G.P. Range	-	Member;
(d)	PCCF Forest	-	Member,
(e)	Addl. Secretary M.V. Division	-	Secretary, STA

- A committee is constituted to deal with the complaint of sexual harassment to women employees in the M.V. division. The committee consists of the following: -

- 

➤	(1) Mrs. W. Tenzing, Special Secretary (M.V. Div)	-	Chairperson;
➤	(2) Mrs. Diki Choden, Deputy Secretary(I)	-	Member;
➤	(3) Mrs, P. D. Mukhia, Undr Secretary (I)	-	Member

- The meetings are not opened to the public. However, minutes of the meeting whenever conducted are accessible to the public.

7. A DIRECTORY OF ITS OFFICER AND EMPLOYEES.

- AT ANNEXURE- VII

8. THE MONTHLY REMUNERATION RECEIVED BY EAH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

- AT ANNEXURE – I TO III

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

- M.V. Division, Transport Department does not have any plan schemes/plan budget. The division is having only non-plan budget, details of which are as follows:-

**ACCOUNTS**

**Outlay and Expenditure**

The total budget provision of the Motor Vehicle Division under Demand No. 26 for the financial year 2005-06 and the expenditure incurred, supplementary grant and actual expenditure is briefly summarized below: -

Major Head: 2041	(Revenue)
2052	(General)

**BUDGET EXPENDITURE, REVENUE RECEIPTS AND EXPENDITURE.**

<u>Head of Account</u>	<u>Budget Provision in lakhs</u>		
	<u>Original</u>	<u>Supplementary</u>	<u>Total</u>
Non Plan	14353	----	14353
CSS	----	----	----
Total	14353	----	14353

**REVENUE RECEIPTS 2005-06**

<u>Head of account</u>	<u>TARGET</u>		<u>ACHIEVEMENTS</u>
	<u>Original</u> (in lakhs)	<u>Revised</u> (in lakhs)	
0041	<u>22000</u>	---	<u>41096</u>
Total	22000	---	41096

**REVENUE**

The main source of revenue is generated from registration of vehicles, replacement fee, transfer of ownership, annual tax of vehicles, grant or renewal of driving licence, fitness checking of vehicles, countersignature recommendation fee, grant of countersignature fee, issue of No Objection Certificates, Sale of forms etc. The total revenue generated during 2005-06 comes to Rs 4, 10, 96,425 against the set target of 2.20 crores.

## **EXPENDITURE**

The total expenditure made including the Head Office and RTO Office comes to Rs. 1.43 crores against the allocated provision of Rs. 1.43 crores.

Monthly remuneration of officers & Staff are at Annexure I, II & III.

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

➤ No applicable.

11. PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT:

➤ Not applicable as of now.

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

### **E- GOVERNANCE PROGRAMME**

An E. Governance Scheme is under process at present.

13. 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:

➤ All the information with regard to the activities of the Division shall be made available to the citizen through Government official gazette Notification, circulars, Sikkim Herald etc. The Division has maintained no Library or reading room for public use so far.

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

Sl No	Name and Designation	Remarks
1	Mr. S. K. Pradhan, Addl. Secretary-II, Public Information Officer	
3	Mr. Tika Ram Rai, State Assistant Information Officer Jr. RTO (N/E) Gangtok	For East and North Districts.
4	Mr. H. B. Chettri, Jr. RTO (S/W), State Assistant Information Officer	For South and West Districts. Jorethang.

15. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; THEREAFTER UPDATES THESE PUBLICATIONS EVERY YEAR.

- - Such other information as may be prescribed, if any, will be updated every year.

Annexure I

TRANSPORT DEPARTMENT, MOTOR VEHICLES DIVISION  
DEBITABLE HEAD: 2052-00-090-27-00-10 SALIRIES (N-P) HEAD  
OFFICE

SL. NO	NAME	DESIGNATION	SCALE	BASIC PAY	D.P	D.A	S.B.C.A	H.R.A	OTHER ALLOWANCES	TOTAL PER MONTH
1	2	3	4	5	6	7	8	9	10	11
1	Smt. W. Tenzing,	Special Secretary	14300-17000	15500	7750	8138	2325	3488		37201
2	Shri P. Wangyal	Additional Secretary	12500-17000	14375	7188	6801	2194	3291		33849
3	Shri S.K. Pradhan	Additional Secretary	12500-17000	14375	7188	6801	2194	3291		33849
4	Smt. Diki Choden	Deputy Secretary-I	9000-13800	11400	5700	5394	1740	2610		26844
5	Mr. J.D. Barphungpa	Deputy Secretary-II	9000-13800	10500	5250	5513	1575	2363		25196
6	Smt. P.D. Mukhia	Under Secretary-I	7000-11500	8125	4063	3848	1241	1862		19139
7	Shri Kishore Pradhan	Under Secretary-II	7000-11500	7450	3725	3241	1118	1676		17210
8	Shri T.L. Sharma	Accounts Officer	7000-11500	8350	4175	3953	1275	1913		19666
9	Smt. Bindu Dhakal	Office Superintendent	5500-9000	6375	3188	3019	974	1461		15017
10	Shri. C.T. Bhutia	Sr. Accountant	5500-9000	8300	4150	3914	1263	1894		19521
11	Smt Naina Kala pradhan	Steno	5500-9000	7375	3538	3344	1079	1618		16954
12	Smt.P. Doma	Steno	5500-9000	6895	3448	3261	1052	1578		16234
13	Shri S. Wangchen	MVI	5000-8000	7600	3800	3588	1158	1736		17882
14	Shri M.K. Gurung	MVI	5000-8000	6675	3338	3158	1019	1528		15718
15	Shri Rakham S. Rai	H.A	4500-7200	5715	2858	2699	871	1306		13449
16	Smt. Salu Thapa	Jr. Accountant	4000-6000	4500	2250	2124	685	1028		10587
17	Smt. Anjana Pradhan	LDC	4000-6000	6500	2800	2635	850	1275		14060
18	Smt. K. Chettri	LDC	4000-6000	4800	2400	2263	730	1095		11288
19	Shri A. Sharma	LDC	4000-6000	4500	2250	2124	685	1028		10587
20	Shri P.N Bhutia	LDC	4000-6000	5200	2600	2449	790	1185		12224
21	Smt Uma Lepcha	LDC	4000-6000	5500	2750	2589	835	1253		12927
22	Smt. Kusum Gurung	LDC	3400-5100	4165	2083	1812	625	937		9622
23	Shri T. Gurung	LDC	3400-5100	3485	1743	1647	531	797		8203
24	Shri M Sharma	LDC	3400-5100	3825	1913	1805	582	874		8999
25	Smt. Hissey Yanzum	LDC	4000-6000	4900	2450	2132	735	1103		11320
26	Shri Dorjee Palden Lepcha	LDC	3400-5100	3740	2083	1812	625	937		9197
27	Shri Raju Rai	A/ Clerk	3400-5100	3910	1955	1845	595	893		9198

28	Shri N. Lachungpa	Driver	4200-6400	4750	2375	2243	724	1085		11177
29	Shri S Bhutia	Driver	4500-7200	5985	2993	2825	911	1367		14081
30	Shri Bhim Bdr. Thapa	Driver	3200-4800	4180	2090	1969	635	935		9827
31	Shri L. B. Chettri	Peon	2850-4170	3015	1508	1419	458	687		7087
32	Shri Sonam T. Bhutia	Peon	3050-4500	4250	2125	2000	645	968		9988
33	Shri N. Lepcha	Peon	2850-4170	3480	1740	1635	528	791		8174
34	Shri K.B. Chettri	Peon	3050-4500	3875	1938	1825	589	883		9110
35	Shri K.B. Rai	Peon	3050-4500	3650	1825	1721	555	833		8584

Annexure II

TRANSPORT DEPARTMENT, MOTOR VEHICLES DIVISION

DEBITABLE HEAD: 2041-00-101-60-00-01-SALARIES (NP)

RTO, GANGTOK

SL. NO	NAME	DESIGNATION	SCALE	BASIC PAY	D.P	D.A	S.B.C.A	H.R.A	OTHER ALLOWANCES	TOTAL PER MONTH
1	2	3	4	5	6	7	8	9	10	11
1	Shri H.R. Rai	Sr. RTO	8500-12900	11700	5850	6143	1755	NIL		25448
2	Shri. T.R. Rai	RTO	7000-11500	10375	5188	4825	1556	2334		24278
3	Shri K.S. Gurung	RTO	7000-11500	8575	4288	3988	1286	1929		20066
4	Shri O.P. Deokata	MVI	7000-11500	7900	3950	3674	1185	1176		17885
5	Shri R. Pradhan	MVI	7000-11500	6725	3363	3127	1009	1513		15737
6	Shri T.P. Denzongpa	MVI	7000-11500	7225	3613	3360	1084	1626		16908
7	Smt D. Rai.	STENO	4300-6800	5300	2650	2465	795	1193		12403
8	Ms. A. Wangyal	UDC	4000-6000	5600	2800	2604	840	1260		13104
9	Shri D.T. Sherpa	LDC	4000-6000	4900	2450	2279	735	1103		11467
10	Smt. H.M. Chettri	LDC	4000-6000	5000	2500	2325	750	1125		11700
11	Shri P.G. Kazi	LDC	4000-6000	4900	2450	2279	735	1103		11467
12	Shri. M Suubedi	LDC	3400-5100	3570	1785	1660	536	803		8354
13	Shri D.K. Tamang	DAFTARY	3050-4550	4025	2013	1872	604	906		9420
14	Shri. L. Tamang	HEAD CONSTABLE	4000-6000	5200	2600	2418	780	1170		12168
15	Shri T.T. Sherpa	CONSTABLE	2850-4170	3510	1755	1632	527	790		8214
16	Shri. Ram Gurung	CONSTABLE	2850-4100	3620	1810	1683	543	815		8471
17	Shri D. Lepcha	CONSTABLE	3200-4800	4280	2040	1897	612	918		9747
18	Shri R. Kotwal	CONSTABLE	2850-4170	2960	1480	1376	444	666		6926
19	Shri R. Subba	CONSTABLE	2850-4170	3455	1728	1607	518	777		8085
20	Shri P. Tamang	Driver	4200-6400	4970	2485	2311	746	1118		11630

Annexure III

TRANSPORT DEPARTMENT, MOTOR VEHICLES  
DIVISION

DEBITABLE HEAD: 2041-00-1001-61-00-01-SALARIES (NP)

HEAD  
OFFICE RTO, JORETHANG

SL. NO	NAME	DESIGNATION	SCALE	BASIC	D.P	D.A	S.B.C.A	H.R.A	OTHER	TOTAL
				SALARY					ALLOWANCES	PER MONTH
1	2	3	4	5	6	7	8	9	10	11
1	H.B. Gurung	Sr. RTO	9000-12500	11400	5700	5301	1710	2565		26676
2	H.B. Chettri	RTO	7500-12000	9725	4863	4522	1458	2188		22756
3	R.H. Subba	MVI	5500-9000	7600	3800	3534	1140	1710		17784
4	Rodhan Lama	MVI	4500-7200	8125	4063	3778	1219	1828		19013
5	N.B. Subba	ACCOUNTANT	4500-7200	6660	3330	3097	999	1499		15585
6	Mahendra Gurung	LDC	4000-6000	4700	2350	2186	705	2186		12127
7	M.B. Gurung	LDC	4000-6000	5400	2700	2511	810	1215		12636
8	Kamal Subba	H. CONSTABLE	4000-6000	5100	2550	2435	786	1178		12049
9	Kiran Pradhan	CONSTABLE	3050-4350	3650	1825	1697	555	1697		9424
10	Chatraman Rai.	DRIVER	3200-4600	3520	1760	1637	528	792		8237
11	T.B. Manger	PEON	2850-4170	3380	1690	1572	507	761		7910

## Annexure-IV

**FEE CHART****(See Rule 81 of Central Motor Vehicle Rules, 1989.**

Sl No	Purpose	Amount	Rule
1	2	3	4
1	Grant or renewal of trade certificate in r/o each vehicle:-		
	Motor cycle	Fifty rupees	34(1)
	Invalid carriage	Fifty rupees	-do-
	Others	Two hundred rupees	-do-
2	Duplicate trade certificate		
	Motor cycle	Thirty rupees	38(1)
	Invalid carriage	Thirty rupees	-do-
	Others	One hundred rupees	-do-
3	Appeal under Rule 46	One hundred rupees	46(1)
4	Issue, renewal of certificates of registration and assignment of new registration mark		47(1),52(1),54(1),76(1) & 78(1)
	Invalid carriage	Rs. 20/-	
	Motor cycle	Rs.60/-	
	Light Motor vehicle:- (i) Non transport (ii) Light commercial vehicle	Rs.200/- Rs.300/-	
	Medium goods vehicle	Rs. 400/-	
	Medium passenger motor vehicle	Rs.400/-	
	Heavy goods vehicle	Rs. 600/-	
	Heavy passenger motor vehicle	Rs. 600/-	
	Imported motor vehicle	Rs.Rs.800/-	
	Imported motor cycle	Rs. 200/-	
	Any other vehicle not mentioned above	Rs. 300/-	
5	Issue of duplicate certificate of registration	Half the fee mentioned against Sl.No:4.	53(2)
6	Transfer of ownership	Half of the fee mentioned in Sl No.4	55(2)(iii); 55(3); 56(2)(a) and 57(1)(a)
7	Change of residence	Twenty rupees	59
8	Recording alteration in the certificate of registration	Rs. 50/-	
9	Endorsing hire-purchase/lease/hypothecation agreement	RS.100/-	60
10	Cancellation of hire-purchase/lease/hypothecation agreement or issue of fresh certificate of registration	Rs.100/-	61(1) & (2)
11	Conducting test of a vehicle for grant and renewal of certificate of fitness:-		
	(i) two/three wheeled vehicle	Rs.100/-	62(2)
	(ii) Light motor vehicle	Rs. 200/-	
	(iii) Medium motor vehicle	Rs. 300/-	
	(iv) Heavy motor vehicle	Rs. 400/-	
12	Grant or renewal of certificate of fitness for motor vehicle	Rs.100/-	62(2)

13	Grant or renewal of letter of authority	Rs. 500/-	63(2)(a)
14	Issue of duplicate letter of authority	Rs. 500/-	66(2)
15	Appeal under Rule 70	Rs. 400/-	71(1)

Note- For the removal of doubts, it is hereby declared that medium passenger motor vehicle, heavy goods vehicle, imported motor vehicle and any other vehicle not mentioned in Serial No. 4 of this Table include both transport and non transport vehicles.

## Annexure V

### FEE CHART

(See Rule 93 of Sikkim Motor Vehicle Rules, 1991)

Fees in respect of application for the grant of or renewal of or countersignature of a permit for vehicles registered in Sikkim shall be: -

Sl No	Particulars	Rate of fee
1	2	3
(i)	Goods carriage	Rs. 1000/- per annum; Rs. 5000/- for 5 years
(ii)	Contract carriages other than motor cab & maxi cab	-do-
(iii)	Contact carriages (motor cab and Maxi cab)	Rs. 50/- per quarter Rs.1000/- for 5 years
(iv)	Stage carriages	Rs. 1000/- annually; Rs. 5000/- for 5 years

Grant of countersignature permit for vehicles coming from outside Sikkim shall be:-

Sl No	Particulars	Rate of fee
1	2	3
(i)	Goods carriages	Rs. 2400/- per annum
(ii)	Stage carriages	Rs. 2400/- per annum
(iii)	Contract carriages other than motor cab and maxi cab	Rs. 2400/- per annum
(iv)	Contract carriage (Motor cab and Maxi cab)	Rs.2000/- per annum

Grant of recommendation for vehicles in Sikkim for plying outside Sikkim.

Sl No	Particulars	Rate of fee
1	2	3
(i)	Goods carriages	Rs. 1000/- per annum
(ii)	Stage carriages	Rs. 1000/- per annum
(iii)	Contract carriages other than motor cab and maxi cab	Rs. 1000/- per annum
(iv)	Contract carriages (motor cab/.maxi cab)	Rs. 500/- per annum

Luxury Tourist Vehicles (motor cabs) (for whole of State of Sikkim)	(i)	Initial grant of permit	Rs. 7000/- for 5 years
	(ii)	Renewal of permit	Rs. 6000/- for 5 years.

Private Service Vehicle	(i)	Grant and renewal of permit (all Sikkim)	Rs. 5000/- for 5 years
	(ii)	Private service vehicle (one district)	Rs. 1500/- for 5 years.

Late fee:-

The fees for renewal of route permits for all categories of motor vehicles shall be paid within a grace period of 15 days from the date on which fees become payable. The penalty shall be imposed after the expiry of the grace period. If the last date of the grace period is a Sunday or a public holiday, the fee shall be accepted without penalty on the next working day. The penalty payable shall be as under:-

(h) After the expiry of 15 days (grace period) the penalty shall be 50% on the fee prescribed.

After the expiry of 30 days the penalty payable shall be 100% on the fee prescribed.

The fee for an application for grant of temporary permit or a special permit shall be as follows:-

(i)	Goods carriages	Rs. 200/- per trip
(ii)	Stage carriages	Rs. 100/- per week
(iii)	Contract carriages other than motor cab & maxi cab	Rs. 100/- per week
(iv)	Contract carriages (Motor cab/maxi cab)	Rs. 50/- per week.

Annexure VI

Tax Chart

(See Schedule under Section 4 of Sikkim Motor Vehicle (Taxation) Act, 1982)

**“SCHEDULE**

(see section 4)

<b>Description of motor vehicles</b>	<b>Rate of tax payable for the year</b>
<b>A. Vehicles for carrying passengers not plying for hire or reward:-</b>	
1. Motor cycle and motor cycle combinations: -	
a) engine capacity upto 80 cc	Rs. 100.00
b) engine capacity above 80 cc upto 170 cc	Rs. 200.00
c) engine capacity above 170 cc upto 250 cc	Rs. 300.00
d) engine capacity above 250 cc	Rs. 400.00
2. Motor cars: -	
a) engine capacity upto 900 cc	Rs. 1000.00
b) engine capacity above 900 cc upto 1490 cc	Rs. 1200.00
c) engine capacity above 1490 cc upto 2000 cc	Rs. 2500.00
d) engine capacity above 2000 cc	Rs. 3000.00
3. Omnibus registered as non-transport vehicle: -	
a) with seating capacity upto 10	Rs. 1750.00
b) with seating capacity beyond 10	Rs. 1750.00 for 10 plus Rs. 188.00 for each additional seat beyond 10.
4. Omnibus registered as educational institute bus: -	
a) with seating capacity upto 10	Rs. 1750.00
b) with seating capacity beyond 10	Rs. 1750.00 for 10 plus Rs. 188.00 for each additional seat beyond 10.

**B. Vehicles for carrying passengers plying for hire or reward:-**

1. Stage carriages-

- a) for maxi cab, each seat based on seating capacity noted in the registration certificate: Rs. 230.00

Provided that the maxi cab shall have a stage carriage permit duly issued by the concerned Transport Authority.

- b) for other vehicles, each seat based on the seating capacity noted in the registration certificate. Rs. 125.00

2. Contract carriages (including those owned by motor training schools): -

- a) seating capacity upto 4 seats:  
i) for three wheelers Rs. 260.00

ii) for meter taxi Rs. 600.00

iii) for vehicle other than meter taxi Rs. 800.00

- b) seating capacity more than 4 seats  
i) meter taxi upto 5 seats Rs. 800.00

ii) other than meter taxi Rs. 1050.00 for five seats plus Rs. 225.00 for each additional seat beyond five.

**C. Vehicle for transport of goods (including goods carriages owned by Motor Training School): -**

- a) Upto 500 kgs gross vehicle weight. Rs.871/-

- b) Exceeding 500 kgs but not exceeding 2000 kgs gross vehicle weight. Rs.871/- plus Rs. 99/- for every additional 250 kgs or part thereof above 500 kgs.

- c) Exceeding 2000 kgs but not exceeding 4000 kgs gross vehicle weight. Rs. 1465/- plus Rs. 124/- for every additional. 250 kgs or part thereof above 2000 kgs.

- d) Exceeding 4000 kgs but not exceeding 8000 kgs gross vehicle weight. Rs. 2451/- plus Rs. 73/- for every additional.250 kgs or part thereof above 4000 kgs.

e) Exceeding 8000 kgs Gross vehicle weight

Rs. 3241/- plus Rs. 99/- for every additional.250 kgs or part thereof above 8000 kgs.

Provided that where a vehicle for transport of goods is fitted with solid tyres there shall be a surcharge per annum of 12 ½ % of the amount payable under clause (a) or (b) or (c) or (d) or (e) above, as the case may be for such vehicle.

**D. Tractors not used solely for agricultural purposes, cranes, breakdown vans, fork-lift, vehicles / trailers fitted with equipment like rig / generator /compressor, tower-wagon, tree trimming vehicles, mobile crane, audio visual van, earth moving vehicles, chassis and any other vehicle not specified elsewhere in this schedule: -**

a) Upto 500 kgs unladen weight

Rs. 400/-

b) Exceeding 500 kgs but not exceeding 2000 kgs unladen weight

Rs. 360/- plus Rs. 96/-

for every additional.250 kgs or part thereof above 500 kgs.

c) Exceeding 2000 kgs but not exceeding 4000 kgs unladen weight.

Rs. 897/- plus Rs. 107/-

for every additional. 250 kgs or part thereof above 2000 kgs.

d) Exceeding 4000 kgs but not exceeding 8000 kgs unladen weight.

Rs. 1760/- plus Rs. 250/-

for every additional.250 kgs or part thereof above 4000 kgs.

e) Exceeding 8000 kgs unladen weight.

Rs. 5000/- plus Rs. 300/-

for every additional.250 kgs or part thereof above 8000 kgs.

Provided that where a tractor is fitted with solid tyres there shall be a surcharge per annum of 12 ½ % of the amount payable under clause (a) or (b) or (c) or (d) or (e) above, as the case may be for such tractors.

## **E. Trailers**

- |  |  |
|--|--|
| a) Upto 1000 kgs gross vehicle weight.                                 | Rs. 360/-  |
| b) Exceeding 1000 kgs but not exceeding 2000 kgs gross vehicle weight. | Rs. 360/- plus Rs. 36/-<br>for every additional.250 kgs or part thereof above 1000 kgs.  |
| c) Exceeding 2000 kgs but not exceeding 4000 kgs gross vehicle weight. | Rs. 575/- plus Rs. 60/-<br>for every additional.250 kgs or part thereof above 2000 kgs.  |
| d) Exceeding 4000 kgs but not exceeding 8000 kgs gross vehicle weight. | Rs. 1005/- plus Rs. 100/-<br>for every additional.250 kgs or part thereof above 4000 kgs.  |
| e) Exceeding 8000 kgs gross vehicles weight.                           | Rs. 2600/- plus Rs. 150/-<br>for every additional. 250 kgs or part thereof above 8000 kgs.<br>Provided that where a trailer is fitted with solid tyres there shall be a surcharge per annum of 12 ½ % of the amount payable under clause (a) or (b) or (c) or (d) or (e) above, as the case may be for such trailer. |

## **F. Luxury tourist vehicle (Motor cab).**

- |   |  |
|---|--|
| a) Seating capacity of 4 persons including driver | Rs. 3250/-   |
| b) Seating capacity beyond 4 and upto 7 persons   | Rs. 3250/- for 4 plus Rs 250/- for every including driver additional seat upto 7 including driver. |

## **G. Ambulance.**

- |  |               |
|--|---------------|
| a). engine capacity upto 900 cc                | Rs. 1500.00   |
| b). engine capacity above 900 cc upto 1490     | Rs. 2000.00   |
| c). engine capacity above 1490 cc upto 2200 cc | Rs. 2500.00   |
| d). engine capacity above 2200cc up to 3000 cc | Rs. 3000.00   |
| e). engine capacity above 3000 cc              | Rs. 3500.00.” |

**Annexure VII  
(EMPLOYEES DIRECTORY)**

Sl.No	Name	Designation	Place of Posting	EPABX NO 202014/202483	Ext. No	Tele. Number
1	Mrs. W. Tenzing	Special Secretary	Head office, Yatayat Bhawan	-do-	226	226756 (Office)
2	Mr. Pintso Wangyal	Additional Secretary I	Head office, Yatayat Bhawan	-do-	215	201074 (Office) 280200 (Resid.) 94341 79200 (M)
3	Mr. S. K. Pradhan	Additional Secretary II	Head office, Yatayat Bhawan	-do-	247	201073 (Office) 231160 (Resid.) 9434356060(M)
4	Mrs. Diki Choden	Deputy Secretary-I	Registration Section, Indira Bye Pass	-do-	--	222849 (Resid) 204130 (Resid) 9832046869 (M)
5	Mr. J.D. Barphungpa	Deputy Secretary-II	Registration Section, Indira Bye Pass	-do-	--	9434410202 (M)
6	Mr. H.R. Rai	Sr. RTO	RTO office (N/E) Gnagtok, Indira Bye Pass	-do-	--	281679 (Office)
7	Mr. H.B. Gurung	Sr. RTO	RTO Office (S/W), Jorethang	-do-	--	257372 (Office) 257715 (R) 9434487280 (M)
8	Mrs. P.D. Mukhia	Under Secretary -I	Head office, Yatayat Bhawan	-do-	219	9434144018 (M)
9	Mr. Kishore Pradhan	Under Secretary -II	Head office, Yatayat Bhawan	-do-	227	
10	Mr. Tika Ram Rai	Jr. RTO	RTO office (N/E) Gnagtok, Indira Bye Pass	-do-	--	9434203522 (M)
11	Mr. K.S. Gurung	Jr. RTO	RTO office (N/E) Gnagtok, Indira Bye Pass	-do-	--	9434127091 (M)
12	Mr. H.B. Chettri	Jr. RTO	RTO Office (S/W), Jorethang	-do-	--	257372 (O)
13	Mr. T.L. Sharma	Accounts Officer	Head office, Yatayat Bhawan	-do-	223	227011 (Resid) 9434357243 (M)

Sl. No	Name	Designation	Date of initial appointment	Date of posting in motor vehicles division	Present place of posting
1	Mrs. Bindu Dhakal	Office Superintendent	07/10/1993	20/01/2004	Head Office (Yatayat Bhawan)
2	Mr. Chenga Tshering Bhutia	Sr. Accountant	01/02/1972	03/12/1990	Head Office (Yatayat Bhawan)
3	Mr. Rakhm Sing Rai	Head Assistant	11/11/1991	27/10/2005	Registration Section (Indira Bye Pass)
4	Ms. Akhit Wangyal	UDC	13/11/1978	01/06/2000	RTO Office (North /East) Gangtok
5	Mr. N.B. Subba	Accountant	01/01/1976	01/01/1992	RTO Office (South /West) Jorethang
6	Mr Sonam Wangchen	MVI	10/03/1992 (As Graduate teacher)	23/02/2004 (Absorbed as MVI)	Registration Section (Indira Bye Pass)
7	Mr. M.K. Gurung	MVI	March 2004	March 2004	Registration Section (Indira Bye Pass)
8	Mr. Roshan Pradhan	MVI (Tec.)	28/02/1996	28/02/1996	Registration Section (Indira Bye Pass)
9	Mr. Ram Hang Subba	MVI	20/07/1991 (As Graduate teacher)	23/02/2004 (Absorbed as MVI)	RTO Office (South /West) Jorethang
10	Mr. Rodhan Lama	MVI	04/03/1992 (As Graduate teacher)	23/02/2004 (Absorbed as MVI)	Melli Check Post
11	Mr. Tashi Denzongpa	MVI	27/02/1996	01/11/2003	RTO Office (North /East) Gangtok
12	Mr. O. P. Deokota	MVI	27/12/1985	15/10/2001	Rangpo Check Post
13	Mr. Nirmal Sharma	MVI (Tech.)	04/08/2005	04/08/2005	RTO Office (South /West) Jorethang
14	Ms. Shalu Thapa	Jr. Accountant	14/09/1996	07/11/2003	Head Office (Yatayat Bhawan)
15	Mrs. Phurbu Doma	Stenographer	01/12/1990	01/12/1990	P.A. to Secretary, Transport.
16	Mrs. Naina Kala Pradhan	Stenographer	09/09/1977	18/09/1990	Head Office (Yatayat Bhawan)
17	Mrs. Anjana Pradhan	LDC	26/09/1984	26/09/1984	Head Office (Yatayat Bhawan)
18	Mrs. Kalpana Chettri	LDC	18/10/1986	18/10/1986	Registration Section (Indira Bye Pass)
19	Miss. Hissey Yanzom	LDC	09/04/1987	29/09/1995	Registration Section (Indira Bye Pass)
20	Mrs. Devika Rai	Stenographer	09/11/1998	09/11/1998	RTO Office (North /East) Gangtok
21	Mr. Arun Kumar Sharma	LDC	14/02/1991	04/12/1999	Registration Section (Indira Bye Pass)
22	Mr. Pema Gyatso Kazi	LDC	30/11/1987	25/04/1997	RTO Office (North /East) Gangtok
23	Mr. Dawa Tshering Sherpa	LDC	21/09/1989	21/09/1989	RTO Office (North /East) Gangtok

24	Mrs. Hari Maya Chettri	LDC	18/08/1986	05/03/2003	RTO Office (North /East) Gangtok
25	Mr. Dorjee Palden Lepcha	LDC	18/05/2002	18/07/2006	Registration Section (Indira Bye Pass)
26	Mr. Pintso Namgyal Bhutia	LDC	06/11/1986	09/06/2006	Registration Section (Indira Bye Pass)
27	Mrs. Kusum Gurung	LDC	01/04/1997	06/10/2006	Registration Section (Indira Bye Pass)
28	Mr. Milan Sharma	LDC	31/12/2001	13/06/2006	Registration Section (Indira Bye Pass)
29	Ms. Takendra Gurung	LDC	05/05/2005	05/05/2005	Registration Section (Indira Bye Pass)
30	Mrs. Uma Lepcha	LDC	01/02/1984	01/06/2005	Head Office (Yatayat Bhawan)
31	Mr. Mahendra Grung	LDC	04/06/1990	22/08/1996	RTO Office (South /West) Jorethang
32	Mr. M.B. Gurung	LDC	05/05/1981	20/04/2000	RTO Office (South /West) Jorethang
33	Mr. Raju Rai	Accounts Clerk	16/11/2000	02/02/2004	Head Office (Yatayat Bhawan)
34	Mr. Kamal Subba	Head constable	23/06/1995	23/06/1995	Malli Check Post
35	Mr. Luxman Tamang	Head constable	26/06/1995	26/06/1995	Rangpo Check Post
36	Mr. Deo Kumar Tamang	Daftary	01/04/1986	01/04/1986	RTO Office (North /East) Gangtok
37	Mr. Tashi Tsh. Sherpa	Constable	21/06/1995	21/06/1995	Rangpo Check Post
38	Mr. Ram Gurung	Constable	23/06/1995	23/06/1995	Rangpo Check Post
39	Mr. Mahendra Subedi	LDC	09/09/2004	09/09/2004	Registration Section (Indira Bye Pass)
40	Mr. Dawa Lepcha	Constable	01/08/1987	01/08/1987	RTO Office (North /East) Gangtok
41	Mr. Rajendra Kotwal	Constable	03/01/2005	03/01/2005	Registration Section (Indira Bye Pass)
42	Mr. Roshan Subba	Constable	23/06/1995	23/06/1995	Registration Section (Indira Bye Pass)
43	Mr. Sonam Bhutia	Driver	07/09/1979	22/11/1991	Head Office (Yatayat Bhawan)
44	Mr. Bhim Bdr. Thapa	Driver	18/04/1995	18/04/1995	Head Office (Yatayat Bhawan)
45	Mr. Nawang Lachenpa	Driver	10/07/1989	10/07/1989	Head Office (Yatayat Bhawan)
46	Mr. Chatraman Rai	Driver	15/04/2003	15/04/2003	RTO Office (South /West) Jorethang
47	Mr. Palde Tamang	Driver	01/02/1989	01/02/1989	RTO Office (North /East) Gangtok
48	Mr. Kiran Pradhan	Constable	17/03/1999	17/03/1999	RTO Office (South /West) Jorethang
49	Mr. Sonam Tashi Bhutia	Peon	16/11/1976	16/11/1976	Head Office (Yatayat Bhawan)
50	Mr. K.B. Chettri	Peon	19/09/1989	19/09/1989	Head Office (Yatayat Bhawan)
51	Mr. K.B. Rai	Peon	01/07/1989	01/07/1989	Head Office (Yatayat Bhawan)
52	Mr. L.B. Gurung	Peon	10/03/2003	10/03/2003	Head Office (Yatayat Bhawan)
53	Mr. Nima Lepcha	Peon	31/05/1996	31/05/1996	Attached to Transport Minister
54	Mr. Tek Bdr. Mangar	Peon	01/09/2001	01/09/2001	RTO Office (South /West) Jorethang

ANNEXURE –VIII

STAFF POSITION

HEAD OFFICE, Gangtok.

1. Secretary	1
2. Special Secretary	1
3. Additional Secretary I ,II	2
5. Deputy Secretary-I & II	2
6. Under Secretary I& II	2
7. Account Officer	1
8. Office Supdt.	1
9. Sr. Accountant	1
10. M.V.I.	3
11. Stenographer	2
12. Head Assistant	1
13. L.D.C	10
14. Driver	3
15. Junior Acctt.	1
16. Account Clerk	1
17. Peon	4
18. Computer Operator on M/R basis	1
18. Driver on M/R basis	2
19. Constable	1
20. Home Guard	2
21. Safai karmachari on M/R basis	1

Annexure IX

Sr. R.T.O (N/E),Gangtok

1. Sr. RTO	1
2. Jr. R.T.O	2
3. M.V.I	2
4. U.D.C	1
5. Steno	1
6. LDC	4
7. Head Constable	1
8. Constable	3
9. Driver	1
10. Draftary	1
11. Peon on M/R service	1
12. Home Guard	2
13 Safai Karmachari on M/R	1

Annexure X

Sr. R.T.O (S/W) Jorethang

1. Sr. R.T.O	1
2. Jr. R.T.O	1
3. M.V.I	3
4. Accountant.	1
5. L.D.C	2
6. Head Constable	1
7. Constable	1
8. Driver	1
9. Peon	1
10. Home Guard	2