



TRANSPORT DEPARTMENT

Sr.No	NAME OF NOTIFIED SERVICES	DESIGNATED PUBLIC SERVANT	NAME OF APPELLATE AUTHORITY	NAME OF REVIEWING AUTHORITY
1	Disposal of matters related to Transport Department	1)Issuance of Learner's License	Secretary, RTA	Divisional Commissioner
		2)Issuance/ Renewal of different types of Driver's License	Secretary, RTA	Divisional Commissioner
		3)Issuance/Endorsement of second copy of Driver's License	Secretary, RTA	Divisional Commissioner
		4)Conversion of Driver's License Into Smart Card	Secretary, RTA	Divisional Commissioner
		5)Issuance of International Driver's License	Secretary, RTA	Divisional Commissioner
		6)Temporary registration of vehicles	Secretary, RTA	Divisional Commissioner

7)Registration of new private vehicles/transport vehicles	District Transport Officer	Secretary, RTA	Divisional Commissioner
8)Issuance of second copy of Registration Certificate	District Transport Officer	Secretary, RTA	Divisional Commissioner
9)Renewal of Registration Certificate	District Transport Officer	Secretary, RTA	Divisional Commissioner
10)Cancellation of vehicles' registration	District Transport Officer	Secretary, RTA	Divisional Commissioner
11)Issuance/renewal of trade certificate	District Transport Officer	Secretary, RTA	Divisional Commissioner
12)Issuance of tax token	District Transport Officer	Secretary, RTA	Divisional Commissioner
13)Surrender of vehicles	District Transport Officer	Secretary, RTA	Divisional Commissioner
14)Issuance/renewal of Petrol Pump License	District Transport Officer	Secretary, RTA	Divisional Commissioner
15)Issuance/renewal of Fitness Certificate of transport vehicles	Motor Vehicle Inspector	District Transport Officer	Secretary, RTA
16)Verification Report of vehicles surrendered/met accident	Motor Vehicle Inspector	District Transport Officer	Secretary, RTA
17)Issuance of second copy of Fitness Certificate	Motor Vehicle Inspector	District Transport Officer	Secretary, RTA
18)Forwarding of application related to tax rebate/refund	District Transport Officer	Secretary, RTA	Divisional Commissioner