

In exercise of the powers conferred by Section 3 read with Sections 5 & 6 the Odisha Right to Public Services Act, 2012 (Odisha Act 8 of 2012) the State Government in Commerce & Transport (Transport) Department do hereby declare the services as given in column (1) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such services in column (2) thereof by the Designated Officers as in column (3) for the purposes of the said Act and also notify the Appellate and Revisional Authority respectively in columns (4) and (5) of the said Schedule for passing of orders if any under the provisions of the said Act whenever an application to preferred to them.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
	1	2	3	4	5
1	Temporary Registration	3 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
2	Registration of Vehicles	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
3	Tax Clearance Certificate (TCC) in Form-D	4 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
4	NOC in Form-28	4 days (After receipt of Police clearance report)	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
5	Addition/Deletion of Hire/ Purchase/ Mortgage entry	4 days (after receipt of confirmation from Financier)	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
6	Transfer of ownership of vehicle	4 days (after appearance of both seller & purchaser)	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
7	Issue of Lerner's License for Driving License	3 days from the date of appearance for test	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
8	Issue of Driving License	5 days (after passing in the test)	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
9	Renewal of Driving License	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
10	Issue of Duplicate Driving license	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
11	Issue of Trade Certificate	30 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
12	Issue of Transporting Agents' License	30 days after receipt of clearance from Mining Department wherever necessary	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
13	Issue of Fitness Certificate for Transport Vehicle	3 days (after production of vehicle for inspection & compliance to rules)	Junior MVI/MVI	RTO/Sub-Collector	Collector-cum-Chairman, RTA
14	Issue of Conductor License	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
15	Renewal of Conductor License	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
16	Change of Address in Conductor License	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
17	Issue of Duplicate Conductor License	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
18	Issue of Duplicate Registration Certificate (RC)	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
19	Issue of certified copy of Registration Certificate (RC)	2 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
20	Cancellation of Registration Certificate (RC)	7 days after physical inspection of vehicle	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA

21	Change in address in the Registration Certificate (RC) card	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
22	Change in address in Driving License	5 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
23	Issue if certified copy of Driving License (DL)	2 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
24	Issue of License to Driving Training School	45 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
25	Renewal of License to Driving Training School	15 days after physical verification of the Institute	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
26	Transfer of ownership of vehicle on succession after death of owner	5 days from the date of filing required documents & appearing before RTO	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
27	Transfer of ownership of Vehicle purchased on auction	5 days from date of filing required documents & after appearing before RTO	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
28	Cancellation of Hypothecation Agreement	5 days from date of filing required documents & after verification from financier	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
29	Issue of certified copy of Route permit	2 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
30	Renewal of Registration Certificate (RC) of Non Transport Vehicles	5 days from Production of vehicle for inspection	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA
31	Addition of New Vehicle Class to an existing Driving License	5 days after passing the test	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector-cum-Chairman, RTA