

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1)(b)(i)]	(i) Name of the Organization and its website	State Transport Authority, UT Chandigarh <www.chdtransport.gov.in>
		(ii) Head of the organization	Secretary Transport, Chandigarh Administration
		(iii) Vision, Mission and Key objectives	To implement provisions of MV Act 1988 and rules made there under, To provide service to the general public to their satisfaction

		(iv) Function and duties	<p>Registration of Motor Cabs, Maxi Cabs and tourist buses, e-rickshaws. All commercial vehicles</p> <p>Reassignment / Transfer of Ownership on the basis of NOC from other states and within State.</p> <p>Entry /Termination of Hire Purchase agreement in respect of Tourist Vehicles.</p> <p>Grant /Renewal of Permits in respect of transport vehicles in the name of Firms / Private Ltd. Companies, institution.</p> <p>Grant of permits in respect of Private Service Vehicles in the name of Firms/Private Ltd. Companies, Institutions.</p> <p>Issuance and Renewal of Stage Carriage permit in respect of CTU buses.</p> <p>Approval of Models of New Vehicles.</p> <p>Grant /Renewal of PSV Permit in respect of School buses in the name of Schools/Under agreement with schools.</p> <p>Grant of permission for replacement of old auto rickshaws which have completed the life span of more than 15 years.</p> <p>Grant/Renewal of permit in respect of Contract Carriage buses and transfer.</p> <p>Grant /Renewal of driving school licence.</p> <p>Grant/Renewal of letter of Authority in respect of Pollution Checking Centres.</p> <p>Enforcement of the various provisions of the M.V. Act, 1988 & Compounding of Chalan.</p> <p>Issuance of duplicate registration books in respect of tourist vehicles and permits in respect of transport vehicles.</p> <p>Grant of Certificate of fitness in respect of transport vehicles.</p> <p>Disposal of bank drafts received from / to be sent to other transport authorities.</p> <p>Counter Signature of vehicles registered with other transport authorities.</p> <p>Cash collection.</p>	
		(v) Organization Chart	Secretary Transport (Head of the Department)	(Secretary, S.T.A. Head of Office)
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Chandigarh Motor Vehicle, 1990 GFR, DFR, notifications issued by the Chandigarh Administration and the decisions taken in the various meetings of the S.T.A. held from time to time.	
		(ii) Power and duties of other employees	To implement the provisions of MV Act, 1988 and rules made there under.	
		(iii) Rules/ orders under which powers and duty are derived and	MV Act 1988, Central Motor Vehicle Rules 1989, Chandigarh Motor Vehicle Rules-1990	
		(iv) Exercised	As per provisions of MV Act, 1988	
		(v) Work allocation	As given on next pages	

Allocation of work in STA is as under:-

Sr. No	Name of the Work	Work Allocated to	Name of the Sr. Asstt by whom the work is to be routed through.
1.	Daily Cash Collection & Deposition of same in Bank. Deposition of Bank Drafts in Bank, reconciliation thereof Writing of Main Cash Book & submission thereof to DDO	Sh. Ashwani Kumar Clerk	Sh. Promil Sharma Sr. Assistant/ AC(F&A)
2	Work regarding all types of bills and reconcile with AG/Treasury Office. Submission of Monthly revenue receipt / Expenditure to Chandigarh Administration before 10 th day of every month Maintenance of Leave Record	Sh. Ashwani Kumar Clerk Ms. Aarti, DEO	Sh. Promil Sharma Sr. Assistant/ AC(F&A)
3	All the work relating to Contract Carriage Permits/All India Permit (Buses)	Sh. Ashwani Kumar Clerk	Sh. Sanjeev Kr. Jr. Asstt/Sh. Ravinder Sharma Sr. Asstt
4.	All the work relating to seat of Care Taker, Stock / Store/ Stationery, Maintenance of Building and official vehicles, custodian of receipt books and challan books	Sh. Sohan Lal Clerk	Sh. Promil Sharma Sr. Assistant/ AC(F&A)
5	All the work relating to Auto Rickshaw (Passenger carrier), countersignatures thereof, Rent a Bike /rent a taxi Scheme, Any other work assigned from Time to time.	Sh. Sohan Lal Clerk	Sh. Promil Sharma Sr. Assistant
6	All the work relating to issuance of temporary Number, Issuance of Trade Certificate, All the work relating to OLA/UBER .	Ms. Preeti Data Entry Operator	Sh. Promil Sharma, Sr. Asstt/AC(F&A)
7	Nodal Officer for all Court Cases & matters pertaining to Engineering Department	Ms. Preeti Data Entry Operator	Sh. Promil Sharma Sr. Asstt.
8	Office Establishment (Grant of ACP, Annual Increment, EOL, Medical Leave etc.), Office Audit, All the work relating to Driving Schools, Pollution Check Centres, Any other work assigned from Time to time.	Sh. Sanjeev Kumar Clerk	Sh. Ravinder Sharma, Sr. Assistant.
9	Supervision of work of Cash Collection done by Sh. Ashwani Kumar, Clerk. Approval regarding all types of registration / permit, backlog entry /Disposal of work regarding entry /Cancellation of HPA, Duplicate RC, Change of Address (Allocated Counter No.8)	Sh. Ranjit Singh, Jr. Asstt	Sh. Promil Sharma Sr. Assistant.
10.	All the work relating to school buses, Goods Carrier (Without NP) work relating to Private Service Vehicles.	Sh. Abbas Ansari DEO	Sh. Ravinder Sharma, Sr. Assistant.
11.	Attached with Establishment Assistant, Work relating to references received from various quarters, All the Work relating to Reciprocal Agreement with other States,	Ms. Priyanka StenoTypist	Sh. Ravinder Sharma, Sr. Asstt.

	Matters regarding revival of posts / creation of posts to be taken up with Chandigarh Administration, Issuance of Press Notes/Public Notices, All the work relating to Meeting, Disposal of RTI Matters, Policy Matters, Parliament Questions, Matters pertaining to Road Safety. Any other work assigned from Time to time.		
12.	All the work relating to vehicles not covered with permit .Issuance of Special Pass	Sh. Gaurav DEO	Sh. Promil Sharma, Sr. Asstt.
13.	All the work related to challans/compounding , sending notices to defaulters for un compounded challans after completion of one month. Feeding of record of fitness and Challans in VAHAN SOFTWARE	Smt. Savita Sharma DEO	MVI's.
14.	Record Room Incharge	Sh. Varinder Singh Helper	Sh. Promil Sharma, Sr. Asstt.
15.	Attached with Motor Vehicle Inspector's regarding challaning/passing work Dairy and Despatch work Incharge Swatch Bharat Mission, Inquiry of office work. Any other work assigned from time to time.	Ms. Babli, Data Entry Operator	MVI's
16.	Enforcement Challaning Ensuring dispatch of pending chlans to court /issuance of notices to defaulters after one month and their monitoring	MVI's	AC(F&A)
17.	Work of N.P Permit of Goods Carrier, Passing Order of all Goods Carrier/Grant of stage Carriage Permit and all type of countersignatures Prepa1ration of Joint Time Table	Ms. Nisha	Sh. Ravinder Sharma Sr. Asstt.
18.	Attached with BOI	Ist to 15 th -Varinder Singh Helper 16-31 st –Sh. Sandeep Kumar Helper	Sh. Ravinder Singh MVI Sh. Jai Lal, MVI
19.	All the work realting to computerization of office , Registration Work	Sh.Ranjeet Singh CP & Sh. Sanjeev Kr. JR. Asstt	Sh. Ravinder Sharma, Sr.Asstt
20.	Custodian of Seized documents by Challaning Officers,	Smt. Savita Sharma DEO	MVI's
21.	All the work related to Taxis	Sh. Sunil Kumar DEO	Sh. Promil Sharma, Sr. Asstt.
22.	All the work related to Govt. Vehicles	Sh. Vishal Kumar DEO	Sh. Promil Sharma, Sr. Asstt.
Group D Employees			
1.	Sh.Sandeep Kumar (Regular)	Attached with Secretary STA	
1.	Sh. Sandeep Kumar helper(Contract)	Attached with Jai Lal, MVI	
2.	Sh. Varinder Singh , Helper	Attached with Establishment Branch	
3.	Sh. Ram Naresh Peon	Attached with AC(F&A)	
4.	Sh. Atma Ram Peon	Disbursement of Office Dak , Attached with Sh. Ranjit Singh Jr. Asstt regarding office work. He will accompany Sh. Ashwani Kumar Clerk to Bank for deposition of Cash daily	

1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making. Identify key decision making points	the decisions taken in the various meetings of the S.T.A. held from time to time.
		(ii) Final decision making authority	Secretary Transport, Chandigarh Administration
		(iii) Related provisions, acts, rules etc.	MV Act 1988, Central Motor Vehicle Rules 1989, Chandigarh Motor Vehicle Rules-1990
		(iv) Time limit for taking a decisions, if any	No
		(v) Channel of supervision and accountability	Secretary Transport Secretary STA AC(F&A) Senior Assistant
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Information as given on next page
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005
(The norms set for the discharge of its functions) Name of the Department: State Transport Authority, U.T. Chandigarh.

Sr. No.	Name of the service being provided	Given Time limit for delivery of each service (no. of working days)	Designation of the 'Designated Officer'	Designation of the First Appellate Authority	Designation of the Second Appellate Authority
1	2	3	4	5	6
1	Passing of new Transport Vehicle	07 Working days	Concerned Senior Assistant	Secretary, STA, UT Chandigarh	Secretary Transport
2	Registration of New transport Vehicles after passing	05 Working days	-do-	-do-	-do-
3	Renewal of fitness certificate	05 Working days	-do-	-do-	-do-
4	Transfer of Ownership within State	15 working days	-do-	-do-	-do-
5	Transfer of ownership in death case	30 working days	-do-	-do-	-do-
6	Entry/termination of H.P.A. Agreement	07 working days	-do-	-do-	-do-
7	Grant of No Objection Certificate to any type of vehicle	15 Working days	-do-	-do-	-do-
8	Grant/Renewal of Permit	15 Working days	-do-	-do-	-do-
9	Grant/renewal of Authorization for Tourist vehicles and Goods Vehicles(NP)	15 Working days	-do-	-do-	-do-
10	Issue of Duplicate RC/Permit	07 Working days	-do-	-do-	-do-
11	Countersignatures of Permits issued by other States	05 Working days	-do-	-do-	-do-
12	Re-assignment of Transport Vehicles brought from other States on the basis on NOC	30 Working days	-do-	-do-	-do-
13	Transfer of Ownership of buses along with Contract Carriage (CC) Permit	30 Working days	-do-	-do-	-do-
14	Grant/renewal of License for Pollution Check Centers	15 Working days	-do-	-do-	-do-
15	Grant/renewal of License for Driving Schools	15 Working days	-do-	-do-	-do-
16	Registration under Common Carriage Act, 2007	15 working days	-do-	-do-	-do-

* This time limit is after the submission of complete documents

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/manual/instruction.	Information as given below
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and records held by it or under control or used by the employees for discharging functions)

Name of the Department: State Transport Authority,
U.T. Chandigarh.

S.No.	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write Circular No./Date	Any other Record / Document
1.	Motor Vehicles Act, 1988	a) Central Motor Vehicles Rules 1989. b) Chandigarh Motor Vehicle Rules 1990. c) Punjab Civil Service Rules 1970, Punjab Govt. employees (Conduct Rules, 1966) as applicable to the employees of the Union Territory, Chd. DFR and GFR	----	Amendments / orders / Notifications issued from time to time under the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Punjab Civil Services Rules, GFR, DFR	-----

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	
		(ii) Custodian of documents/categories	

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

Name of the Department: State Transport Authority, U.T. Chandigarh.

S.No.	Category of documents
1.	The files pertaining to the transport vehicles such as Tourist Taxies, School buses, Govt. Vehicles, Good Carrier (with / without permits), Three Wheelers, Private Service Vehicles / Cash receipt book/Cash books are being held by the respective Clerks/Jr. Asstt.
2.	The files pertaining to the establishment matters/Policy matter / Court Cases / Pollution Checking Centres / Driving Schools / Contract Carriage buses /stage Carriage buses/All India Tourist buses etc. are being held by the respective Senior Assistants.
3.	Challan books and the court cases pertaining to the challans are being held by the Jr. Asstt.

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i)	Name of Boards, Council, Committee etc.	Information as given below
		(ii)	Composition	
		(iii)	Dates from which constituted	
		(iv)	Term/ Tenure	
		(v)	Powers and functions	
		(vi)	Whether their meetings are open to the public?	
		(vii)	Whether the minutes of the meetings are open to the public?	
		(viii)	Place where the minutes if open to the public are available?	

Name of the Department: State Transport Authority, U.T. Chandigarh.

S.No.	Name of the Board (s)	Name of Council (S)	Name of Committee (S)	Name of the bodies (S) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	Nil	Nil	State Transport Authority	Nil	No	Yes

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	
		(ii) Telephone , fax and email ID	

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005

(Directory of the Officers and employees)

Name of the Department: State Transport Authority, U.T., Chandigarh

S.No.	Name of the Officer/employee	Designation	Telephone Number (O)
1	Sh. Tejdeep Singh Saini, PCS	Secretary	2700159
2	Sh. Parbhakar Sharma	AC (F&A)	-do-
3	Sh. Ravinder Sharma	Senior Assistant	-do-
4	Sh. Promil Sharma	Senior Assistant	-do-
5	Sh. Ravinder Singh	M.V.I.	-do-
7	Sh. Sanjeev Kumar	Jr. Asstt.	-do-
8	Smt. Priyanka Sethi	Steno typist	-do-
9	Sh Sohan Lal	Clerk	-do-
10	Sh Ranjit Singh	Jr. Assistant	-do-
11	Sh. Ashwani Kumar	Clerk	-do-
12	Sh. Balwinder Singh	Driver	-do-
13	Sh. Varinder Singh	Helper	-do-
14	Sh. Sandeep Kumar	Helper	-do-
15	Sh. Ram Naresh	Peon	-do-
16	Sh. Atma Ram	Peon	-do-

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	
		(ii) System of compensation as provided in its regulations	

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (x) OF THE RIGHT TO INFORMATION ACT, 2005

(Monthly remuneration received by the Officers and employees)

Name of the Department: State Transport Authority,
U.T., Chandigarh

S.No.	Name of the Officer/employee	Designation	Monthly emoluments (Rupees)
1	Sh. Tejdeep Singh Saini, PCS	Secretary	Officiating
2	Sh. Parbhakar Sharma	AC (F&A)	95504
3	Sh. Ravinder Sharma	Senior Assistant	63945
4	Sh. Promil Sharma	Senior Assistant	71384
5	Sh. Ravinder Singh	M.V.I.	68602
7	Sh. Sanjeev Kumar	Jr. Asstt.	56913
8	Smt. Priyanka Sethi	Steno typist	51594
9	Sh Sohan Lal	Clerk	55414
10	Sh Ranjit Singh	Jr. Assistant	54789
11	Sh. Ashwani Kumar	Clerk	22378
12	Sh. Balwinder Singh	Driver	19946
13	Sh. Varinder Singh	Helper	45402
14	Sh. Sandeep Kumar	Helper	27883
15	Sh. Ram Naresh	Peon	36524
16	Sh. Atma Ram	Peon	15248

Note: Monthly emoluments as per the last month's salary bill.

1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	As given below
		(ii) Address, telephone numbers and email ID of each designated official.	

(Particulars of CPIO & Appellate Authority)

Name of the Department: State Transport Authority, U.T., Chandigarh

S.No .	Central Public Information Officer	Designation	Tele No. Office /Residence	Residential Address	Appellate Authority	Tele Number (Office)	Residential Address
1.	Sh. Ravinder Sharma,	Senior Assistant	2700159 (O)		Sh. Tejdeep Singh Saini, PCS	2700159 (O)	

1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalised for Minor penalty or major penalty proceedings	Nil
		(i) Educational programmes	No
		(ii) Efforts to encourage public authority to participate in these programmes	Nil
		(iii) Training of CPIO/APIO	The training programmes conducted by Chandigarh Administration are attended by the staff of this office
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Nil

Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority that is Salary, wages, Medical treatment, Office Expenditure for the year 2020-21 is Rs 2,21,00,000/-	Fully Met
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available, The actual expenditure in the year 2019-20 is Rs 1,93,58,000/-	
2.2	Foreign and domestic tours during 2019-20	(i) Budget	Nil
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Nil
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Nil

2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)	Name of the programme of activity	No Subsidy has been granted in any scheme.
		(ii)	Objective of the programme	
		(iii)	Procedure to avail benefits	
		(iv)	Duration of the programme/ scheme	
		(v)	Physical and financial targets of the programme	
		(vi)	Nature/ scale of subsidy /amount allotted	
		(vii)	Eligibility criteria for grant of subsidy	
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	

2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Nil
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	No concessions / permit / Authorization has been granted
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria Procedure for getting the concession/ grant and/ or permits of authorizations b) Name and address of the recipients given concessions/ permits or authorizations c) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	Report of the Audit Inspection for the year 2018-19 is not yet received and reply all the Audit Paras has already been submitted

2. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Meetings with the various unions of School bus operators, Auto Rickshaw, Taxi Unions are conducted and they are consulted before arriving at any important decisions
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Nil
		(ii) Detailed project reports (DPRs)	Nil
		(iii) Concession agreements.	Nil
		(iv) Operation and maintenance manuals	Nil
		(v) Other documents generated as part of the implementation of the PPP	Nil
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Nil
		(vii) Information relating to outputs and outcomes	Nil
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Nil
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	All the notifications, notices are up loaded on website of the department
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy.	

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	All the notifications, notices are up loaded on website of the department
3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Nil
		(ii) Printed format	Nil
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	No
		(ii) At a reasonable cost of the medium	No

3. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available	(i) English	N/A
		(ii) Vernacular/ Local Language	N/A
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation	N/A
v4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	All the notifications, notices are up loaded on website of the department <www.chdtransport.gov.in>
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	<www.chdtransport.gov.in>
		(ii) Details of information made available	All the notifications, notices, procedures, documents required are available on website of the department
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	General Public can make complaint in the office of Secretary STA any time.
		(ii) Details of applications received under RTI and information provided	In 2019-20
		(iii) List of completed schemes/ projects/Programmes	N/A
		(iv) List of schemes/ projects/ programme underway	N/A
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N/A
		(vi) Annual Report	Nil
		(vii)Frequently Asked Question (FAQs)	Nil

		(viii) Any other information such as a) Citizen's Charter	Right to service act
		c) Six monthly reports loaded on the website or not	Yes
		d) Performance against the benchmarks set in the Citizen's Charter	Satisfactory
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed since 01-01-2020	22
		(ii) Details of appeals received and orders issued since 01-01-2020	02
4.7	Replies to questions asked in the parliament, if any. [Section 4(1)(d)(2)]	Details of questions asked and replies given	12

4. Information as may be prescribed

S. No.	Item	Details of disclosure		Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs & First Appellate Authority (FAAs) Earlier CPIO & First Appellate Authority (FAAs)	Sh Ravinder Sharma, Sr. Asst. CPIO Sh. Tejdeep Singh Saini, PCS First Appellate Authority
		(ii)	Details of third party audit of voluntary disclosure	Yes Carried out
			(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii)	Appointment of Nodal Officers not below the rank of Joint Director/ Additional Director	N/A
			(a) Date of appointment (b) Name & Designation of the officers	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure	N/A
			(a) Dates from which constituted (b) Name & Designation of the officers	
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	No such committee is constituted
			(a) Dates from which constituted (b) Name & Designation of the Officers	

5. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All the information related with the procedures, forms, formalities required, notifications are available on the website of the department. < www.chdtransport.gov.in >	Fully Met

ANNEXURE – 1

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1) (b) (i) OF THE RIGHT TO
INFORMATION ACT, 2005**

**(The particulars of the organization, functions and
duties)**

S.No.	Name of the Organization / Department / Board / Corporation / Institute	Functional duties (in brief)
1.	State Transport Authority, U.T. Chandigarh	Registration of Motor Cabs, Maxi Cabs and tourist buses, e-rickshaws. All commercial vehicles Reassignment / Transfer of Ownership on the basis of NOC from other states and within State. Entry /Termination of Hire Purchase agreement in respect of Tourist Vehicles. Grant /Renewal of Permits in respect of transport vehicles in the name of Firms / Private Ltd. Companies, institution. Grant of permits in respect of Private Service Vehicles in the name of Firms/Private Ltd. Companies, Institutions. Issuance and Renewal of Stage Carriage permit in respect of CTU buses. Approval of Models of New Vehicles. Grant /Renewal of PSV Permit in respect of School buses in the name of Schools/Under agreement with schools. Grant of permission for replacement of old auto rickshaws which have completed the life span of more than 15 years. Grant/Renewal of permit in respect of Contract Carriage buses and transfer. Grant /Renewal of driving school licence. Grant/Renewal of letter of Authority in respect of Pollution Checking Centres. Enforcement of the various provisions of the M.V. Act, 1988 & Compounding of Chalans. Issuance of duplicate registration books in respect of tourist vehicles and permits in respect of transport vehicles. Grant of Certificate of fitness in respect of transport vehicles. Disposal of bank drafts received from / to be sent to other transport authorities. Counter Signature of vehicles registered with other transport authorities. Cash collection.

ANNEXURE –2

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED
IN
RULE 4 (1) (b) (ii) OF THE RIGHT TO INFORMATION ACT, 2005**

(The particulars of the duties of the Officers and employees)

Name of the Department: **State Transport Authority,
U.T. Chandigarh.**

S.No.	Name of the post	Powers and duties (in brief)
1.	Secretary Transport (Head of the Department)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Chandigarh Motor Vehicle, 1990 GFR, DFR, notifications issued by the Chandigarh Administration and the decisions taken in the various meetings of the S.T.A. held from time to time.
2.	Secretary, S.T.A. (Head of Office)	Powers and duties as defined in the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Chandigarh Motor Vehicle Rules 1990 GFR, DFR, notifications issued by the Chandigarh Administration and the decisions taken in the various meetings of the S.T.A. held from time to time.

1.	Secretary, S.T.A.	<p>Supervision of the work regarding grant / renewal of all kind of permits of the transport vehicles.</p> <p>Establishment matters of the office and Misc. or any other unallotted work.</p> <p>Grant of temporary permits in respect of all categories of vehicles under Section 87 of the Motor Vehicles Act, 1988.</p> <p>Grant of regular permits in respect of all category of vehicles under Section 74, 79, 80 and 81 of the Motor Vehicle Act, 1988.</p> <p>Grant of Private Service Vehicle Permit under Section 76 of the Act.</p> <p>Grant of Tourist Permits in respect of Taxi/Maxi Cabs.</p> <p>Registration of Tourist Taxi / Maxi Cabs.</p> <p>Registration of A.C.Taxis with CC Permits.</p> <p>Grant of National Permits in respect of Goods Carrier Vehicles under Section 88 (12) of the Motor Vehicles Act, 1988.</p> <p>Issuance of duplicate permits or parts of permits.</p> <p>Grant /Renewal of Certificate of fitness of vehicles under Section 56 of the M.V. Act as Member Board of Inspection.</p> <p>All the cases of approval of passing orders in respect of all category of vehicles.</p>
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Distribution of work in STA is as under:-

Sr. No	Name of the Work	Work Allocated to	Name of the Sr. Asstt by whom the work is to be routed through.
1.	Daily Cash Collection & Deposition of same in Bank. Deposition of Bank Drafts in Bank, reconciliation thereof Writing of Main Cash Book & submission thereof to DDO	Sh. Ashwani Kumar Clerk	Sh. Promil Sharma Sr. Assistant/ AC(F&A)
2	Work regarding all types of bills and reconcile with AG/Treasury Office. Submission of Monthly revenue receipt / Expenditure to Chandigarh Administration before 10 th day of every month Maintenance of Leave Record	Sh. Ashwani Kumar Clerk Ms. Aarti, DEO	Sh. Promil Sharma Sr. Assistant/ AC(F&A)
3	All the work relating to Contract Carriage Permits/All India Permit (Buses)	Sh.Ashwani Kumar Clerk	Sh. Sanjeev Kr. Jr. Asstt/Sh. Ravinder Sharma Sr. Asstt
4.	All the work relating to seat of Care Taker, Stock / Store/ Stationery, Maintenance of Building and official vehicles, custodian of receipt books and challan books	Sh. Sohan Lal Clerk	Sh. Promil Sharma Sr. Assistant/ AC(F&A)
5	All the work relating to Auto Rickshaw (Passenger carrier), countersignatures thereof, Rent a Bike /rent a taxi Scheme, Any other work assigned from Time to time.	Sh. Sohan Lal Clerk	Sh. Promil Sharma Sr. Assistant
6	All the work relating to	Ms. Preeti Data	Sh. Promil

	issuance of temporary Number, Issuance of Trade Certificate, All the work relating to OLA/UBER .	Entry Operator	Sharma, Sr. Asstt/AC(F&A)
7	Nodal Officer for all Court Cases & matters pertaining to Engineering Department	Ms. Preeti Data Entry Operator	Sh. Promil Sharma Sr. Asstt.
8	Office Establishment (Grant of ACP, Annual Increment, EOL, Medical Leave etc.,) Office Audit, All the work relating to Driving Schools, Pollution Check Centres, Any other work assigned from Time to time.	Sh. Sanjeev Kumar Clerk	Sh. Ravinder Sharma, Sr. Assistant.
9	Supervision of work of Cash Collection done by Sh. Ashwani Kumar, Clerk. Approval regarding all types of registration / permit, backlog entry /Disposal of work regarding entry /Cancellation of HPA, Duplicate RC, Change of Address (Allocated Counter No.8)	Sh. Ranjit Singh, Jr. Asstt	Sh. Promil Sharma Sr. Assistant.
10.	All the work relating to school buses, Goods Carrier (Without NP) work relating to Private Service Vehicles.	Sh. Abbas Ansari DEO	Sh. Ravinder Sharma, Sr. Assistant.
11.	Attached with Establishment Assistant, Work relating to references received from various quarters, All the Work relating to Reciprocal Agreement with other States, Matters regarding revival of posts / creation of posts to be taken up with Chandigarh Administration, Issuance of Press Notes/Public Notices, All the work relating to Meeting, Disposal of RTI Matters, Policy Matters, Parliament Questions, Matters pertaining to Road Safety. Any other work assigned from Time to time.	Ms. Priyanka StenoTypist	Sh. Ravinder Sharma, Sr. Asstt.
12	All the work relating to vehicles not covered with permit .Issuance of Special Pass	Sh. Gaurav DEO	Sh. Promil Sharma, Sr. Asstt.
13	All the work related to challans/compounding , sending notices to defaulters for uncompounded challans after completion of one month. Feeding of record of fitness and Challans in VAHAN SOFTWARE	Smt. Savita Sharma DEO	MVI's.
14.	Record Room Incharge	Sh. Varinder Singh Helper	Sh. Promil Sharma, Sr. Asstt.
15.	Attached with Motor Vehicle Inspector's regarding challaning/passing work Dairy and Despatch work Incharge Swatch Bharat Mission, Inquiry	Ms. Babli, Data Entry Operator	MVI's

	of office work. Any other work assigned from time to time.		
16.	Enforcement Challaning Ensuring dispatch of pending chllans to court /issuance of notices to defaulters after one month and their monitoring	MVI's	AC(F&A)
17.	Work of N.P Permit of Goods Carrier, Passing Order of all Goods Carrier/Grant of stage Carriage Permit and all type of countersignatures Prepa1ration of Joint Time Table	Ms. Nisha	Sh. Ravinder Sharma Sr. Asstt.
18.	Attached with BOI	Ist to 15 th - Varinder Singh Helper 16-31 st -Sh. Sandeep Kumar Helper	Sh. Ravinder Singh MVI Sh. Jai Lal, MVI
19.	All the work relating to computerization of office, Registration Work	Sh.Ranjeet Singh CP & Sh. Sanjeev Kr. JR. Asstt	Sh. Ravinder Sharma, Sr.Asstt
20	Custodian of Seized documents by Challaning Officers,	Smt. Savita Sharma DEO	MVI's
21.	All the work related to Taxis	Sh. Sunil Kumar DEO	Sh. Promil Sharma, Sr. Asstt.
22.	All the work related to Govt. Vehicles	Sh. Vishal Kumar DEO	Sh. Promil Sharma, Sr. Asstt.
Group D Employees			
1.	Sh.Sandeep Kumar (Regular)	Attached with Secretary STA	
1.	Sh. Sandeep Kumar helper(Contract)	Attached with Jai Lal, MVI	
2.	Sh. Varinder Singh , Helper	Attached with Establishment Branch	
3.	Sh. Ram Naresh Peon	Attached with AC(F&A)	
4.	Sh. Atma Ram Peon	Disbursement of Office Dak , Attached with Sh. Ranjit Singh Jr. Asstt regarding office work. He will accompany Sh. Ashwani Kumar Clerk to Bank for deposition of Cash daily	

ANNEXURE –3

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (iii) OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars followed in the decision making process, including channels of supervision and accountability)

Name of the Department: State Transport Authority, U.T. Chandigarh.

S. No	Nature /Type of work	Level of which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority.	Level at which decision is made (name of the post)
1.	Permission for grant of certificate of fitness in respect of Private Service Vehicle including school buses.	Clerk / Jr. Asstt.	Senior Asstt/Supdt	Secretary, S.T.A.
2.	Permission for grant of certificate of fitness in respect transport vehicles.	Clerk/Jr . Asstt.	Senior Asstt/Supdt	Secretary, S.T.A.
3.	N.O.C. /Transfer	Clerk/Jr . Asstt.	Senior Asstt/Supdt	Secretary, S.T.A.
4.	Establishment	Clerk/ Junior Asstt.	Senior Asstt/Supdt	Secretary, S.T.A. /Chairman S.T.A.
5.	Pollution Cell	Senior Asstt.	Senior Asstt./Supdt.	Secretary, S.T.A.
6.	Accounts matter	Clerk	Senior Asstt. /Supdt. / D.D.O.	Secretary, S.T.A./Chairman S.T.A.
7.	Drafts	Clerk	Senior Asstt/Supdt./D.D .O.	Secretary, S.T.A.
8.	Registration of Tourist Vehicles	Clerk/Jr . Asstt.	Senior Asstt/Supdt.	Addl. Secy
9.	Grant/renewal/duplicate permit. In respect of goods carrier, tourist vehicles, private service vehicles including school buses, auto-rickshaws, contract carriage.	Clerk/Jr . Asstt.	Senior Asstt./Supdt.	Addl. Secy.

10.	Grant/renewal /duplicate of stage carriage permit.	Senior Asstt.	Senior Asstt./Supdt.	Secretary, S.T.A.
11.	Approval of model of new vehicles.	Senior Asstt.	Senior Asstt./Supdt.	Secretary, S.T.A. /Chairman S.T.A.
12.	Grant of driving school licenses / letter of authority for pollution check centers.	Senior Asstt.	Senior Asstt./Supdt.	Secretary, S.T.A.
13.	Compounding of challans	Jr.Asstt	Senior Asstt./Supdt.	Secretary, S.T.A.
14.	Grant of temporary stage carriage permit	Senior Asstt.	Senior Asstt./Supdt.	Addl. Secy. S.T.A.
15.	Court cases	Senior Asstt.	Senior Asstt./Supdt.	Secretary, S.T.A. /Chairman S.T.A.

ANNEXURE –4

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED INRULE 4 (1) (b) (iv) OF THE RIGHT TO INFORMATION ACT, 2005

(The norms set for the discharge of its functions) Name of the Department: State Transport Authority, U.T. Chandigarh.

Sr. No.	Name of the service being provided	Given Time limit for delivery of each service (no. of working days)	Designation of the 'Designated Officer'	Designation of the First Appellate Authority	Designation of the Second Appellate Authority	Remarks, if any
1	2	3	4	5	6	7
1	Passing of new Transport Vehicle	07 Working days	Concerned Senior Assistant	Secretary, STA, UT Chandigarh	Secretary Transport	
2	Registration of New transport Vehicles after passing	05 Working days	-do-	-do-	-do-	
3	Renewal of fitness certificate	05 Working days	-do-	-do-	-do-	
4	Transfer of Ownership within State	15 working days	-do-	-do-	-do-	
5	Transfer of ownership in death case	30 working days	-do-	-do-	-do-	
6	Entry/termination of H.P.A. Agreement	07 working days	-do-	-do-	-do-	
7	Grant of No Objection Certificate to any type of vehicle	15 Working days	-do-	-do-	-do-	
8	Grant/Renewal of Permit	15 Working days	-do-	-do-	-do-	
9	Grant/renewal of Authorization for Tourist vehicles and Goods Vehicles(NP)	15 Working days	-do-	-do-	-do-	
10	Issue of Duplicate RC/Permit	07 Working days	-do-	-do-	-do-	
11	Countersignatures of Permits issued by other States	05 Working days	-do-	-do-	-do-	
12	Re-assignment of Transport Vehicles brought from other States on the basis on NOC	30 Working days	-do-	-do-	-do-	
13	Transfer of Ownership of buses along with Contract Carriage (CC) Permit	30 Working days	-do-	-do-	-do-	

14	Grant/renewal of License for Pollution Check Centers	15 Working days	-do-	-do-	-do-	
15	Grant/renewal of License for Driving Schools	15 Working days	-do-	-do-	-do-	
16	Registration under Common Carriage Act, 2007	15 working days	-do-	-do-	-do-	

* This time limit is after the submission of complete documents

ANNEXURE –5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (v) OF THE RIGHT TO INFORMATION ACT, 2005

(The rules, regulations, instructions, manuals and records held by it or under control or used by the employees for discharging functions)

Name of the Department: State Transport Authority,
U.T. Chandigarh.

S. No .	Name of the Act.	Name of the Rules	Name of the Manuals	Instructions (Write Circular No./Date	Any other Record / Document
1.	Motor Vehicles Act, 1988	a) Central Motor Vehicles Rules 1989. b) Chandigarh Motor Vehicle Rules 1990. c) Punjab Civil Service Rules 1970, Punjab Govt. employees (Conduct Rules, 1966) as applicable to the employees of the Union Territory, Chd. DFR and GFR	----	Amendments / orders / Notifications issued from time to time under the Motor Vehicle Act, 1988, Central Motor Vehicle Rules, 1989, Punjab Civil Services Rules, GFR, DFR	-----

ANNEXURE –6

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (vi) OF THE RIGHT TO INFORMATION ACT, 2005

**(Statement of the categories of documents that are
held or under control)**

**Name of the Department: State Transport Authority,
U.T. Chandigarh.**

S.No.	Category of documents
1.	The files pertaining to the transport vehicles such as Tourist Taxies, School buses, Govt. Vehicles, Good Carrier (with / without permits), Three Wheelers, Private Service Vehicles / Cash receipt book/Cash books are being held by the respective Clerks/Jr. Asstt.
2.	The files pertaining to the establishment matters/Policy matter / Court Cases / Pollution Checking Centres / Driving Schools / Contract Carriage buses /stage Carriage buses/All India Tourist buses etc. are being held by the respective Senior Assistants.
3.	Challan books and the court cases pertaining to the challans are being held by the Jr. Asstt.

ANNEXURE –7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (vii) OF THE RIGHT TO INFORMATION ACT, 2005

**(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.)**

**Name of the Department: State Transport Authority,
U.T. Chandigarh.**

S.No.	Details /Type of arrangements made
1.	-Nil-

ANNEXURE –8

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (viii) OF THE RIGHT TO INFORMATION ACT, 2005

(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)

Name of the Department: State Transport Authority, U.T. Chandigarh.

S.No .	Name of the Board (s)	Name of Council (S)	Name of Committee (S)	Name of the bodies (S) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	----	-----	State Transport Authority	-----	No	Yes

ANNEXURE – 9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (ix) OF THE RIGHT TO INFORMATION ACT, 2005

(Directory of the Officers and employees)

**Name of the Department: State Transport Authority,
U.T., Chandigarh**

S.No.	Name of the Officer/employee	Designation	Telephone Number (O)
1	Sh. Harjeet Singh Sandhu, PCS	Secretary	2700159
2	Sh. Parbhakar Sharma	AC (F&A)	-do-
3	Sh. Ravinder Sharma	Senior Assistant	-do-
4	Sh. Promil Sharma	Senior Assistant	-do-
5	Sh. Ravinder Singh	M.V.I.	-do-
7	Sh. Sanjeev Kumar	Jr. Asstt.	-do-
8	Smt. Priyanka Sethi	Steno typist	-do-
9	Sh Sohan Lal	Clerk	-do-
10	Sh Ranjit Singh	Jr. Assistant	-do-
11	Sh. Ashwani Kumar	Clerk	-do-
12	Sh. Balwinder Singh	Driver	-do-
13	Sh. Varinder Singh	Helper	-do-
14	Sh. Sandeep Kumar	Helper	-do-
15	Sh. Ram Naresh	Peon	-do-
16	Sh. Atma Ram	Peon	-do-

ANNEXURE – 10
PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED INRULE 4 (1) (b) (x) OF THE RIGHT TO
INFORMATION ACT, 2005
(Monthly remuneration received by the Officers and
employees)
Name of the Department: State Transport Authority,
U.T., Chandigarh

S.No.	Name of the Officer/employee	Designation	Monthly emoluments (Rupees)
1	Sh. Harjeet Singh Sandhu,PCS	Secretary	Officiating
2	Sh. Parbhakar Sharma	AC (F&A)	95504
3	Sh. Ravinder Sharma	Senior Assistant	63945
4	Sh. Promil Sharma	Senior Assistant	71384
5	Sh. Ravinder Singh	M.V.I.	68602
7	Sh. Sanjeev Kumar	Jr. Asstt.	56913
8	Smt. Priyanka Sethi	Steno typist	51594
9	Sh Sohan Lal	Clerk	55414
10	Sh Ranjit Singh	Jr. Assistant	54789
11	Sh. Ashwani Kumar	Clerk	22378
12	Sh. Balwinder Singh	Driver	19946
13	Sh. Varinder Singh	Helper	45402
14	Sh. Sandeep Kumar	Helper	27883
15	Sh. Ram Naresh	Peon	36524
16	Sh. Atma Ram	Peon	15248

Note: Monthly emoluments as per the last month's salary bill.

ANNEXURE – 11

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (xi) OF THE RIGHT TO INFORMATION ACT, 2005

(Annual Plan/Non Plan Expenditure)

**Name of the Department: State Transport Authority,
U.T., Chandigarh
(Figures in thousands)**

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Total Budget for the public authority that is for Salary, wages, Medical treatment, Office Expenditure for the year 2020-21 is Rs 2,21,00,000/-
	Report on disbursements made and place where the related reports are available, The actual expenditure in the year 2019-20 is Rs 1,93,58,000/-

ANNEXURE – 12

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1) (b) (xii) OF THE RIGHT TO
INFORMATION ACT, 2005**

**(The manner of execution of subsidy programmes,
including the amounts allocated and the details of
beneficiaries of such programme)**

**Name of the Department : State Transport Authority,
U.T., Chandigarh**

S.No.	Scheme under subsidy given.	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
1.	No Subsidy has been granted in any scheme.	_____	_____	_____

ANNEXURE – 13

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1) (b) (xiii) OF THE RIGHT TO
INFORMATION ACT, 2005**

**(Particulars of recipients of concessions, permits or
authorization granted)**

**Name of the Department: State Transport Authority,
U.T., Chandigarh**

S.N o.	Concessions/Permit/Authoriz ation grant	Name of the recipie nt	Addres s of the recipie nt
1.	No concessions / permit / authorization has been granted	-----	-----

ANNEXURE – 14

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1) (b) (xiv) OF THE RIGHT TO
INFORMATION ACT, 2005**

**(Details in respect of the information available to or
held by it reduced in an electronic form)**

**Name of the Department: State Transport Authority,
U.T., Chandigarh**

S.No.	Type of information
1.	NIL

ANNEXURE – 15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (b) (xv) OF THE RIGHT TO INFORMATION ACT, 2005

(Time Taken for particular work)

**Name of the Department : State Transport Authority,
U.T., Chandigarh**

S.No.	Facilities available	Remarks (No. of days in a week / Timings etc.)
1.	The checklists pertaining to various information regarding registration of tourist vehicles, grants/renewal of permits in respect of Goods Carrier, School buses, Private Service Vehicles, Contract Carriage buses, N.O.C. transfer of transport vehicles.	days have been fixed for disposal of various types of work as already indicated in Annexure –4

ANNEXURE – 16

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4 (1) (b) (xvi) OF THE RIGHT TO
INFORMATION ACT, 2005**

(Particulars of CPIO & Appellate Authority)

**Name of the Department : State Transport Authority,
U.T., Chandigarh**

S.No.	Central Public Information Officer	Designation	Tele No. Office /Residence	Residential Address	Appellate Officer	Tele Number (Office)	Residential Address
1.	Sh. Ravinder Sharma,	Senior Assistant	2700159 (O)		Sh Harjeet Singh Sandhu, PCS	2700159 (O)	



CHANDIGARH ADMINISTRATION
TRANSPORT DEPARTMENT
NOTIFICATION

The 6th December, 2019

S/STA.....
/Secy.....
O.S.....
Asstt.....
12/11/19

No. 2/3/57-HIII(7)-2019/19674 In supersession of the Home Department, Chandigarh Administration notification bearing No. 2/3/57-HIII(7)-2008/2848, dated 08.02.2008 and in exercise of the powers conferred by sub-section (1) of Section 200 of the Motor vehicle Act, 1988 (Central Act No. 59 of 1988) as amended and all other Powers enabling him in this behalf, the Administrator, Union Territory, Chandigarh is pleased to specify the authorities mentioned under column 5 of the schedule below to compound the offences mentioned under column 2 thereof either before or after the institution of the prosecution for the amount mentioned under column 3 and 4 of the said schedule.

SCHEDULE

Sr. No.	Section of Motor vehicles (Amendment) Act, 2019, under which punishable	Amount of Composition (in Rupees)		Authority competent to compound the offence
		For Offence 1 st	For subsequent offence	
1	2	3	4	5
1	177	500	1000	1. Chairman, State Transport Authority, Chandigarh.
2	178(1)	500	500	
3	178(2)	500	500	
4	178(3)(A)	50	50	2. Secretary, State Transport Authority, Chandigarh.
5	178(3)(B)	500	500	
6	179(1)	1000	1500	3. Police officer of the rank of Head Constable and above of Chandigarh Police.
7	179(2)	1500	2000	
8	180	5000	5000	
9	181	5000	5000	
10	182(1)	10000	10000	
11	182(2)	2000	5000	
12	183(1) (i) (i) In case of Two wheeler (ii) in case of LMV	1000 1000	1500 2000 (Driving License of such driver shall be impounded as per provision of sub-Section 4 of Section 206	

			of Act)	
13	183(1) (ii) In case of Medium Goods/ and Heavy Goods/ Passengers vehicles)	2000	4000 (Driving License of such driver shall be impounded as per provision of sub-Section 4 of Section 206 of Act)	
14	184 (only for use of handheld communication devices)	2000	10000 (within three years of previous offence)	
15	186	500	1000	
16	189	5000	10000	
17	190(2)	2000 (Driver shall be disqualified for holding driving license for a period of three months)	5000 (Driver shall be disqualified for holding driving license for a period of three months)	
18	192	Two wheeler- Rs. 3000 other vehicles- Rs. 5000	Two wheeler- Rs. 5000 other vehicles- Rs. 10000	
19	192A	10000	10000	
20	194(1)	20000 plus additional amount Rs. 2000 per ton of excess load.		
21	194(1)(A)	20000 with the liability to pay charges of off loading of excess load.		
22	194(2)	40000		
23	194(A)	200 per excess passenger		
24	194(B)	1000		
25	194(C)	1000 (Driver shall be disqualified for holding driving		

		license for period of three months)	
26	194(D)	1000 (Driver shall be disqualified for holding driving license for period of three months)	
27	194(E)	10000	
28	194(F)	1000	2000
29	196	2000	4000
30	198	1000	

DR. AJAY KUMAR SINGLA, IAS
SECRETARY TRANSPORT
CHANDIGARH ADMINISTRATION

Endst. No. 2/3/57-HIII(7)-2019/19675

Dated; 06/12/2019

A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh with a the request to publish the above notification in the Chandigarh Administration Gazette (Extra-Ordinary) and its 30 copies may be sent to this department for official use.

Additional Secretary Transport
for Secretary Transport
Chandigarh Administration

Endst. No. 2/3/57-HIII(7)-2019/19676

Dated; 06/12/2019

A copy is forwarded to the Director Public Relations, U.T., Chandigarh. He is requested to publish the same in the leading newspaper for wide publicity.

Additional Secretary Transport
for Secretary Transport
Chandigarh Administration

Endst. No. 2/3/57-HIII(7)-2019/19677

Dated; 06/12/2019

A copy is forwarded to the followings for information and necessary action;

- (i) Director General of Police, U.T., Chandigarh.
- (ii) Senior Superintendent of Police (Traffic), U.T., Chandigarh.
- (iii) Secretary, State Transport Authority, U.T., Chandigarh.
- (iv) Registering and Licensing Authority, U.T., Chandigarh.

Additional Secretary Transport
for Secretary Transport
Chandigarh Administration

FARE LIST OF TAXI/CARS /Autos



CHANDIGARH ADMINISTRATION
TRANSPORT DEPARTMENT
NOTIFICATION

30/7
Sri. Kaurishar
sgn SA/CP.
8/14/11

No. 2/7/109-H-III(7)-2015/ 8730 Chandigarh, dated the 28/4/15

In exercise of the powers conferred by the clause (i) of Sub-section (1) of Section 67 of the Motor Vehicles Act, 1988 (Central Act 59 of 1988) and all other powers enabling him in this behalf, the Administrator, Union Territory of Chandigarh, is pleased to issue directions to the State Transport Authority, Chandigarh, fixing the following rates of fares in respect of taxi/maxi cabs on Plain Area /Hill Area and daily upto 08 hours or maximum 80 kilometres are as under: -

Directions

HIRING OF TAXIS / MAXI CABS ON KILOMETRE BASIS

(i) PLAIN AREA

Sr. No.	Taxi / Maxi Cabs	Rates (Rs.) per K.M.
1.	Ordinary Taxis Cars upto 4+1 seater (Indica, Ford, Ambassdor, Maruit Swift, Desire, I 20).	Rs.9/-
2.	Air Conditioned (Luxury) Taxi Cars upto 4+1 seater (Honda City, Etios, Verna)	Rs.12/-
3.	AC (Ordinary) 6+1 to 10 seater (Tavera Ertiga, Xylo, Scorpio).	Rs.14/-
4.	AC Supreme upto 6+1 seater (Innova XUV.500).	Rs.16/-
5.	AC (Luxury) upto 6+1 seater (Fortuner, Ford Endeavour)	Rs.20/-
6.	Tempo Traveller (AC) 12+1 seater	Rs.18/-
7.	Corolla Altis / Skoda / Volks Jetta	Rs.20/-
8.	BMW, Audi (P&C) Camry W-1	Rs.32/-
9.	BMW-5 Series, Mercedes E Class	Rs.50/-
10.	Audi 7 Series S class Mercedes B	Rs.75/-

(ii) HILL AREA

I) For ordinary taxi :- Rs.01/- per K.M. will be charged extra.	
II) For Air Conditioned Taxi Car:- Rs.02/- will be charged extra.	
III) For Luxury Cars :- Rs.03/- will be charged extra.	
(i) If the journey to a place outside Chandigarh, is not more than 100 kilometres in a day and the vehicle is not freed immediately after reaching the destination, minimum fare will be charged for 200 kilometres journey upto 08 hours. For Detention beyond 08 hours, the detention charges will be as follows:- Ordinary Taxi-Rs.50/- Per hour. Air Conditioned Taxi Cars :- Rs.100/- Per hour. Luxury Cars - Rs.150/- Per hour. (ii) Toll / Service tax etc. if any charged by the other State Government shall be extra.	

Note: Night Charges: 10.00 p.m. to 6.00 a.m. (Out of Station):- Rs.200/- per night.

(B) HIRING OF TAXIS FOR LOCAL AREA ON DAILY BASIS UPTO 08 HOURS OR MAXIMUM 80 KILOMETRES:-

Sr. No.	Taxi Cars	Rates (Rs.) per day
1.	Ordinary Taxis Cars upto 4+1 seater	Rs.1200/-
2.	Air Conditioned (Luxury) Taxi Cars upto 4+1 seater	Rs.1400/-
3.	AC (Ordinary) 6+1 to 10 seater	Rs.1500/-
4.	AC (Luxury) upto 6+1 seater	Rs.1700/-
5.	AC(Luxury) Fortuner Ford Endeavour	Rs.2100/-
6.	Corolla Altis / Skoda / Honda Civic, Ford Endeavour	Rs.2500/-
7.	Volks - Jetta (P&C) Camry W-1	Rs.3200/-
8.	Tempo Traveller 12+1 seater	Rs.2000/-

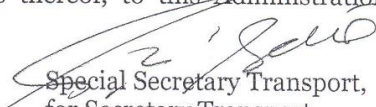
Note: After 08 hours or maximum 80 kilometres the charges will be charged as per rates of hiring taxis on kilometres basis.

This notification issued earlier in this regard, stands superseded.

Endst. No. 2/7/109-H-III(7)-2015/ 8731

Dated: 28/4/15

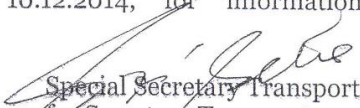
A copy is forwarded to the Controller, Printing and Stationery, U.T., Chandigarh for publication the above notification in the official gazette of Chandigarh Administration Gazette (Extraordinary) and send 100 copies thereof, to this Administration for record.


Special Secretary Transport,
for Secretary Transport,
Chandigarh Administration.

Endst. No. 2/7/109-H-III(7)-2015/ 8732

Dated: 28/4/15

A copy is forwarded to the Secretary, State Transport Authority, U.T., Chandigarh with reference his memo No. 3587/STA/AT-2/2014 dated 10.12.2014, for information and necessary action.


Special Secretary Transport,
for Secretary Transport,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
HOME DEPARTMENT
NOTIFICATION

No. 2/3/20-HIII(7)-2013/

Dated, Chandigarh the

In exercise of the powers conferred by clause (i) of Sub-section (1) of Section 67 of the Motor Vehicles Act, 1988 (Central Act 59 of 1988) and all other powers enabling him in this behalf, the Administrator, Union Territory of Chandigarh, hereby issues the following directions to the State Transport Authority, Union Territory, Chandigarh.

Directions

From the date of publication of this notification in the official gazette, the fares chargeable by the operators of A.C. Taxi, Non A.C. Taxi, Radio Auto and Ordinary Auto in Union Territory, Chandigarh, shall be as under:-

A.C. Taxi:- ₹23/- per K.M.

Night charges 25% of the fare between 11.00 p.m. to 5.00 a.m.

Waiting charges ₹100/- per hour or part thereof.

Non A.C. Taxi:- ₹17/- for 1st K.M. and ₹13/- for the subsequent K.M.

Night charges 25% of the fare between 11.00 p.m. to 5.00 a.m.

Waiting charges ₹100/- per hour or part thereof.

Radio Auto:- ₹15/- for 1st K.M. and ₹10/- for subsequent K.M.

Night charges 25% of the fare between 11.00 p.m. to 5.00 a.m.

Waiting charges ₹ 10/- per hour or part thereof.

Ordinary Auto:- ₹14/- for 1st K.M. and ₹7/- for subsequent K.M.

Night charges 25% of the fare between 11.00 p.m. to 5.00 a.m.

Waiting charges: ₹10/- per hour or part thereof.

This notification superseded the notifications issued earlier in this regard.

Anil Kumar, IAS
Home Secretary,
Chandigarh Administration

AT3

[Signature]
16/9/2013

Endst. No. 2/3/20-HIII(7)-2013/

Dated:

A copy is forwarded to the Controller, Printing and Stationery, U.T., Chandigarh for publication the above notification in the official gazette of Chandigarh Administration Gazette (Extraordinary) and send 100 copies thereof, to this Administration for record.

[Signature]
Superintendent Home-III,
for Home Secretary,
Chandigarh Administration

Endst. No. 2/3/20-HIII(7)-2013/8875 Dated: 15/5/2013

A copy is forwarded to the Secretary, State Transport Authority, U.T., Chandigarh for information and necessary action.

[Signature]
Superintendent Home-III,
for Home Secretary,
Chandigarh Administration