

**Government of West Bengal**  
**Transport Department**  
**Paribahan Bhawan**  
12, R.N. Mukherjee Road, Kolkata – 700 001

No.1618-WT/3M/72/2013

Date: 04.05.2015

**NOTIFICATION**

In exercise of power conferred under section 3 of the West Bengal Right to Public Services Act, 2013 and in partial modification of Transport Department Notification No. 3916-WT/3M-72/2013, dated: 31.10.2013, the Governor is pleased to notify the following services, stipulated time limit for rendering the services, and particulars of each of the Designated Officers, Appellate Officer and Reviewing Officer responsible for providing the services as shown in the Table – I herein below.

**TABLE – I**

Sl No	Service	Sub Divisional M.V. Office			District H.Q.M.V. Office			PVD, Kolkata		
		Designated Officer & Stipulated time limit	Appellate Officer & Stipulated time limit	Reviewing Officer & Stipulated time limit	Designated Officer & Stipulated time limit	Appellate Officer & Stipulated time limit	Reviewing Officer & Stipulated time limit	Designated Officer & Stipulated time limit	Appellate Officer & Stipulated time limit	Reviewing Officer & Stipulated time limit
1.	Registration of Vehicles	A.R.T.O 5 Working days	S.D.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	R.T.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	Asst. Director 10 Working days	Jt. Director 15 Working days
2.	Grant of Driving License	A.R.T.O 5 Working days	S.D.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	R.T.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	Asst. Director 10 Working days	Jt. Director 15 Working days
3.	Receipt of Tax	A.R.T.O 5 Working days	S.D.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	R.T.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	Asst. Director 10 Working days	Jt. Director 15 Working days
4.	Issue of particulars of Vehicle Registration Certificate	A.R.T.O 5 Working days	S.D.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	R.T.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	Asst. Director 10 Working days	Jt. Director 15 Working days
5.	Issue of Particulars of Driving License	A.R.T.O 5 Working days	S.D.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	R.T.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	Asst. Director 10 Working days	Jt. Director 15 Working days
6.	Issue of Certificate of Fitness for vehicle	A.R.T.O 5 Working days	S.D.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	R.T.O. 10 Working days	A.D.M. 15 Working days	A.R.T.O. 5 Working days	Asst. Director 10 Working days	Jt. Director 15 Working days

This Notification will come into effect from the date of its publication in the Official Gazette.

By order of the Governor

Sd/-

(ALAPAN BANDYOPADHYAY)  
Principal Secretary  
to the Government of West Bengal

No.1618/1-WT/3M/72/2013

Date: 04.05.2015

Copy forwarded : to the Joint Secretary, Commerce & Industrial Department, Government of West Bengal, 4, Abanindranath Tagore Sarani (Camac Street), Kol-16 with the request to publish the Notification in the Kolkata Gazette Extra Ordinary and send 50 (fifty) copies of the same to this Department for official use.

*sd/-*

Additional Secretary  
to the Government of West Bengal

No.1618/1/1(8) -WT/3M/72/2013

Date: 04.05.2015

Copy forwarded for information and taking necessary action to :

- (1) The Addl. Chief Secretary, Consumer Affairs Department.
- (2) The Director, Public Vehicles Department.
- (3) RTO (all).
- (4) DM & Chairman RTA (all) with a request to intimate the SDO & ADM within his jurisdiction.
- (5) ARTO (all).
- (6) Sr. P.S. to the Principal Secretary, Transport Department.
- (7) P.S. to the Hon'ble M.I.C., Transport Department.
- (8) Dr. Tapas Das, Technical Director, NIC, WBSC, with the request to upload this Notification in the Transport Department's website.

*sd/-*

Additional Secretary  
to the Government of West Bengal