

# INFORMATION HANDBOOK



VOLUNTARY DISCLOSURE UNDER SECTION 4(1) (b)  
OF THE J&K RIGHT TO INFORMATION ACT, 2009

## Section 4(1) (b) (i)

### The Particulars of the organization, functions and duties

Jammu and Kashmir Motor Vehicles Department (MVD) is one of the key public services departments of the State. With huge public interface, the Department is implementing, monitoring and coordinating various transport related activities in consonance with various statutes / enactments. It is mandated to deal with multi- dimensional aspects of the road transport. The Motor Vehicles Department is one of the three wings of the Transport Department, other two being J&K State Road Transport Corporation and J&K State Motor Garages.

The Transport Department is headed by the Hon'ble Minister for Transport and the Secretary Transport is at the helm of the administrative machinery. The Transport Commissioner vested with various statutory powers looks after the whole State and holds administrative control over the Regional Transport Officers of Jammu, Kashmir and Kathua. Other districts are looked after by the concerned Regional Transport Officers.

### Role and Responsibilities of the Department

To implement and enforce the provisions of

- Central Motor Vehicles Act. 1988
- Central Motor Vehicles Rules, 1989
- J&K Motor Vehicles Rules, 1991
- J&K Motor Vehicles Taxation Act, 1957
- To ensure mobility and connectivity for public in all feasible areas.
- To create Road Safety Awareness among public for ensuring safe driving.
- To generate revenue on account of Token Tax, Permit Fee, Registration Fee, Licence fees, penalties and such other statutory fees / taxes

### Functions of the Transport Commissioner

- To implement and administer the provisions of the Central Motor Vehicle Act, 1988 besides Central Motor Vehicles Rules, 1989, State Motor Vehicle Rules 1991 and J&K Vehicles Taxation Act, 1957
- To act as Chairman of the State Transport Authority to coordinate and regulate the activities of the Regional Transport Authorities.
- To act as Chairman Empowered Standing Committee to ascertain the physical and technical suitability of new type of vehicles in relation to topography of State.
- To act as Member Secretary of State Road Safety Council (SRSC).
- To act as controlling officer of the RTOs / ARTOs of the J&K State.

- To monitor and regulate all the activities of road transport services in the State, issuance of Letter of Authority, License for Motor and Goods Transport services, Registration of Pollution Checking Centres, Notification of Stands, Notification of passenger fares, issue and renewal of State level permits, point – point permits and All India permits.
- To act as an agency for collection of National Permit fees, All J&K Permit fees and All India Permit fees.
- Coordinate Road Safety Awareness.
- e-Governance and computerization of the Department.

### **Functions of the RTOs/ ARTOs**

- To act as Member-Secretary to the Regional Transport Authorities for regulating Transport business by issuance of permits
- To act as controlling officer over the ARTOs of the concerned region.
- To exercise control over the transport services in their jurisdiction.
- To act as Registration Authority for registration of vehicles.
- To act as Licensing authority for issuance of driving licences
- To act as Licensing authority for issuance of license to Driving Schools.
- To grant Trade Certificates to Vehicle Dealers.
- To conduct survey of new routes and fix time table and trips for different passenger services in the region.
- To conduct inspections to check violations of Motor Vehicle Act / Rules.
- To collect token tax and various fees prescribed under the Act /Rules
- To conduct Road Safety Awareness Programmes.
- To implement the provisions of the Motor Vehicle Act/Rules
- Grant and renewal of various permits.
- To check the functioning of Pollution Checking Centres, Installation of HSRP Plates, Driving Testing Institutes.

### **Address of Office premises of the Transport Commissioner, J&K**

1. Office of the Transport Commissioner J&K.  
New Rail Head Complex,  
Jammu-180012.  
Phone No.:- 0191-2476091  
Fax No. :- 0191-2479914
2. Office of the Transport Commissioner J&K  
Block 'A' Old Secretariat,  
Srinagar-190001  
Phone No.:- 0194-2506686  
Fax No. :- 0194-2506687

**Section 4(1) (b) (ii)**

**The powers and duties of officers and employees**

S.NO	Name of the Officer/Official S/Shri	Designation	Job Assignment
01	Saugat Biswas, IAS	Transport Commissioner.	<ul style="list-style-type: none"><li>• To implement and administer the provisions of the Central Motor Vehicle Act, 1988 besides Central Motor Vehicles Rules, 1989, State Motor Vehicle Rules 1991 and J&amp;K Vehicles Taxation Act, 1957</li><li>• To act as Chairman of the State Transport Authority and coordinate and regulate the activities of the Regional Transport Authorities.</li><li>• To act as Chairman Empowered Standing Committee to ascertain the physical and technical suitability of new type of vehicles in relation to topography of State.</li><li>• To act as Member Secretary of State Road Safety Council (SRSC).</li><li>• To act as controlling officer of the RTOs / ARTOs of the J&amp;K State.</li><li>• To monitor and regulate all the activities of Transport Services, issuance of Letter of Authority, License for Motor and Goods Transport Services, Registration of Pollution Checking Centres, Notification of Stands, Notification of passenger fares, issue and renewal of State level permits, point – point permits and All India permits.</li><li>• To act as an agency for collection of National Permit fee, All-J&amp;K permit fee and All India Permit fee.</li><li>• Road Safety Awareness.</li><li>• e-Governance and computerization of the Department.</li></ul>

02	Mohinder Singh, KAS	Addl. Transport Commissioner	<ul style="list-style-type: none"> <li>• To assist the Transport Commissioner in discharging role and responsibilities assigned to him.</li> <li>• To act as Member-Secretary of the State Transport Authority.</li> <li>• Renewals/replacements/transfers/etc in respect of All-India permits, Point-to-point state permits, All-J&amp;K permits, National goods permits authorizations in respect of Kashmir region.</li> </ul>
03	Vikas Sharma, KAS	Jt. Transport Commissioner.	<ul style="list-style-type: none"> <li>• To assist the Transport Commissioner in discharging role and responsibilities assigned to him.</li> <li>• To act as Member-Secretary of the Empowered Standing Committee to ascertain the physical and technical suitability of new type of vehicles in relation to topography of State.</li> <li>• Renewals/replacements/transfers/etc in respect of All-India permits, Point-to-point state permits, All-J&amp;K permits, National goods permits authorizations in respect of Jammu region.</li> <li>• Departmental Vigilance Officer</li> <li>• PIO of the Office of the Transport Commissioner.</li> </ul>
04	Rashi Dutta, KAS	Asstt. Transport Commr.	<ul style="list-style-type: none"> <li>• To assist the Transport commissioner in discharging role and responsibilities assigned to him.</li> <li>• APIO of the Office of the Transport Commissioner</li> <li>• Nodal Officer of the CM's Public Grievances Cell for the Office of the Transport Commissioner</li> <li>• Member of the Driving Test Board for district Jammu.</li> </ul>
05	Zubair Sultan, KAS	Accounts Officer.	Over all supervision of Accounts Work.
06	Hamid Ah. Tramboo	Sr. Steno	PA to Transport Commissioner.
07	Anil Kumar	AAO	Preparation of Salary and other related bills,

			Budget preparation / Income Tax/Purchases/Maintenance of Service Books.
08	Bupinder Singh	SO(P&S)	Formulation of Annual Plan, Monthly work done statements, Road Safety Council RFD & HSRP, ICC & IDTR, Fare Revision
09	Ali Mohammad	SO(Adm)	Overall supervision of Establishment Section and Motor Vehicles Section.
10	Dhupinder Singh	Jr. Steno	PA to Transport Commissioner & dealing assistant for Introduction of New Vehicles.
11	Amit Kumar	Jr. Steno	PA to Jt. Transport Commissioner and dealing assistant of the National Permits(Jammu region).
12	Raman Kumar	St. Asstt	Assist the Deputy Director (Planning) and SO(planning) in looking after the working of the Planning Section.
13	Shamsul Haq	Acct. Asstt	Preparation of Salary and other related bills, Budget preparation/ Income Tax/Purchases/Maintenance of Service Books.
14	Roopali Sharma	Legal Asstt.	Look after the legal section
15	Neelofar Abdullah	Sr. Asstt.	Fresh/Renewal of Goods' Agent License/Motor Transport Service License.
16	Hussain Ahmad	Sr. Asstt.	Fresh/Renewal of National Permits of Kashmir and Correspondence of MV Section.
17	Riyaz Ahmad.	Sr. Asstt	Fresh/Renewal of Sumo Stands, Pollution Checking Centres, Driving Institutes and preparation of Pay Bills.
18	Zameer Qureshi	Sr. Asstt	Computerization and Vahan /Sarathi 4
19	Mohd Iqbal	Jr. Asstt	Correspondence files and personal files of employees, RTI Act 2009 and Assembly/Council Questions.
20	Kartik	Jr. Asstt	Computer work in the Planning Section.
21	Imtiyaz Ahmad.	Jr. Asstt	Computer work in legal Section and Court Attendances.

22	Lovely Panotra	Jr. Asstt	Contract Carriage, Stage Carriage and All India Taxi Permits of Jammu Division.
23	Vikramjeet Mengi	Jr. Asstt	Contract Carriage, Stage Carriage and All India Taxi Permits of Kashmir Division.
24	Sumit Magotra	Jr. Asstt	Computer work in the Accounts Section.
25	Tufail Ahmad	Jr. Asstt	Receipt and Despatch work
26	Romesh Chander	MVTA	-
27	Mubarak Ahmad	Driver	Driver
28	Nazir Ahmad	Orderly	Orderly
29	Shafiq Ahmad	Orderly	Orderly
30	Lateef Ahmad	Helper.	Orderly

### Section 4(1) (b) (iii) and (iv)

#### The procedure followed in the decision making process including channel of supervision and accountability and norms set in the discharge of its functions.

The Transport Commissioner derives various statutory powers largely from the Central Motor Vehicles Act 1988, Central Motor Vehicles Rules 1989 and J&K Motor Vehicles Rules 1991 and the J&K Motor Vehicle Taxation Act, 1957. The Transport Commissioner takes the necessary action mandatory under various provisions of the relevant Act/Rules/ Statutes. He acts as a Chairman of the State Transport Authority and in this capacity takes all decisions for efficient regulation of Transport. He also functions as Chairman of the State Empowered Standing Committee mandated to ascertain the vehicle and technical suitability of new types of vehicles in the state. Besides acting as Member Secretary of the Road Safety Council, the Transport Commissioner also holds Administrative control over RTOs / ARTOs who also derive various statutory powers including those of being registering authority, licensing authority and permit issuing authority from the afore-stated Acts/Rules.

The Transport Commissioner is guided by the Administrative Department which is headed by the Hon'ble Minister for Transport and the Administrative Secretary is at the helm of the Administrative machinery. In his working for implementing various provisions of law / rules and disposing of routine affairs of the department, the Transport Commissioner is assisted by Additional Transport Commissioner, Joint Transport Commissioner, Deputy Director (Planning), Assistant Transport Commissioner , Accounts Officer, and other officials of the Department.



### Section 4(1) (b) (v) and (vi)

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions and a statement of categories of documents that are held by it or under its control.

- Central Motor Vehicles Act. 1988
- Central Motor Vehicles Rules, 1989
- J&K Motor Vehicles Rules, 1991
- J&K Motor Vehicles Taxation Act, 1957
- Files maintained in each of the following wings/sections:

<b>Wing/Section</b>	<b>Category</b>
Accounts Section	<ul style="list-style-type: none"><li>• Pay Acquaintance Rolls</li><li>• Drawal Registers</li><li>• Cash Books</li><li>• Monthly Revenue/Expenditure Statements</li><li>• Audit</li><li>• Purchases</li></ul>
Planning And Statistical Section	<ul style="list-style-type: none"><li>• Fare Fixation</li><li>• CAPEX Budget</li><li>• Work Done and RFD Statements</li><li>• Plan Formulation</li><li>• HSRP</li><li>• Works Programme</li><li>• Road Safety</li></ul>
Permit Section	<ul style="list-style-type: none"><li>• All India Contract Carriage</li><li>• All-J&amp;K Contact Carriage</li><li>• Point-to-point stage Carriage</li><li>• Nation Goods Permit authorizations</li></ul>
Motor Vehicles (MV) Section	<ul style="list-style-type: none"><li>• General Correspondence</li><li>• STA</li><li>• Goods Agents' License</li><li>• Motor Transport Service license</li><li>• Taxi Stands</li><li>• Pollution Checking Centers</li><li>• Driving Institutes</li></ul>
Establishment Section	<ul style="list-style-type: none"><li>• RTI</li><li>• Correspondence with RTO/ARTOs</li><li>• Personal Files</li><li>• DPCs</li></ul>
Legal Section	<ul style="list-style-type: none"><li>• Legal Cases</li></ul>

### Section 4(1) (b) (vii)

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.

Interaction with public and various stakeholders is regularly held through various modes and forums. The department has publicized its email, contact numbers for any complaint, suggestions, or any other matter concerning public. Views of public are duly taken cognizance of through both electronic and written forms. For communicating instances of corruption, the Department has duly publicized the particulars and contact number/e-mail of the Departmental Vigilance Officer in the Offices of each RTO/ARTO.

Apart from above, meetings with representatives of transporters are regularly held for seeking their viewpoint and feedback on key issues related to management of transport. The State has also set up the Transport Advisory Committee with representatives from public with a view to advise the Government on all policies and programmes related to Road Transport Sector.

## Section 4(1) (b) (viii)

### A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice

#### **(a) State Transport Authority**

In light of Section 68 of Motor Vehicles Act 1988, the Government of Jammu and Kashmir (Transport Department) constituted State Transport Authority for the State and Regional Transport Authority for each district vide SRO No. 458 dated 30.12.2015 read with SRO No. 200 dated 27-06-2016 consisting of the following to exercise and discharge the powers and functions under chapter V (dealing with control of Transport Vehicles) of the Motor Vehicles Act 1988:

##### I. State Transport Authority

1	Transport Commissioner	Chairman
2	Dr.Gagan Bhagat, Member Legislative Assembly	Member
3	Shri Abdul Rahim Rather, Member Legislative Assembly	Member
4	Inspector General of Police (Traffic)	Member
5	Addl. Transport Commissioner	Member-Secretary

##### II. Regional Transport Authority for each District

1	Deputy Commissioner of concerned District	Chairman
2	Sr. Supdt. of Police, of concerned District	Member
3	RTO/ARTO of concerned District	Member-Secretary

#### **(b) State Road Safety Council**

State Road Safety Council was constituted for addressing the Road Safety issues at the State level. At District Level, Road Safety Committees have been constituted under the chairmanship of concerned Deputy Commissioners,. The State Road Safety Council was constituted vide SRO 52 dated 1st February, 2012 comprising of the following:

1. Chief Secretary (Chairman)
2. Director General of Police (Member)
3. Administrative Secretary of Finance Department (Member)
4. Administrative Secretary of Home Department (Member)
5. Administrative Secretary of PW (R&B) Department (Member)
6. Administrative Secretary of Planning & Dev Deptt (Member)

7. Administrative Secretary of Housing & Urban Dev. Deptt (Member)
8. Administrative Secretary of H &ME Dept. (Member)
9. Administrative Secretary of Transport Department (Member)
10. Chairman Pollution Control Board (Member)
11. Inspector General of Police (Traffic) (Member)
12. Director National Highways Authority of India Jammu (Member)
13. Director Health Services, Jammu (Member)
14. Director Health Service, Kashmir (Member)
15. Chief Engineer Project Beacon, Srinagar (Member)
16. Chief Engineer Project Vijayak (Member)
17. Chief Engineer Project Himank (Member)
18. Managing Director, J &K SRTC (Member)
19. Transport Commissioner (Member-Secretary)

The State Road Safety Council shall:-

- I. Advise the Government for the steps to be taken for collecting, comparing and analyzing road accidents data, establishment of a Road Safety Fund, provision of Trauma and Health Care facilities to the victims of road accidents
- II. Formulate a comprehensive Road Safety Policy for implementation by all the concerned departments/organizations with the overall objective of preventing/minimizing the incidence of road accidents;
- III. Prescribe the procedure and methodology for its functioning and shall hold its meeting at least twice a year.

District Road Safety Committees were constituted at District level vide SRO-328 dated 9th October 2012 comprising the following: -

1. Deputy Commissioner (Chairman)
2. District Superintendent of Police (Member)
3. Executive Engineer (R&B) (Member)
4. Chief Medical Officer (Member)
5. Chief Education Officer (Member)
6. Representative of Boarder Road Organization (Member)
7. Two NGO's/Experts in the field of Road Safety (Member)
8. RTO/ARTO Concerned (Member-Secretary)

The Committee so constituted shall: -

- I. Take effective measures for collecting, comparing and analyzing road accident date, provision of trauma and health care facilities to the victims of the road accidents;
- II. Coordinate with District Disaster Management Committee/Quick Reaction Team (QRT), concerned organization dealing with Road Safety Management conduct Road Safety Audit of roads within the territorial limits of the District

and advise for measures to be taken mitigating the road accident deaths has and for better management of traffic within the District;

- III. Meet at least once in a quarter of the year; and
- IV. Submit such reports and returns and furnish such information to Transport Commissioner as may be required from time to time and the Transport Commissioner shall submit a consolidated report to the State Road Safety Council annually.

### **(c) State Empowered Standing Committee**

Rule 41(A) of J&K, Motor Vehicle Rules 1991, inter-alia, states that no commercial vehicle shall be sold by any trade certificate holder unless the model of the vehicle is introduced in the Transport System of the J&K duly approved by the Empowered Standing Committee. Fee for various categories of vehicles have also been prescribed. The Empowered Standing Committee constituted vide Government Order No. 64 TR of 2008 dated 16-10-2008 is headed by Transport Commissioner and include IGP Traffic, Director State Motor Garages, MD SRTC, Joint Transport Commissioner, Chief Engineer Mechanical Jammu/Kashmir and RTO Jammu/Kashmir, Representative of the Administrative Department as members. The mandate of the Committee is to examine all aspects of new types of vehicles from mechanical / technical point of view for introduction / registration in the Transport System of state in relation to traffic and road conditions in the Rural / Urban areas.

### **(d) State Transport Advisory Committee**

To advise the government on all policies and programmes related to road Transport Sector, the State Transport Advisory committee was constituted vide Government Order No. 43-TR of 2015 dated 22-06-2015. The Committee is headed by the Hon'ble Minister for Transport, J&K and consists of the following members:

1. Administrative Secretary Home Department (Member)
2. Administrative Secretary of Housing & Urban Dev. Deptt (Member)
3. Administrative Secretary PW(R&B) Department (Member)
4. Administrative Secretary of Transport Department (Member)
5. Divisional Commissioner Jammu/Kashmir
6. Transport Commissioner (Member-Secretary)
7. Inspector General of Police (Traffic), J&K
8. MD JKSRTC
9. VC SDA/JDA
10. Chief Town Planner Jammu/Kashmir
11. RTO Jammu/Kashmir/Kathua
12. Representatives of BRO/NHAls
13. Representatives of the transport organizations/associations.

[Section 4\(1\) \(b\) \(ix\)](#)

**Directory of the officers and employees of the Office of the Transport Commissioner, J&K.**

<b>S.No.</b>	<b>Designation</b>	<b>Name</b>	<b>Contact No.</b>
1	Transport Commissioner, J&K,	Saugat Biswas, IAS	9419165917 <u>Srinagar</u> 0194-2506686 0194-2506687 (Fax) <u>Jammu</u> 0191- 2476091 0191-2479914 (Fax)
2	Additional Transport Commissioner	Mohinder Singh, KAS	9419167534 0194-2508688 (Srinagar) 0191-2475293 (Jammu)
3	Joint Transport Commissioner	Vikas Sharma, KAS	9419182317 0191-2479916
4	Assistant Transport Commissioner	Ms. Rashmi Dutta, KAS	9419125257
5	Accounts Officer	Dr. Zubair Sultan, KAS	9622641239
6	Asstt. Accounts Officer	Anil Kumar	9419212349
7	Sr. Steno/PA to Tpt Commissioner	Hamid Ahmed	9419002385
8	SO (Adm.)	Ali Mohd. Dar	9419044526
9	SO (P&S)	Bupinder Singh	9419367916
10	Legal Assistant	Rupali Sharma	8493858561
11	Jr. Steno/PA to Tpt Commissioner	Dhupinder Singh	9419195769
12	Jr. Steno/PA to JTC	Amit Kumar	9796899911
13	Sts. Assistant	Raman Kumar	9906123109
14	Accounts Assistant	Shamsul Haq	9419905500
15	Sr. Asstt.	Riyaz Ahmad	7006728108
		Hussain Ahmad	9419087065
		Zameer Qureshi	9419002670
		Neelofar Abdullah	-
16	Jr. Asstt.	Kartik	9107642310
		Mohammad Iqbal	9796713199
		Imtiyaz Ahmad	9796100231
		Sumit Magotra	9796811101
		Tufail Ahmad	8803097496
		Lovely Panotra	9086179403
Vikramjeet Mengi	-		
17	Driver	Mubarak Ahmad	8715984117
18	Orderly	Nazir Ahmed	8493977989
		Latif Ahmad	9796954268

[Section 4\(1\) \(b\) \(x\)](#)

The monthly remuneration received by officers and employees of the Transport Commissioner Office J&K Jammu

S.No.	Name	Designation	Pay Band / Grade Pay
1.	Saugat Biswas, IAS	Transport Commissioner	15600-39100 GP 7600
2.	Mohinder Singh, KAS	Addl. Transport Commissioner	15600-39100 GP 7600
3.	Vikas Sharma, KAS	Joint Transport Commissioner	15600-39100 GP 7600
4.	Rashi Dutta, KAS	Asstt. Transport Commissioner	9300-34800 GP 4800
5.	Dr. Zubair Sultan, KAS	Accounts Officer	9300-34800 GP 4800
6.	Hamid Ahmad Trambo	Sr. Stenographer	9300-34800 GP 5200
7.	Anil Kumar Bazaz	Asstt. Accounts Officer	9300-34800 GP 4600
8.	Bhupinder Singh	SO Plg.	9300-34800 GP 4600
9.	Roopali Sharma	Legal Assistant	9300-34800 GP 4280
10.	Ali Mohd. Dar	Head Asstt(I/C SO(Adm)	9300-34800 GP 4200
11.	Dupinder Singh	Jr. Steno	9300-34800 GP 4200
12.	Amit Kumar Ganjoo	Jr. Steno	9300-34800 GP 4200
13.	Raman Kumar	St. Assistant	9300-34800 GP 4200
14.	Shamsul Haq	Acctt. Assistant	5200-20200 GP 2800
15.	Hussain Ahmad	Sr. Assistant	5200-20200 GP 2400
16.	Neelofar Abdullah	Sr. Assistant	5200-20200 GP 2400

17.	Riyaz Ahmad	Sr. Assistant	5200-20200 GP 2400
18.	Zameer Yahya	Sr. Assistant	5200-20200 GP 2400
19.	Imityaz Ahmad Khan	Jr. Assistant	5200-20200 GP 1900
20.	Mohd. Iqbal Mir	Jr. Assistant	5200-20200 GP 1900
21.	Kartik	Jr. Assistant	5200-20200 GP 1900
22.	Lovely Panotra	Jr. Assistant	5200-20200 GP 1900
23.	Sumit Magotra	Jr. Assistant	5200-20200 GP 1900
24.	Mubarak Ahmad Bhat	Driver	5200-20200 GP 1900
25.	Latif Ahmad Najar	Helper	5200-20200 GP 1800
26.	Romesh Chander	MVTA	4440-7440 GP 1300
27.	Tuffail Ahmad	Orderly (I/C Jr.Asstt)	4440-7440 GP 1300
28.	Nazir Ahmad Bhat	Orderly	4440-7440 GP 1300



**Section 4(1) (b) (xi), (xii) & (xiii)**

**The budget allocation, proposed expenditures and reports on disbursement**

**Cumulative Expenditure Statement 2017-18**

S.No	Name of the RTO/ARTO	001 Salary	002 TE	006 Telephone	007 O.E.	008 electricity Charges	009 RRT	010 Material & Supply	054 Furniture & Furnishing
1	T.C. Office	173.83	10.67	1.56	10	5	0.21	36.82	0.96
2	RTO Kathua	85.03	0.02	1.7	1.2	0	0	0	0
3	ARTO Leh	17.68	0.05	0.02	0.4	0	0	0.7	0
4	ARTO Kargil	5.3	0.15	0.4	0.4	0	0	0.7	0
	Total	281.84	10.89	3.68	12	5	0.21	38.22	0.96
5	RTO Jammu	382.96	2.42	8.99	6.98	4.87	7.85	13.95	0.51
6	RTO Kashmir	432.77	2.69	16.6	7.28	4.63	11.31	18.12	1
	G. Total	1097.57	16	29.27	26.26	14.5	19.37	70.29	2.47

S.No	Name of the RTO/ARTO	071 Medical reimburse -ment	195 purchase of Photo-copier	342 Amarnath Yatra	2071 NPS (10%)	023 Maint. & Repairs	2071 Leave Salary	014 POL	20 M & Equipment
1	T.C. Office	0	0	0	4.76	13.5	6.26	7.2	23.19
2	RTO Kathua	0	0	0	1.4	0	0	2.7	2.89
3	ARTO Leh	0	0	0	0.14	0	0	1	3.3
4	ARTO Kargil	0	0	0	0.2	0	0	1.25	0.5
	Total	0	0	0	6.5	13.5	6.26	12.15	29.88
5	RTO Jammu	1.64	0	0	7.03	0	0	11.67	3.49
6	RTO Kashmir	0.97	0	1	8.44	0	0	8.49	4.37
	G. Total	2.61	0	1	21.97	13.5	6.26	32.31	37.74

S.No	Name of the RTO/ARTO	022 Camp , Seminar & Conference	037 Prof. & SS Charges	043 Uniform	048 St & Printing Charges	363 Out-Sourcing of upkeep	Capex Budget (5055)	Total
1	T.C. Office	13.1	2.45	0	3.85	0	8.99	322.35
2	RTO Kathua	0.53	1.42	0	0.8	0	0	97.69
3	ARTO Leh	0.6	0	0	0.6	0	0	24.49
4	ARTO Kargil	0.5	0	0	0.25	0	0	9.65
	Total	14.73	3.87	0	5.5	0	8.99	454.18
5	RTO Jammu	4.68	1.24	0.38	3.93	0	3	465.59
6	RTO Kashmir	9.17	1.5	0.43	4.32	0	0	533.09
	G. Total	28.58	6.61	0.81	13.75	0	11.99	1452.86

**FORM B-2 FOR THE YEAR RE: 2017-18 & BE: 2018-19**

**Demand No. 29**

**Major Head 2041-Taxes on Vehicles**

Sub Head: 0378- Transport Commissioner Office (Non- Plan)[TC Office,RTO Kathua, ARTO Leh & ARTO Kargil]

Sub Head: 0395-RTO Office, Jammu (Non- Plan)[RTO Jammu, ARTO Udampur, ARTO Doda, ARTO Rajouri, ARTO Poonch, ARTO Samba, ARTO Reasi, ARTO Ramban, ARTO Kishtwar]

Sub Head:0373-RTO Office, Kashmir (Non- Plan)[RTO Kashmir, ARTO Anantnag, ARTO Pulwama, ARTO Budgam, ARTO Baramulla, ARTO Kupwara, ARTO Ganderbal, ARTO Shopian, ARTO Kulgam, ARTO Bandipora]

S.No	Unit of Appropriation	Name of Office	Accounts 2014-15	Accounts 2015-16	Accounts 2016-17	Accounts last 6 months 2016-17	Accounts lst 6 months 2017-18	Total	Budget Estimates for the year 2017-18	Revised Estimates for the year 2017-18	Proposed Estimates for the year 2018-19
1	2	3	4	5	6	7	8	9	10	11	12
1	001 - Salaries	a) T. C. Office	203.16	274.54	282.35	150.55	122.80	273.35	377.23	303.23	379.00
		b) RTO, Jammu	156.76	406.22	339.00	201.38	160.53	361.91	384.58	383.58	436.00
		c) RTO, Kashmir	187.64	346.59	424.65	203.50	171.76	375.26	478.19	433.19	500.00
		Total	547.56	1027.35	1046.00	555.43	455.09	1010.52	1240.00	1120.00	1315.00
2	002 - Travel Expenses	a) T. C. Office	9.10	9.51	11.00	5.40	5.60	11.00	11.00	11.00	11.00
		b) RTO, Jammu	0.47	3.05	3.00	2.10	0.71	2.81	3.00	3.00	3.00
		c) RTO, Kashmir	0.28	3.21	3.00	2.80	0.74	3.54	3.00	3.00	3.00
		Total	9.85	15.77	17.00	10.30	7.05	17.35	17.00	17.00	17.00
3	006 - Telephone	a) T. C. Office	0.95	2.13	3.80	2.97	0.47	3.44	4.00	4.00	4.00
		b) RTO, Jammu	0.18	2.29	3.80	2.75	1.60	4.35	4.00	9.00	6.00
		c) RTO, Kashmir	0.31	3.46	3.80	3.80	1.16	4.96	4.00	17.00	10.00
		Total	1.44	7.88	11.40	9.52	3.23	12.75	12.00	30.00	20.00
4	007 - Office Expenses	a) T. C. Office	8.58	10.70	11.40	6.33	4.47	10.80	12.00	12.00	12.00
		b) RTO, Jammu	2.73	7.16	7.13	4.43	2.91	7.34	7.50	7.50	7.50
		c) RTO, Kashmir	3.05	7.26	7.13	7.03	0.84	7.87	7.50	7.50	7.50
		Total	14.36	25.12	25.66	17.79	8.22	26.01	27.00	27.00	27.00
5	008 - Electric Charges	a) T. C. Office	4.27	4.50	5.00	3.15	1.85	5.00	5.00	5.00	5.00
		b) RTO, Jammu	3.70	3.52	5.00	2.85	0.09	2.94	5.00	5.00	5.00
		c) RTO, Kashmir	2.68	4.21	5.00	4.10	0.20	4.30	5.00	5.00	5.00
		Total	10.65	12.23	15.00	10.10	2.14	12.24	15.00	15.00	15.00

6	009 - Rent Rate Taxes	a) T. C. Office	0.15	0.19	0.95	0.00	0.00	0.00	1.00	1.00	1.00
		b) RTO, Jammu	2.19	6.27	7.60	5.75	0.91	6.66	8.00	8.00	8.00
		c) RTO, Kashmir	4.89	13.60	12.35	8.05	1.37	9.42	13.00	13.00	13.00
		Total	7.23	20.06	20.90	13.80	2.28	16.08	22.00	22.00	22.00
7	010 - Material & Supplies	a) T. C. Office	35.00	70.00	85.00	71.85	36.82	108.67	85.00	85.00	85.00
		b) RTO, Jammu	3.79	4.99	7.50	6.53	1.23	7.76	7.50	7.50	7.50
		c) RTO, Kashmir	3.38	4.96	7.50	7.31	2.71	10.02	7.50	7.50	7.50
		Total	42.17	79.95	100.00	85.69	40.76	126.45	100.00	100.00	100.00
8	014 - POL	a) T. C. Office	5.69	13.00	16.15	8.35	2.78	11.13	17.00	17.00	17.00
		b) RTO, Jammu	3.52	9.28	8.55	7.70	2.28	9.98	9.00	9.00	9.00
		c) RTO, Kashmir	4.72	9.99	8.55	8.25	1.99	10.24	9.00	9.00	9.00
		Total	13.93	32.27	33.25	24.30	7.05	31.35	35.00	35.00	35.00
9	020 - Machinery & Equipment	a) T. C. Office	5.70	3.79	40.00	27.95	13.00	40.95	40.00	30.00	24.00
		b) RTO, Jammu	0.65	14.18	5.00	7.61	0.94	8.55	5.00	3.75	3.00
		c) RTO, Kashmir	3.15	17.60	5.00	10.55	1.97	12.52	5.00	3.75	3.00
		Total	9.50	35.57	50.00	46.11	15.91	62.02	50.00	37.50	30.00
10	022- Camps and Seminars	a) T. C. Office	0.00	4.23	30.00	5.53	8.42	13.95	30.00	16.00	10.00
		b) RTO, Jammu	0.08	11.81	15.00	22.13	0.15	22.28	15.00	14.50	10.00
		c) RTO, Kashmir	0.64	12.72	15.00	25.25	0.70	25.95	15.00	14.50	10.00
		Total	0.72	28.76	60.00	52.91	9.27	62.18	60.00	45.00	30.00
11	037 - Professional & Special Service Charges	a) T. C. Office	1.24	1.70	3.00	0.36	0.27	0.63	3.00	3.00	3.00
		b) RTO, Jammu	0.64	1.13	1.50	1.15	0.11	1.26	1.50	1.50	1.50
		c) RTO, Kashmir	0.81	1.65	1.50	2.00	0.59	2.59	1.50	1.50	1.50
		Total	2.69	4.48	6.00	3.51	0.97	4.48	6.00	6.00	6.00
12	043 - Uniform	a) T. C. Office	0.44	0.50	0.48	0.48	0.00	0.48	0.50	0.50	0.50
		b) RTO, Jammu	0.20	0.48	0.71	0.59	0.00	0.59	0.75	0.75	0.75
		c) RTO, Kashmir	0.41	0.48	0.71	0.71	0.00	0.71	0.75	0.75	0.75
		Total	1.05	1.46	1.90	1.78	0.00	1.78	2.00	2.00	2.00
13	046 - Purchase of Vehicle	a) T. C. Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.60
		b) RTO, Jammu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		c) RTO, Kashmir	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	048 - Stationary & Printing	a) T. C. Office	4.56	5.45	5.50	5.08	0.42	5.50	5.50	5.50	5.50
		b) RTO, Jammu	4.40	4.74	5.25	4.01	1.17	5.18	5.25	5.25	5.25
		c) RTO, Kashmir	4.25	4.74	5.25	4.25	0.68	4.93	5.25	5.25	5.25
		Total	13.21	14.93	16.00	13.34	2.27	15.61	16.00	16.00	16.00

15	054 - Furniture & Furnishing	a) T. C. Office	1.00	1.00	1.90	1.89	0.00	1.89	2.00	1.50	0.00
		b) RTO, Jammu	1.75	1.00	0.95	0.95	0.00	0.95	1.00	0.75	0.00
		c) RTO, Kashmir	1.88	1.00	0.95	0.95	0.00	0.95	1.00	0.75	0.00
		Total	4.63	3.00	3.80	3.79	0.00	3.79	4.00	3.00	0.00
16	071 - Medical Reimbursement	a) T. C. Office	0.00	0.25	2.00	1.59	0.00	1.59	2.00	2.00	2.00
		b) RTO, Jammu	1.32	2.44	2.50	1.68	0.00	1.68	2.50	2.75	2.50
		c) RTO, Kashmir	0.31	2.66	2.50	0.00	0.00	0.00	2.50	2.75	2.50
		Total	1.63	5.35	7.00	3.27	0.00	3.27	7.00	7.50	7.00
17	195 - Purchase of Photocopier	a) T. C. Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		b) RTO, Jammu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		c) RTO, Kashmir	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	023- Maintenance & Repairs	a) T. C. Office	6.00	8.00	9.00	8.00	0.00	8.00	9.00	14.00	9.00
		b) RTO, Jammu	0.00	0.00	0.00	0.93	0.00	0.93	0.00	0.00	0.00
		c) RTO, Kashmir	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		Total	6.00	8.00	9.00	8.93	0.00	8.93	9.00	14.00	9.00
19	342 - Amarnath Yatra	a) T. C. Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		b) RTO, Jammu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		c) RTO, Kashmir	1.40	1.70	0.00	2.00	0.00	2.00	0.00	0.00	0.00
		Total	1.40	1.70	2.00	2.00	0.00	2.00	0.00	0.00	0.00
	Grand Total	a) T. C. Office	285.84	409.49	510.53	300.11	196.90	496.38	604.23	510.73	582.60
		b) RTO, Jammu	182.38	478.56	412.49	272.54	172.63	445.17	459.58	461.83	505.00
		c) RTO, Kashmir	219.80	435.83	502.89	290.55	184.71	475.26	558.19	524.44	578.00
		Total	688.02	1323.88	1424.91	862.57	554.24	1416.81	1622.00	1497.00	1665.60
20	411- Refund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3.00	
21	363-Outsourcing of upkeep	0.00	9.62	6.52	0.00	0.00	0.00	0.00	0.00	0.00	
	GRAND TOTAL	688.02	1333.50	1431.43	862.57	554.24	1416.81	1622.00	1499.00	1668.60	

The Department does not implement any subsidy programme. The Department is one of the key public services departments of the State with huge public interface. It is implementing, monitoring and coordinating various transport related activities in consonance with various statutes / enactments. The Department is mandated to regulate transport by way of granting route permits, Licenses/Authorizations for Motor Transport Services, Goods Agent's Licenses, Driving Schools, Pollution Checking Centres and all other activities it is empowered under various provisions of the relevant Acts/Rules.

### Budget Allocation

Demand No.	29	Transport Department
Head of Department	2901	Transport Commissioner
Major Head	2041	Taxes on Vehicles
Sub Major Head	00	NA
Minor Head	101	Collection Charges
Group Head	0099	General
Sub Head	0373	Regional Transport Office Kashmir

Detail Head	Detail Head Description	Amount Rs Lakh
001	Salary	433.19
002	Travel Expenses	3.00
006	Telephone	17.00
007	Office Expenses	7.50
008	Electricity Charges	5.00
009	Rent Rates and Taxes	13.00
014	Pol	9.00
022	Camps, Seminars and Conference	14.50
037	Professional and Special Service Group	1.50
043	Uniform	0.75
048	Stationery and Printing	5.25
071	Medical Reimbursement	2.75
Total		512.44

Demand No.	08	Finance Department
Head of Department	2901	Transport Commissioner
Major Head	2071	Pensions and Other Retirement Benefits
Sub Major Head	01	Civil
Minor Head	115	Leave Encashment benefits
Group Head	0099	General
Sub Head	2190	Secretary Finance

Detail Head	Detail Head Description	Amount Rs Lakh
670	Leave Encashment	6.90
Total		6.90

Demand No.	29	Transport Department
Head of Department	2901	Transport Commissioner
Major Head	2041	Taxes on Vehicles
Sub Major Head	00	NA
Minor Head	101	Collection Charges
Group Head	0099	General
Sub Head	0378	Transport Commissioner Office

Detail Head	Detail Head Description	Amount Rs Lakh
001	Salary	303.23
002	Travel Expenses	11.00
006	Telephone	4.00
007	Office Expenses	12.00
008	Electricity Charges	5.00
009	Rent Rates and Taxes	1.00
014	Pol	17.00
022	Camps, Seminars and Conference	16.00
023	Maintenance & Repairs	14.00
037	Professional and Special Service Group	3.00
043	Uniform	0.50
048	Stationery and Printing	5.50
071	Medical Reimbursement	2.00
Total		394.23

Demand No.	08	Finance Department
Head of Department	2901	Transport Commissioner
Major Head	2071	Pensions and Other Retirement Benefits
Sub Major Head	01	Civil
Minor Head	117	Government Contribution for Defined Contribution Pension Scheme
Group Head	0099	General
Sub Head	2327	Government Contribution

Detail Head	Detail Head Description	Amount Rs Lakh
641	Pensionary Charges	22.07
Total		22.07

Demand No.	29	Transport Department
Head of Department	2901	Transport Commissioner
Major Head	2041	Taxes on Vehicles
Sub Major Head	00	NA
Minor Head	101	Collection Charges
Group Head	0099	General
Sub Head	0395	Regional Transport Office Jammu

Detail Head	Detail Head Description	Amount Rs Lakh
001	Salary	383.58
002	Travel Expenses	3.00
006	Telephone	9.00
007	Office Expenses	7.50
008	Electricity Charges	5.00
009	Rent Rates and Taxes	8.00
014	Pol	9.00
022	Camps, Seminars and Conference	14.50
037	Professional and Special Service Group	1.50
043	Uniform	0.75
048	Stationery and Printing	5.25
071	Medical Reimbursement	2.75
<b>Total</b>		<b>449.83</b>

STATE SECTOR CAPEX BUDGET 2017-18						
S.NO.	CODE / OBJECT ID	OBJECT OF EXPENDITURE	DETAILED HEAD OF ACCOUNT	CAPEX ALLOCATION 2017-18	ADDITIONALITY 2017-18	EXPENDITURE ENDING MARCH 2018
	1	2	3	4	5	6
1. CAPITAL						
1	510	WORKS - ONGOING	115	140.00	00.00	127.69
2	520	WORKS-NEW	115	35.00	35.00	70.00
3	570	MACHINERY & EQUIPMENT	20	25.00	10.00	35.00
		<b>TOTAL</b>		<b>200.00</b>	<b>45.00</b>	<b>232.69</b>

## Section 4(1) (b) (xiv) ,(xv) &(xvii)

### Details in respect of the information, available to or held by it, reduced in an electronic form and 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

The Acts, Rules, Regulations, Instructions and important Notifications pertaining to the department have been hosted on the website of the Motor Vehicles Department. [www.jaktrans.nic.in](http://www.jaktrans.nic.in). These include Citizen's Charter, Statutory Forms, Passenger Fare notification, Types of Permits, Token Tax and various Rules/SROs. The Administrative Department (Transport Department) J&K, also maintains its website [www.jktransport.nic.in](http://www.jktransport.nic.in).

The Department also offers Online Services for following services through the online portal of the Ministry of Road Transport and Highways, Government of India [www.parivahan.gov.in](http://www.parivahan.gov.in) :

#### **Vahan Services (Vehicle related Services)**

- (i) Payment of Token Tax / Fees.
- (ii) Duplicate R/C
- (iii) Transfer of ownership
- (iv) Fitness Certificate
- (v) Change of Address
- (vi) Addition / Continuation / Termination of hypothecation

#### **Sarathi (License related services)**

- (i) Apply for New Learner's License
- (ii) Apply for New Driving Licence.
- (iii) Payment of fees
- (iv) Renewal / Duplicate / Replacement / addl. endorsement on License.
- (v) Slot booking for new Learner's Licence.
- (vi) Slot booking for new driving licence.

Public can access vital information on above website of the Department. Though the Department does not maintain any Library, the public can approach the officers of the /department on phone and also visit the Office for obtaining any information on all working days from 9:30 am to 5:00 pm. For any complaint, suggestion or representation, public may use the departmental e-mail [tptcommissionerjk@gmail.com](mailto:tptcommissionerjk@gmail.com).

Public can also report instances of corruption in the RTO/ARTO offices to the above e-mail and also to the Departmental Vigilance Officer, Joint Transport Commissioner at [jtcommissionertptjk@gmail.com](mailto:jtcommissionertptjk@gmail.com)



**Section 4(1) (b) (xvi)**

**The names, designations and other particulars of the Public Information Officers**

**PIO / APIO / FIRST APPELLATE AUTHORITY OF THE OFFICE OF THE  
TRANSPORT COMMISSIONER, J&K (Jammu / Srinagar)**

PIO / APIO				First Appellate Authority (FAA)
S.No.	Name	Designation	Mobile No.	Saugat Biswas, IAS Transport Commissioner Ph. 9419165917
1	Vikas Sharma, KAS	Jt. Transport Commissioner (PIO)	9419182317	
2	Rashi Dutta, KAS	Asstt. Transport Commissioner (APIO)	9419125257	

**PIO / APIOs / FIRST APPELLATE AUTHORITY OF THE OFFICE OF THE  
REGIONAL TRANSPORT OFFICERS, JAMMU / KASHMIR / KATHUA**

PIO / APIO					First Appellate Authority
S.No.	Office	Name	Designation	Mobile No.	Saugat Biswas, IAS Transport Commissioner Ph. 9419165917
1	RTO Kashmir	Khurshheed Ahmed , KAS (PIO)	RTO Kashmir	9419433287	
2	RTO Kashmir	Arif Parveez Shah (APIO)	I/C ARTO Srinagar	9419066215	
3	RTO Jammu	Deep Raj, KAS (PIO)	RTO Jammu	9419153330	
4	RTO Jammu	Jugal Kishore (APIO)	I/C ARTO Jammu	9419172730	
5	RTO Kathua	Pradeep Singh, KAS (PIO)	RTO Kathua	9419137721	
6	RTO Kathua	Indu Jamwal , KAS (APIO)	ARTO Kathua	9419265800	

**PIOs / FIRST APPELLATE AUTHORITY OF THE OFFICE OF THE  
ASSISTANT REGIONAL TRANSPORT OFFICERS**

PIO					First Appellate Authority
S.No	District	Name	Designation	Mobile No.	
1	Kulgam	Jamsheed Rasool Chowdary	I/C ARTO	9419408131	Khursheed Ahmed Shah, KAS RTO Kashmir Ph. 9419433287
2	Budgam	Mubashir Jan	I/C ARTO	9419006696	
3	Pulwama	Primroze Bashir	ARTO	8803972695	
4	Anantnag	Qaiser Mehmood	ARTO	9797620403	
5	Kupwara	Mohd. Mukhtar Sofi	I/C ARTO	9419036888	
6	Shopian	Ab. Majid Bhat	I/C ARTO	9419000342	
7	Ganderbal	Shiekh Manzoor	I/C ARTO	9419009429	
8	Baramulla	S.N.D Andrabi	I/C ARTO	9419016820	
9	Bandipora	Mohd. Mukhtar Sofi	I/C ARTO	9419036888	
10	Leh	Khadim Hussain	I/C ARTO	9419176122	
11	Kargil	Mohd. Bakir	I/C ARTO	9419821111	
12	Reasi	Shammi Kumar	I/C ARTO	9419197999	Deep Raj ,KAS RTO Jammu Ph. 9419153330
13	Doda	Zubair Ahmad Lone	ARTO	9906109868	
14	Udhampur	Kuldeep Singh	I/C ARTO	9419155505	
15	Ramban	Mohd. Saleem	I/C ARTO	9419161281	
16	Rajouri	Neeraj Sharma	I/C ARTO	9419198106	
17	Samba	Swaran Singh	I/C ARTO	9419198195	
18	Poonch	Ab. Rahim	ARTO	7051457744	
19	Kishtwar	Abhay Indu Sharma	ARTO	9419154050	

For any further information you can refer to our website [www.jaktrans.nic.in](http://www.jaktrans.nic.in) or communicate at [tpccommissionerjk@gmail.com](mailto:tpccommissionerjk@gmail.com) or visit the Office on any working day between 9:30 am to 5:00 pm