



Citizen's Charter

Transport Department

Dr. B.R.Ambedkar Transport Bhavan, Khairatabad,
Hyderabad-500082

(<http://www.transport.telangana.gov.in/>)

CITIZENS' CHARTER

1. About the Department:

The Telangana State Transport Department was established for enforcement of the provisions of Telangana State Motor Vehicles Taxation Act, 1963, Motor Vehicle Act, 1988, and the rules framed there under. The department primarily functions under the provisions of Section 213 of the Motor Vehicle Act, 1988.

The Transport Department is headed by the Transport Commissioner. He is assisted by three Joint Transport Commissioners, three Assistant Secretaries, one Assistant Secretary as State Representative before State Transport Appellate Tribunal (STAT), one Secretary of STAT in the cadre of Assistant Secretary of Transport Commissioner's Office and one Accounts Officer in the Head Office. In the field, he is assisted by one Joint Transport Commissioner in charge of Hyderabad, 8 Deputy Transport Commissioners, 19 Regional Transport Officers, one Assistant Accounts Officer, Motor Vehicles Inspectors, Assistant Motor Vehicle Inspectors and Administrative Officers besides other ministerial staff.

2. Vision:

Providing citizen friendly services and ensuring safe, secure and pollution-free road transport in the State of Telangana State.

3. Mission:

- The Department endeavours to be accountable, transparent, prompt and citizen friendly in the delivery of services.
- The Department endeavours to undertake regulatory and enforcement measures for an efficient, safe and environment-friendly transport system for the movement of passengers and goods by roads.

4. Functions:

- i. Providing citizen-centric services like issue of driving licences, registration of motor vehicles, grant of permits, etc.
- ii. Contribution of revenue to Government exchequer through collection of taxes.
- iii. Taking measures for safety on roads.
- iv. Taking measures to control vehicular pollution.
- v. Assisting other organisations in the development of transport facilities.

5. Priorities:

- i. Improving efficiency and accountability in services through upgradation of all offices of the department through full-fledged computerisation with centralised connectivity.
- ii. Providing online accessibility to citizens to avail services from anywhere, anytime.
- iii. Enhancing road safety by leveraging technology to strengthen the testing procedures for issue of driving licenses and fitness certificates.
- iv. Improving infrastructure and strengthening human resource capacity of the department.

6. Services and Service Standards:

6.1. Service Delivery Offices:

The Department has the following types of offices rendering different services shown against each type of office.

S.No.	Office	Services offered
I.1	District Office- headed by Joint Transport Commissioner (JTC) /Deputy Transport Commissioner (DTC)/ Regional Transport Officer (RTO) and functioning as Secretary, Road Transport Authority (RTA)	All Transactions related to Driving Licence, Registration of Vehicles, Issue of Fitness Certificates, Issue of Permits, and Collection of vehicle taxes.
I.2	Sub-Divisional Office - headed by RTO	All Transactions related to Driving Licence, Registration of Vehicles, and Issue of Fitness Certificates, Issue of Permits, and Collection of vehicle taxes.
I.3	Unit office- headed by Motor Vehicle Inspector	Issue of Learner's Licence, Issue of Fresh Driving Licence for Non-Transport category, Registration of Non-Transport Vehicles, Issue of Fitness Certificates.
I.4	Motor Vehicle Inspector's Office	Issue of Learner's Licences, Issue of Fitness Certificates.
I.5	Check Posts	Issue of Temporary Permits and Collection of Taxes at State Borders.

Timings:

Offices of the Department stand open from 10:30 am to 5:00 pm. However, Citizens can file applications for all transactions (except Reservation of Registration Number) in the respective offices from 10:30 am-2:00 pm only. Applications for Number Reservation have to be filed from 10:30 am-1:00 pm.

Our Key Services and Service Standards

A. ISSUE OF DRIVING LICENSE

S.No.	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
1.	Learner's Licence	<ol style="list-style-type: none"> 1. Form 1 2. Form 2 3. Age Proof * (Min 16 Yrs for Motor Cycle upto 50CC, Min 18 Yrs for Motor Cycle above 50 CC & Other Non Transport Vehicles and Min 20 Yrs for For Transport Vehicles.) 4. Residence proof ** 5. Form IA (Medical Certificate) (If applicant's age exceeds 50 years or for addition of Transport class) 	Rs. 150 for each class	Rs. 100	--	--	<p>Same day</p> <p>(Applicant has to undergo computer test regarding basic traffic rules & Driver's responsibilities and has to pass the same.</p> <p>Learner's License will be handed over immediately after test. Applicant can take a demo test in http://tstransport.in/html/demotest.php.</p> <p>Those applying for addition of another class or a second LLR are exempted from test)</p>	DTC /RTO/ Unit Office/ MVI office
For addition of another class to existing license								
<ol style="list-style-type: none"> 6. Copy of driving license 								
		For addition of Transport class to existing license						
		7. Proof of passing VIII th std.						
2.	Fresh Driving Licence (Can apply only after 30 days of issue of Learner's License)	<ol style="list-style-type: none"> 1. Form 4 2. Original Learner's Licence 	Rs. 40 (Application Fee)	Rs. 300 (Non-Transport)	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office
			Rs. 150 (Test fee for each class)	Rs. 200 (Light Motor Vehicle Transport)				
							The applicant has to pass the Driving Test on a Vehicle of the type he/she has applied for	

All documents in Smart Card format will be dispatched through speed post

DTC – Deputy Transport Commissioner, RTO- Regional Transport Officer, MVI-Motor Vehicle Inspector

S.No.	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
3.	Addition of another class to Driving License	1. Form 8 2. Original Learner's License 3. Original Driving License (With one year experience in Non-Transport category if applying for addition of Transport Class) 4. Form 5 issued by recognized Driving School (Required only for addition of Transport Class other than Light Motor Vehicle Cab)	Rs. 500 (Application Fee) Rs. 50 (Test fee for each class)	Rs. 300 (Non-Transport) Rs. 200 (Light Motor Vehicle Transport) Rs. 200 (Other Transport)	Rs. 200	Rs. 35	24 hours The applicant has to pass the Driving Test on a Vehicle of the type he/she has applied for.	DTC /RTO/ Unit Office
4.	Renewal of Driving License	1. Form 9 2. Form I 3. Form IA 4. Original driving license (Apply within 30 days of expiry of original Driving License failing which late fee @Rs.50/year will be applicable)	Rs. 200	Rs. 300 (Non-Transport) Rs. 200 (Light Motor Vehicle Transport) Rs. 200 (Other Transport)	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office
5.	Duplicate Driving License	Form LLD	Rs.200	Rs.150	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office
6.	Change of Address	Form LCA	Rs.200	Rs.150	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office

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S.No.	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
7.	International Driving Permit	1. Form 4A 2. Form I 3. Form IA 4. Valid Passport and Visa 5. Valid Driving License (Originals to be furnished for verification)	Rs. 1000	Rs.150	--	--	Same day	DTC /RTO office
8.	Issue of Conductor's license	1. Form CLA 2. First Aid Certificate 3. Age proof* (Min 18 Yrs) 4. Proof of educational qualification (Min X Pass) 5. Form MCC 6. First Aid Certificate issued by St.John Ambulance or any Competent Authority. 7. Residence proof **	Rs.70	Rs.100	--	--	24 hours	DTC/RTO office
9.	Renewal of Conductor's Licence (Should apply within 30 days of expiry)	1. Form CRLA 2. Medical Certificate from Registered Medical Practitioner 3. Original Conductor's Licence	Rs. 35 (Late Fee of Rs. 50/- for 1 year or part thereof upto 5 years)	Rs.100	--	--	24 hours	DTC/RTO office

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B. REGISTRATION OF NEW VEHICLES / OTHER STATE VEHICLES

S.No	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service																																			
1	2	3	4	5	6	7	8	9																																			
1.	Issue of temporary Registration Certificate	1. Form 20 with pencil impression of the chassis number 2. Invoice 3. Form 21 4. Form 22 5. Residence proof ** 6. Valid IC 7. Proper Tax (Life tax/quarterly tax) 8. PAN card (for 4 wheelers)	Half the fees payable for registration of new vehicle	Rs.100	--	--	Same day	DTC /RTO/ Authorised automobile dealers																																			
2.	Registration of new vehicle	1. Form 20 with pencil impression of the chassis number (in duplicate if covered by finance along with financier's signature) 2. Original temporary RC 3. Invoice 4. Form 21 5. Form 22 6. Form 22A (If body is fabricated in case of transport vehicles) 7. Residence proof ** 8. Valid IC 9. Proper Tax (Life tax/quarterly tax) 10. PAN card (for 4 wheelers)	<table border="1"> <tr> <td colspan="2">2 Wheeler</td> <td rowspan="2">Rs.200</td> <td rowspan="2">Rs.35</td> </tr> <tr> <td>Rs.300</td> <td>Rs. 200</td> </tr> <tr> <td colspan="2">3 Wheeler (Transport)</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.1000</td> <td>Rs.150</td> </tr> <tr> <td colspan="2">4 Wheeler (non-transport)</td> <td rowspan="2">Rs.200</td> <td rowspan="2">Rs.35</td> </tr> <tr> <td>Rs.3000</td> <td>Rs.400</td> </tr> <tr> <td colspan="2">Light Commercial Vehicle</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.1000</td> <td>Rs.400</td> </tr> <tr> <td colspan="2">Medium Goods/Passenger Vehicle</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.1000</td> <td>Rs.400</td> </tr> <tr> <td colspan="2">Heavy Goods/Passenger Vehicle</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.1500</td> <td>Rs.400</td> </tr> </table>	2 Wheeler		Rs.200	Rs.35	Rs.300	Rs. 200	3 Wheeler (Transport)		--	--	Rs.1000	Rs.150	4 Wheeler (non-transport)		Rs.200	Rs.35	Rs.3000	Rs.400	Light Commercial Vehicle		--	--	Rs.1000	Rs.400	Medium Goods/Passenger Vehicle		--	--	Rs.1000	Rs.400	Heavy Goods/Passenger Vehicle		--	--	Rs.1500	Rs.400			24 hours	DTC/RTO/ Unit Office
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Heavy Goods/Passenger Vehicle		--	--																																								
Rs.1500	Rs.400																																										

Note 1: Additional fee of two hundred rupees shall be levied if the certificate of registration is a smart card type issued or renewed in Form 23A.

Note 2: In case of delay in applying for renewal of certificate of registration, an additional fee of three hundred rupees for delay of every month or part thereof in respect of motor cycles and five hundred rupees for delay of every month or part thereof in respect of other classes of non- transport vehicles shall be levied.

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IC- Insurance Certificate, RC- Registration Certificate, PUC – Pollution Under Control Certificate, NOC- No Objection Certificate,

S.No	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
1	2	3	4	5	6	7	8	9
3.	Reservation of Registration Number	<ol style="list-style-type: none"> Form RRMA Copy of temporary RC Copy of Tax receipt Copy of residence proof ** Copy of PAN card Form RRMTA (if more than one application is received for a number, sealed tender has to be filed) 	Variable depending upon the number. Details http://www.transport.telangana.gov.in/html/registration-numberreservation.html	Rs.100	--	--	Same day	DTC/RTO/ Unit Office
4.	Issue of Duplicate Registration Certificate	<ol style="list-style-type: none"> Form 26 (in duplicate if covered by finance along with financier's signature) NOC from police Valid IC Valid PUC 	Half of the registration fees payable for concerned category of vehicle	Rs.200 (2 Wheeler) Rs.400 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	24 hours	DTC/RTO/ Unit Office
5.	Renewal of registration	<ol style="list-style-type: none"> Form 25 along with pencil impression of chassis number Original RC Valid IC Valid PUC Green Tax (Vehicle has to be produced for inspection) 	Same as the registration fees payable for concerned category of Vehicle	Rs.200 (2 Wheeler) Rs.400 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	24 hours	DTC/RTO/ Unit Office

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S.No	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
1	2	3	4	5	6	7	8	9
6.	Transfer of ownership	<ol style="list-style-type: none"> Form 29 in duplicate Form 30 (in duplicate if covered by finance along with financier's signature) Residence proof ** Original RC Valid IC Valid PUC NOC from other State (if vehicle belong to other State) Clearance Certificate (if vehicle registered at other Office of AP) 	Half of the registration fees payable for concerned category of vehicle	Rs.200 (2 Wheeler) Rs.400 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	24 hours (For vehicle belonging to AP) 1 month (For vehicles entering from other states)	DTC/RTO/Unit Office
7.	Transfer of ownership in case of death	<ol style="list-style-type: none"> Form 31 (in duplicate if covered by finance along with financier's signature) Death Certificate Affidavit/NOC from all legal heirs on Rs.10 non-judicial stamp paper duly attested by notary Original RC Valid IC Valid PUC Residence proof ** 	Half of the registration fees payable for concerned category of vehicle	Rs.200 (2 Wheeler) Rs.400 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	3 days	DTC/RTO/Unit Office
8.	Change of address in RC	<ol style="list-style-type: none"> Form 33 (in duplicate if covered by finance along with financier's signature) Original RC Valid IC Valid PUC Residence proof ** 	Half of the registration fees payable for concerned category of vehicle	Rs.200 (2 Wheeler) Rs.400 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	24 hours (For vehicles belonging to AP) 1 month (For vehicles entering from other states)	DTC/RTO/Unit Office

Note: In case of delay in submitting 'No Objection Certificate' for change of residence, an additional fee of rupees three hundred (Rs.300/-) for delay of each month or part thereof in case of motor cycles and five hundred rupees (Rs.500/-) for each month of delay or part thereof for other vehicles shall be levied.

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S.No	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
1	2	3	4	5	6	7	8	9
		6. NOC from other State (if vehicle belong to other State) 7. Clearance Certificate (if vehicle registered at other Office of AP)						
9.	Issue of RC particulars	1. Application in white paper 2. Valid IC 3. Valid Pucc	Rs.200	Rs.100	--	--	24 hours	DTC/RTO/Unit Office
10.	Endorsement of Hire Purchase in RC	1. Form 34 in duplicate 2. Original RC 3. Valid IC 4. Valid Pucc	Rs. 500 (2 wheeler) Rs. 1500 (3 wheeler/LMV) Rs. 3000 (MMV/HMV)	Rs.00 (2 Wheeler) Rs.400 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	24 hours	DTC/RTO/Unit Office
11.	Termination of Hire Purchase in RC	1. Form 35 in duplicate 2. Original RC 3. Valid IC 4. Valid Pucc	Rs. 0	Rs.100 (2 Wheeler) Rs.200 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	24 hours	DTC/RTO/Unit Office
12.	Alteration in RC	1. Application in white paper 2. Original RC 3. Permission proceedings of registering authority for alteration 4. Requisite documents for alteration	Half of the registration fees payable for concerned category of vehicle	Rs.100 (2 Wheeler) Rs.200 (All others)	Rs. 200 (Non-transport vehicle)	Rs.35 (Non-transport vehicle)	2 days	DTC/RTO/Unit Office
13.	Issue of NOC for other State	1. Form 28 in triplicate with pencil impression of chassis number pasted with Rs.3 non-judicial court fee stamp (In quadruplicate if it comes under Hypothecation) 2. Original RC 3. Valid IC	Rs. 200	Rs.50	--	Rs.35 (Non-transport vehicle)	1 week	DTC/RTO/Unit Office

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S.No	Service	Documents required	Fees	User charges	Smart card fees	Postal Charges	Time frame	Office rendering the service
1	2	3	4	5	6	7	8	9
		4. Valid PUC						
14.	Re-assignment of Registration Mark	1. Form 27 (in duplicate if covered by finance along with financier's signature) 2. Original RC 3. Valid IC 4. Valid PUC 5. Fitness Certificate (for transport vehicle)	Same as the fee payable for new registration for the concerned category of vehicle	Same	--	--	2 weeks (For non-transport vehicle) 2 weeks (For transport vehicle)	DTC/RTO/Unit Office
15.	Issue/renewal of Fitness Certificate	1. Form CFA 2. Valid Insurance certificate 3. Valid PUC 4. Original RC 5. Vehicle for inspection	3 Wheelers		--	--	Same day	DTC/RTO/Unit Office
			Rs.400	Rs. 100				
			Light Commercial Vehicles		--	--		
			Rs.400	Rs. 200				
			Medium Goods Vehicles		--	--		
			Rs.600	Rs. 200				
Heavy Goods Vehicles		--	--					
Rs.600	Rs. 200							
Other vehicles		--	--					
Rs.600	Rs. 200							
16.	Issue of duplicate Fitness Certificate	1. Application in plain paper 2. RC 3. Valid tax token 4. Valid IC 5. Valid PUC	Rs.200	Rs.100	--	--	Same day	DTC/RTO/Unit Office
17.	Issue of fresh RC in the name of financier	1. Form 36 2. RC and Permit (if available)	Rs.200	Rs.200	--	--	1 month (Subject to surrender of original RC and permit) 1 month (If original RC and permit not submitted)	DTC/RTO

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C. ISSUE/RENEWAL OF PERMITS

S.No	Service	Documents required	Fees	User charges	Time frame	Office rendering the service
1	2	3	4	5	6	7
1.	Stage carriage	1. Form PSCA 2. RTA Grant Proceedings	Rs.5000	Rs.200	Same day	DTC/RTO
2.	Goods carriage	Form PUCA	Rs.1000	Rs.200	Same day	DTC/RTO
3.	National Permit for goods carriage	Form 48	Rs.1000	Rs.200	Same day	DTC/RTO
4.	Authorisation for national permit	Form 46	Rs.1000	Rs.200	Same day (subject to payment of composite fee of Rs. 16500 & updation of fee in online)	DTC/RTO
5.	Contract carriage of seating capacity exceeding 13 in all	Form PCOA	Rs.5000	Rs.200	Same day	DTC/RTO
6.	Maxi cabs	Form PCOA	Rs.2000	Rs.200	2 days	DTC/RTO
7.	Motor cabs	Form PCOA	Rs.1000	Rs.200	2 days	DTC/RTO
8.	Autorikshaws	Form PCOA	Rs.500	Rs.200	24 hours	DTC/RTO

S.No	Service	Documents required	Fees	User charges	Time frame	Office rendering the service
1	2	3	4	5	6	7
9.	Private service vehicle of seating capacity exceeding 13 in all	Form PTVA	Rs.3000	Rs.200	Same day	DTC/RTO
10.	Private service vehicle of seating capacity upto 13 in all	Form PTVA	Rs.2000	Rs.200	Same day	DTC/RTO
11.	Educational Institution bus of seating capacity exceeding 13 in all	Form PTVA	Rs.3000	Rs.200	Same day	DTC/RTO
12.	Educational Institution bus of seating capacity upto 13 in all	Form PTVA	Rs.2000	Rs.200	Same day	DTC/RTO
13.	Temporary Permit	Form PTA/PT (Passengers' list and Contract letter in case of Contract Carriages)	Rs. 50	Rs.200	Same day	DTC/RTO
14.	Special permits	1. Form PTOVA 2. Passengers' list 3. Contract letter	Rs. 50	Rs.200	Same day	DTC/RTO
Original RC, Valid tax, Valid Fitness Certificate, Valid IC, Valid PUC required for all above categories S.No 1 to 14						

D. Issue of Tax Receipts:

S.No	Service	Documents required	Fees	User charges	Time frame	Office rendering the service
1.	2.	3.	4.	5.	6.	7.
1.	Issue of tax receipts	Form I of AP MVT rules	Nil	a. Rs.25 (for tax upto Rs.500) b. Rs. 50 (for tax above Rs.500)	24 hours	DTC/RTO

***Acceptable Documents for Proof of Age (Copies to be attested by any gazetted officer)**

- Electoral Roll
- Life Insurance Policy
- Passport
- Pay slip issued by a central/state government office indicating date of birth
- School Certificate
- Birth Certificate issued by Municipal authorities
- Certificate issued by civil surgeon

**** Acceptable Documents for Proof of Residence (Copies to be attested by any gazetted officer)**

- Ration Card
- Multi-purpose household card
- Payslip issued by Public sector organisation showing his/her office address or residential address
- Municipal tax receipt/notice
- Bank pass book from any scheduled bank
- Cooking gas connection allotment order
- Electricity bill issued by APTRANSCO
- Water bill issued by municipality or water works departments
- Any telephone bill including landline or mobile
- A driving license or Registration certificate issued by the licensing authority or registering authority as the case may be

Our measures for your convenience

All forms are available at the help desk in some offices. The forms can also be downloaded from our website <http://www.transport.telangana.gov.in> make services more reliable and less time consuming, we dispatch all statutory documents by speed post. Document delivery status can be tracked through our website at <https://aptransport.in/TGCFSTONLINE/reports/applicationstatussearch.aspx>

Contact Officers: The details of all officers to be contacted for service delivery are given in annexure 1

Description of forms: Description of all forms mentioned in the tables above is given in annexure 2

Jurisdiction details: Details of jurisdiction of offices where citizens can avail services are given in annexure 3

Electronic Services:

S.No	Services	Access points
1.	Online booking of time slot for Learner's License test	https://aptransport.in/TGCFSTONLINE/LL/TestCenter.aspx
2.	Online booking of time slot for driving competence test	https://aptransport.in/TGCFSTONLINE/DL/OnlineDL.aspx
3.	Payment of fees	Net banking/ eSeva/Mee Seva
4.	Payment of periodical tax	eSeva/Mee Seva
5.	Facilities for Authorised Automobile Dealers in Telangana State	<ul style="list-style-type: none"> Pay the Life tax online either through net banking or a credit card for the Vehicles sold by them Issue Temporary Registration Certificate, Form 20 and other Documents required for permanent registration of the Vehicle in printed format.

7. Facilities Available to Citizens for Obtaining Information:

- Help desk:** Key offices of the Department are equipped with a help desk to answer all queries of the citizens and provide the relevant forms.
- Website:** The Departmental website (<http://www.telangana.transport.gov.in>) is designed to provide comprehensive information to citizens on every aspect of road transport related services and transactions. For instance, citizens can obtain details of all application processes in the FAQ page (<http://transport.telangana.gov.in/html/faqs.php>) as well as information about any vehicle and driving license (RC details, driving license details, NOC details, tax verification) through our website.
- Information under RTI Act:** For information on APIOs, PIOs and Appellate Authorities of all offices of the department, please refer the RTI Manual available in the departmental website (<http://www.telangana.transport.gov.in>>Home Page>RTI Manual)

8. Grievance/Complaint Redress Mechanism:

The department has a well laid down mechanism for efficient and effective resolution of grievances/complaints of citizens. The details are as given below:

a. Grievance/Complaint Filing Mechanism

How to file your grievance/complaint		
Mode of filing	Whom to contact	Mode of contact
Manual	Head of the Office (MVI/RTO/DTC/JTC/TC)	Personal visit/phone/email
Help line	Call Centre	1100 (from BSNL) 18004251110 (from other service providers)
Internet	Website	http://tsrtagrievance.cgg.gov.in/
On registering a grievance through the website, a reference number will be generated and sent as SMS to citizen's mobile number. This reference number can be used to track the status of grievance redress.		

b. Grievance/Complaint Monitoring Mechanism

- i. The grievance/complaint received by any means will be redressed within seven days.
- ii. If a grievance/complaint registered manually before MVI/ RTO/ DTC is not solved within seven days, the complainant can contact RTO/ DTC/JTC respectively.
- iii. In case of a grievance/complaint registered through toll free number or through website, an unsolved complaint will be escalated to next level officer after seven days. If not solved at this level, the complaint will be escalated to the Transport Commissioner after 15 days.

c. Grievance/Complaint Redress Mechanism

The department would make the best efforts to redress a grievance/complaint received at any level through any means within seven days. The department also makes efforts to categorise grievances to identify services/officers/offices with persisting problems and take systemic measures to eliminate such problems.

9. Stakeholders:

S.No	Stakeholder
1.	Citizens
2.	License holders
3.	Vehicle owners
4.	Fleet operators
5.	Various association of operators
6.	AP state transport corporation
7.	Telangana State Tourism Development Corporation (APTDC)
8.	Emergency Management and Research Institute (EMRI)
9.	NGOs engaged in road safety initiatives
10.	Automobile manufacturers and dealers
11.	Employees' Association

10. Indicative Expectations from Citizens:

No.	Expectations from Citizens - Citizens are expected to:
1.	Submit duly completed application forms in the correct order
2.	Not approach agents/mediators for availing services
3.	Obtain receipt for amount paid
4.	Adhere to the time stipulated (if any) for completion of procedures
5.	Ensure transfer of vehicles soon after the sale/purchase of any old vehicle
6.	Carry original RC, IC, PUC and DL while driving a non-transport vehicle and original RC, Permit, FC, IC, PUC, and DL while driving a transport vehicle
7.	Follow the provisions of motor vehicles Act and rules. Non-compliance with the rules would be penalised
8.	Validate information/latest position in any matter with concerned officials before raising a query/grievance
9.	Check our website regularly for updates on policies and procedures
10.	Maintain queues, be patient and give us a chance to serve you better

11. Our Commitment:

The department stands fully committed to the Citizen's Charter and strives to achieve the timelines set by the Charter for service delivery. We aim for continuous improvement in the administration of processes and procedures to avoid delays and accomplish the stated mission of being a responsive and transparent department.

Our officers and staff are committed to providing citizen friendly services with courtesy and ensuring the fulfilment of citizen's service delivery requirements to their utmost satisfaction.

The Transport Commissioner would oversee the implementation of Citizen's Charter. Citizens are invited to give their feedback on implementation of the Charter through the feedback section in our website (<http://transport.telangana.gov.in/html/feedback.html>)

12. Month and Year for the Next Review of the Charter:

This Citizen's Charter has been prepared by the Department on 12th October 2017 and this will be revised when necessary.

Annexure I: Contact Details of Officers

Designation	Name	Office	Fax	Cell	E-Mail
Transport Commissioner	Sri Sunil Sharma I.A.S	23321282	-	-	tc@tstransport.in
J.T.C. (IT, Vig.)	Sri. C. Ramesh	23321278	23321278	9848045449	jtc_vig@tstransport.in
J.T.C. Secy.,STA	Sri. J. Pandurang Naik	23321279	-	9848045360	jtc_it@tstransport.in

Details of District Transport Officers and Unit Offices

S. No	District Name	Name of the Office	Name of the Officer	Designation	LAND LINE		Mobile Number	Email Id
					Std	Number		
1	ADILABAD	DTO ADILABAD	K.PAPA RAO	DTO (FAC)	8732	226562	8978816339	dto_adilabad@tstransport.in
2	NIRMAL	DTO NIRMAL	A.AJAY KUMAR REDDY	DTO (FAC)			9848528348	dto_nirmal@tstransport.in
3	MANCHERIAL	DTO MANCHERIAL	L.KISTAIAH	DTO			9848528514	dto_mancherial@tstransport.in
4	KOMRAM BHEEM (ASIFABAD)	DTO KOMRAM BHEEM (ASIFABAD)	A.SHYAM NAIK	DTO (FAC)			9848528611	dto_kmbheem@tstransport.in
5	NIZAMABAD	DTO NIZAMABAD	D.V.REDDY	DTO (FAC)	0462	245593	9177412131	dto_nizamabad@tstransport.in
		UNIT OFFICE ARMOOR	D.V.REDDY	MVI			9177412131	
		UNIT OFFICE BHODHAN	G.RAJU	MVI			9010201482	
6	KAMAREDDY	DTO KAMAREDDY	G.DURGA PRAMEELA	DTO			8179621468	dto_kamareddy@tstransport.in
7	KARIMNAGAR	DTO KARIMNAGAR	Y. KONDAL RAO	DTO (FAC)	878	2240373	9848528610	dto_karimnagar@tstransport.in
		UNIT OFFICE HUZURABAD	THAKUR ESHWAR SINGH	MVI			9849610756	
8	JAGITYAL	DTO JAGITYAL	T.KISHAN RAO	DTO (FAC)			9848528600	dto_jagityal@tstransport.in
		UNIT OFFICE KORUTLA	T.KISHAN RAO	MVI			9848528600	

9	PEDDAPALLY	DTO PEDDAPALLY	Y.KONDAL RAO	DTO (FAC)			9848528610	dto_pedappali@ tstransport.in
		UNIT OFFICE RAMAGUNDAM	D Srinivas	MVI			9948318833	
10	RAJANNA (SIRICILLA)	DTO RAJANNA (SIRICILLA)	Y.KONDAL RAO	DTO			9848528610	dto_rajanna@ tstransport.in
11	MEDAK	DTO MEDAK	H.GANESH	DTO	8455	222531	9848528459	dto_medak@ tstransport.in
1 2	SANGAREDDY	DTO SANGAREDDY	K.VENKATA RAMANA	DTO (FAC)			9948788445	dto_sangareddy@ tstransport.in
		UNIT OFFICE ZAHIRABAD	G.ASHWANTH KUMAR	MVI			8333049846	
		UNIT OFFICE PATANCHERU	SK. RAJA MOHAMMAD	MVI			8179964528	
13	SIDDIPET	DTO SIDDIPET	C.RAMESHWAR REDDY	DTO (FAC)			7893871825	dto_siddipet@ tstransport.in
14	WARANGAL URBAN	DTO WARANGAL URBAN	CH. SHIVALINGAIA H	DTO	0870	2557972	9133324024/ 9948661732	dto_warangalurban @ tstransport.in
15	WARANGAL RURAL	DTO WARANGAL RURAL	CH. SHIVALINGAIA H	DTO	0870	2557972	9247181743/ 9948661732	dto_warangalrural@ tstransport.in
16	JAYASHANKAR (BHOOPALPALLY)	DTO JAYASHANKAR (BHOOPALPALLY)	P.RAVINDER	DTO			7702285886	dto_jayashankar@ tstransport.in
17	MAHABUBABAD	DTO MAHABUBABAD	B.BHADRU NAIK	DTO (FAC)			9849397555	dto_mahabubabad@ tstransport.in
18	JANGAON	DTO JANGAON	RAMESH RATHOD	DTO (FAC)			9866889899	dto_jangaon@ tstransport.in
1 9	KHAMMAM	DTO KHAMMAM	K.HANMANTH REDDY	DTO (FAC)	0742	233344	9010635111	dto_khammam@ tstransport.in
		UNIT OFFICE SATTUPALLI	B.MOHAN GOUD	AMVI			9849998444	
		UNIT OFFICE WYRA	BADAVATH SHANKAR	MVI			9848528558	
2 0	BHADRADRI (KOTHAGUDEM)	DTO BADRADRI (KOTHAGUDEM)	K.HANMANTH REDDY	DTO			9010635111	dto_badradi@ tstransport.in
		UNIT OFFICE		MVI				

		BHADRACHALAM						
2 1	NALGONDA	DTO NALGONDA	M.CHANDRA SEKHAR GOUD	DTO	0868 2	248346	9948661750	dto_nalgonda@ tstransport.in
		UNIT OFFICE MIRYALGUDA	PRATAP RAJA	MVI	8462	248346	9705611777	
2 2	SURYAPET	DTO SURYAPET	M.CHANDRA SEKHAR GOUD	DTO (FAC)			9948661750	dto_suryapet@ tstransport.in
		UNIT OFFICE KODAD	U.SUBASH	MVI			9346031333	
23	YADADRI	DTO YADADRI AT BHONGIR	Y.SURENDER REDDY	DTO I/C			9849909269	dto_yadadri@ tstransport.in
24	MAHABOBNAGA R	DTO MAHABOBNAGA R	G.MAMATHA PRASAD	DTO	8542	275875	9848171168	dto_mahaboobnagar @ tstransport.in
2 5	NAGARKURNOOL	DTO NAGARKURNOOL	YERRI SWAMY	DTO (FAC)			9705188449	dto_nagarkurnool@ tstransport.in
		UNIT OFFICE KALWAKURTHY	YERRI SWAMY	MVI			9705188449	
2 6	WANAPARTHY	DTO WANAPARTHY	B.NARENDRA NAIK	DTO (FAC)			8555921846	dto_wanaparth@ tstransport.in
		UNIT OFFICE PEBBAIR	-	-			-	
27	JOGULAMBA (GADWAL)	JOGULAMBA (GADWAL)	G.LAKSHMI	DTO			9848787505	dto_jogulamba@ tstransport.in
2 8	RANGAREDDY	DTO RANGAREDDY	M.PRAVEEN RAO	DTO	040	2401935 5	9848012579	dto_rangareddy@ tstransport.in
		RTA IBRAHIMPATNAM	T.GOVERDHAN REDDY	RTO (I/C)			9948111518	rto_ibrahimpatnam @ tstransport.in
		UNIT OFFICE SHADNAGAR	SRIKANTH CHAKRAVARTH Y	MVI			9866905707	
2 9	MEDCHAL	DTO MEDCHAL	Dr.SRINIVAS PUPPALA	DTO	040	2723038 8	9603982355	dto_medchal@ tstransport.in
		RTA UPPAL	PUTNALA VENKATESHAM	RTO			9603608777	rto_uppal@ tstransport.in
		UNIT OFFICE KUKATPALLY	M.SUSHEEL REDDY	MVI			9848528612	

30	VIKARABAD	DTO VIKARABAD	S.PRAVEEN KUMAR REDDY, MVI	DTO (FAC)			9989482525	dto_vikarabad@tstransport.in
		UNIT OFFICE PARGI	T.JANARDHAN REDDY	MVI			9848528441	
31	HYDERABAD	HYDERABAD CENTRAL ZONE (KHAIRATABAD)	C. RAMESH	RTO (FAC)	040	2331126 9	9948287237	dto_hyderabad@tstransport.in
		HYDERABAD CENTRAL ZONE (KHAIRATABAD)	C. RAMESH	RTO (FAC)	040	2331126 9	9948287237	rto1_hyderabad@tstransport.in
		HYDERABAD NORTH ZONE (SECUNDERABAD)	K.VENKATA RAMANA	RTO	040	2774256 8	9948788445	rto_hydnorth@tstransport.in
		HYDERABAD EAST ZONE (MALAKPET)	A.NAGARAJ	RTO (FAC)	040	2454899 9	9550373668	rto_hydeast@tstransport.in
		HYDERABAD SOUTH ZONE (BANDLAGUDA)	P.PURUSHOTHA M	RTO	040	2444272 6	9848308479	rto_hydsouth@tstransport.in
		HYDERABAD WEST ZONE (TOLICHOWKI)	C.RAMESH	RTO	040	2352525 3	9948287237	rto_hydwest@tstransport.in

Annexure 2: Description of Forms

S.No.	Name of form	Purpose
1	Form I	Physical fitness self declaration
2	Form IA	Medical Certificate
3	Form 2	Application for grant and renewal of Learner's License
4	Form 3	Learner's License
5	Form 4	Application for Driving License
6	Form 4A	Application for International Driving Permit
7	Form 7	Form of Driving license (laminated/smart card)
8	Form 8	Application for addition of another class to driving license
9	Form 9	Application for renewal of driving license
10	Form 20	Application for registration of motor vehicle
11	Form 21	Sale certificate issued by manufacturer/dealer
12	Form 22	Initial certificate of compliance with pollution standards, safety standards of components and road worthiness (to be issued by manufacturer)
13	Form 22A	Initial certificate of compliance with pollution standards, safety standards of components and road worthiness (applicable in case body is fabricated separately. This has to be issued by the manufacturer and body builder)
14	Form 23	Certificate of registration
15	Form 23A	Certificate of registration in electronic medium as smart card
16	Form 25	Application for renewal of registration for non-transport vehicle
17	Form 26	Application for issue of duplicate certificate of registration
18	Form 27	Application for assignment of new registration mark
19	Form 28	Application for grant of No Objection Certificate
20	Form 29	Notice of transfer of ownership of a motor vehicle
21	Form 30	Application for intimation and transfer of ownership of a motor vehicle
22	Form 31	Application for transfer of ownership in the name of the person succeeding to the possession of the vehicle
23	Form 33	Application for change of address in registration certificate
24	Form 34	Application for making an entry of an agreement of Hire Purchase/hypothecation in registration certificate
25	Form 35	Application for termination of an agreement of Hire Purchase/hypothecation in registration certificate
26	Form 46	Application for grant of authorisation for national permit (goods carriages)
27	Form 48	Application for grant of national permit (goods carriages)
28	Form LLD	Intimation of loss or destruction of license and application for issue of duplicate license
29	Form LCA	Application for intimation of temporary /permanent change of address in respect of driving license
30	Form CLA	Application for issue of Conductor's license
31	Form MCC	Medical certificate for Conductor's license
32	Form CRLA	Application for renewal of conductor's license
33	Form RRMA	Application for reservation of registration number
34	Form RRMTA	Application for tendering for reservation of registration number
35	Form CFA	Application for grant/renewal of fitness certificate
36	Form PSCA	Application for issue of stage carriage permit
37	Form PUCA	Application for issue of goods carriage permit
38	Form PCOA	Application for issue of contract carriage permit
39	Form PTV A	Application for issue of private service vehicle permit
40	Form PTA/PT	Application for issue of temporary permit
41	Form PTOV-A	Application for issue of special permit
42	Form I of APMVT Rules	Application for obtaining tax receipt

Annex 3: Jurisdiction Details

I. Hyderabad

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT			
Sl. No.	Name of the Office	Jurisdiction (Mandal)	
1.	JTC, Hyderabad D.No.6-3-646, Opp. Eenadu Office, Khairatabad, Somajiguda Hyderabad-500 082	1. Abids 2. Adarsh Nagar 3. Afzal Gunj 4. Ameerpet 5. Bag Lingampalli 6. Bajara Hills 7. Barkatpura 8. Basheer Bagh 9. Begum Bazar 10. Begumpet 11. Chikkad palli 12. Domalguda 13. Erragadda 14. Feel Khana 15. Gandhi Nagar 16. Gowliguda	17. Himayat Nagar 18. Indira Park 19. Jubilee Hills 20. Kavadiguda 21. Khairatabad 22. Maharaj Gunj 23. M.J. Market 24. Mushirabad 25. Nampally 26. Punjagutta 27. Putli Bowli 28. Ram Nagar 29. Sanath Nagar 30. Somajiguda 31. S.R.Nagar 32. Vidyanagar
2.	RTO, East Zone Hyderabad D.No.16-11-16/U/52, Street – West Prakashnagar, RTA East Zone Moosarambagh, Malakpet, Hyderabad – 500 036	1. Amberpet 2. Asif Baba Nagar 3. Chaderghat 4. Chandrayanagutta 5. Dabirpura 6. Deewan Devi 7. Dilsukhnagar (Parts of) 8. Malakpet 9. Moosaram Bagh	10. Nallakunta 11. Nalgonda x-Roads, 12. Noorkhan Bazar 13. Riyasath Nagar 14. Saidabad 15. Santosh Nagar 16. Tilak Nagar 17. Yakutpura
3.	RTO, South Zone Hyderabad D.No.19-5-28/3/13, Street: Kishanbagh, Hyderabad – 500 064	1. Bahadurpura 2. Barkas 3. Chatrinaka 4. Charminar 5. Falaknuma 6. Gowlipura 7. Hussaini Alam 8. Jahanuma	9. Kishan Bagh 10. Kokaki Tatti 11. Lad Bzar 12. Moghulpura 13. Petla Burz 14. Puranapool 15. Shalibanda 16. Sultan Shahi
4.	RTO, West Zone, Hyderabad, D.No.9-4-86/41, Street: Salarjung Colony, Tolichowki, Mehdipatnam, Hyderabad-500 008	1. Ahmed Nagar 2. Asif Nagar 3. Golconda 4. Gosha Mahal 5. Jumerat Bazar 6. Lancer 1st & 2nd 7. Lunger House 8. Mallepalli	9. Mangal Ghat 10. Masab Tank 11. Mehdipatnam 12. Nielogur 13. Red Hills 14. Subji Mandi 15. Tappa Chabutara 16. Towli Chowki 17. Vijayanagar Colony
5.	RTO, North Zone, Hyderabad Main Road, Trimalghery, Secunderabad – 500 015	1. Chilkalguda 2. Maredpally 3. Mettuguda 4. Minister Road 5. Osmania University 6. Padmarao Nagar 7. Parsigutta 8. Park Lane 9. PG Road 10. Ranigunj 11. RP Road	12. SD Road 13. SP Road 14. Shanti Nagar 15. Secunderabad Station 16. Seethaphal Mandi 17. Tarnaka 18. Warasiguda 19. Contonment Area 20. Kaka Guda 21. Mud Fort 22. RK Puram

2. Adilabad

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)	
1.	DTC, Adilabad H.No.4-3-58/3, Court Road, Adilabad-504 001	1. Talamadugu 2. Tamsi 3. Adilabad 4. Jainad 5. Bela' 6. Narnoor 7. Inderavally	8. Gudhihatnoor 9. Ichoda 10. Bazarhatnoor 11. Boath 12. Nerediginda 13. Utnoor 14. Jainoor 15. Sirpur (U)
2.	RTO, Mancherial H.No.11-15, Near Municipal Water Tank, Mancherial – 504 208, Adilabad District	1. Mancherial 2. Jannaram 3. Dandepalli 4. Laxettipet 5. Mandamarri 6. Kasipet	7. Bellampally 8. Nennalla 9. Vemannapelly 10. Kottapally 11. Chenur 12. Jaipur

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Nirmal, H.No.5-7-192, Near Thiruma Theatre, National Highway No.7, Nirmal, Adilabad District	Unit Office	1. Kubeer 2. Bhainsa 3. Tanur 4. Mudhole 5. Lohesra 6. Dilawarpur 7. Nirmal 8. Laxmanchanda 9. Manda 10. Khanapur 11. Kaddam 12. Sarangapur 13. Kuntala
2.	Asifabad, O/o. Motor Vehicle Inspector, H.No.4-200, State National Highway, Asifabad, Adilabad Dist	MVI Office	1. Asifabad 2. Kerameri 3. Sirpur(T) 4. Tiryani 5. Wankidi 6. Kagaznagar 7. Rebbana 8. Tandur 9. Bheemini 10. Kouthala 11. Bejjur 12. Dahegaon

3. Karim Nagar

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)
1.	DTC, Karimnagar Collectorate Complex, Karimnagar- 505 101	1. Karimnagar 2. Manakondur 3. Thimmapur 4. Bejjenki 5. Gangadhara 6. Ramadugu 7. Choppadandi 8. Husnabad 9. Chigurumamidi 10. Koheda

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Ramagundam, O/o. Motor Vehicle Inspector, Q.No.C-63, TTS, NTPC, Jyothinagar, Ramagundam, Karimnagar District	MVI Office	1. Ramagundam
2.	Peddapalli, O/o. Motor Vehicle Inspector, Karimnagar Road, Rangam Pally, Peddapalli, Karimnagar District	Unit Office	1. Peddapally 2. Sulthanabad 3. Mahamutharam 4. Kamanpur 5. Manthami 6. Tadicherla 7. Dharmaram 8. Velgatoor 9. Kalvasrirampoor 10. Kataram 11. Odela 12. Tharam 13. Lapally 14. Mahadevpur
3.	Jagityal, O/o Motor Vehicle Inspector, Dharoor Camp, Jagital, Karimnagar District	Unit Office	1. Jagital 2. Kodimyal 3. Mallial 4. Pegdopal 5. Gollapalli 6. Dharmapuri 7. Sarangapur 8. Raikal 9. Medipally
4.	Sircilla, O/o. Motor Vehicle Inspector, Thangallapally Road, Sircilla, Karimnagar District	MVI Office	1. Sircilla 2. Vemulawada 3. Boinpally 4. Ellanthakunta 5. Konaraopet 6. Yellareddypet 7. Mustabad 8. Gambiraopet 9. Chandurthy
5.	Korutla, O/o. Motor Vehicle Inspector Door No. 1- 4- 80/4, Adarsh Nagar, Korutla- 505326	Unit Office	1. Korutla 2. Metpally 3. Medipally 4. Kathalapur 5. Ibrahimpattam 6. Mallapur

4. Khammam

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)
1.	RTO, Khammam Khammam Headquarters, N.S. Canals Road, Behind TDP Office, Khammam	1. Bayyaram 2. Chintakani 3. Garla 4. Gundala 5. Kamepalli 6. Khammam Urban 7. Khammam Rural 8. Kusumanchi 9. Mudigonda 10. Nelakondapalli 11. Singereni 12. Tekulapalli 13. Tirumalaypalem 14. Yellendu

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Sattupalli, Opp.LIC Office, Vemsoor Road, Sathupalli Mandal, Khammam District	Unit Office	1. Aswaraopeta 2. Dammapeta 3. Sathupalli 4. Kallur 5. Penuballi 6. Vemsoor 7. Mulakalapalli
2.	Kothagudem, Q.No.A2/17, Singareni Collieries Quarters, Writer Basthi, Kothagudem Mandal, Khammam District	Unit Office	1. Kothagudem 2. Paloncha 3. Pinapaka 4. Aswapuram 5. Chandragonda 6. Enkoor 7. Julurpadu 8. Manugur
3.	Bhadrachalam, H.No.9-2-294, Shanti Nagar, Bhadrachalam Mandal, Khammam District	MVI Office	1. Bhadrachalam 2. Wajeedu 3. Burgampad 4. Velerupad 5. Cherla 6. Chintoor 7. Dummugudem 8. Kukunoor 9. Kunavaram 10. Vararama chandrapuram 11. Venkatapuram
4.	Wyra, Main Road, Behind MROs Office, Wsyra Mandal, Khammam District	MVI Office	1. Bonakal 2. Konijerla 3. Madhira 4. Tallada 5. Wyra 6. Yerupalem

5. Mahaboobnagar

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT			
Sl. No.	Name of the Office	Jurisdiction (Mandal)	
1.	RTO, Mahaboobnagar H.No.6-1-90, Near Menaka Talkies, Raichur Road Mahaboobnagar	1. Thimmajipet 2. Shadnagar 3. Kothur 4. Keshampet 5. Kondurg 6. Jadcherla 7. Boothpur 8. Balanagar 9. Nawabpet 10. Mahabubnagar 11. Koilkonda 12. Hanwada	13. Devarkadra 14. Makthal 15. Maganoor 16. Dhanwada 17. Utkoor 18. Kodangal 19. Doultabad 20. Kosgi 21. Bomraspet 22. Maddur 23. Damargidda 24. Narayanpet

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT				
Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)	
1.	Pebbair, H.No.10-116, Near Old MRO Office, BC Colony, Pebbair, Mahaboobnagar District	Unit Office	1. Gopalpet 2. Kollapur 3. Pangal 4. Veepanagandla 5. Pedhakotheppally 6. Kodair 7. Wanaparthy	8. Peddamandadi 9. Ghanpur 10. Addakal 11. Pebbair 12. Atmakur 13. Narwa 14. ChinnachinthaKunta 15. Kothakota
2	Kalwakurthy, H.No.1-55, Behind RTC Depot, Kalwakurthy, Mahaboobnagar District	MVI Office	1. Achampet 2. Balmoor 3. Amrabad 4. Uppununthala 5. Lingal 6. Vangoor 7. Nagarkurnool 8. Telkapally	9. Tadoor 10. Bijinpally 11. Kalwakurthy 12. Midjil 13. Amangal 14. Talakondapally 15. Veldanda 16. Madgul
3	Gadwal, KLI Quarters, Housing Board Colony, Gadwal, Mahaboobnagar Dist	Unit Office	1. Alampur 2. Waddepally 3. Itikyal 4. Manopad 5. Gadwal	6. Dharur 7. Maldakal 8. Gattu 9. Leeja
4	Shadnagar	Unit Office	1. Kothur 2. Frooqnagar 3. Keshampet 4. Kondurg	

6. Medak

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)	
1.	DTC, Medak at Sangareddy Kandi (Village), Sangareddy (Mandal) Medak District – 502 001	1. Sangareddy 2. Patancheru 3. R.C. Puram 4. Kondapur 5. Sadasivpet 6. Munipally, 7. Shankarampet (A) 8. Tekmal	9. Alladurg 10. Andole 11. Pulkal' 12. Narsapur 13. Kowdipally 14. Shivampet 15. Hathnoora 16. Jinnaram
2.	RTO, Siddipet, H.No.20-1-5/1, Naseer Nagar, Mustabad Road, Siddipet – 502 103 Medak District	1. Siddipet 2. Chinnakodur 3. Nanganoor 4. Kondapak 5. Dubbak 6. Mirboddi	7. Doultabad 8. Gajwel 9. Wargal 10. Mulugu 11. Jagdevpur 12. Toguta

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Medak, Motor Vehicle Inspector, H.No.1-2-24/A/35, Indrapur Colony, Medak - 502 110	MVI Office	1. Medak 2. Toopran 3. Chegunta 4. Ramayampet 5. Shankarampet 6. Yeldurthy 7. Papannapet 8. Kolcharam
2	Zahirabad, Motor Vehicle Inspector, Zaheerabad Head Quarters, Cane Development Council Premises, Near MRO Office, Zaheerabad- 502 220	MVI Office	1. Kohir 2. Zaheerabad 3. Jharasangam 4. Raikode 5. Nyalkal 6. Narayankhed 7. Kangti 8. Kalher 9. Manoor 10. Regode
3	Patancheruvu Besdie SR Garden Indresham Road, Patancheruvu -502319	Unit Office	1. Jinnaram 2. Ramachandrap 3. Patancheruvu

7. Nalgonda

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT			
Sl. No.	Name of the Office	Jurisdiction (Mandal)	
1.	RTO, Nalgonda H.No.6-9-294/1 Industrial Estate, I.T.I Complex, Hyderabad Road, Marriguda, Nalgonda PIN-508 002	1. Nalgonda 2. Kangal 3. Munugode 4. Curranmpode 5. Narketpalli 6. Kattangur 7. Thipparthy	8. Chityal 9. Nampalli 10. Narayanpur 11. Shaligowraram 12. Chandur 13. Choutuppal 14. Nakrekal

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Suryapet, H.No.2-1-170/1/22, R.K.Gardens, Opp. S.V.Degree College, Suryapet, Nalgonda District, Pin-508 213	Unit Office	1. Suryapet 2. Penpahad 3. Garidepalli 4. Atmakur 5. Mothey 6. Arvapalli 7. Thirmalgi 8. Chivemla 9. Nuthankal 10. Thungathurthy 11. Neredcherla 12.Kethepalli
2	Miryalguda, H.No.1-249/1, Idulagudem, Miryalaguda, Nalgonda District, PIN-508 207	MVI Office	1. Miryalguda 2. Pedda Adishelapalli 3. Dindi 4. Chinthapalli 5. Damercherla 6. Nidmanoor 7. Vemulapalli 8. Chandampet 9. Tripuraram 10. Anumula 11.Halia 12. Deverakonda 13. Peddavoora 14. Marriguda
3	Bhongir, H.No.1-5-12/7, Near S.N.L.S. Degree College, Bhongir, Nalgonda District, Pin-508 116	Unit Office	1. Bhongir 2. Rajapet 3. Bibinagar 4. Pochampalli 5. Valigonda 6. Ramannapet 7. Bommala Ramaram 8. Yadagirigutta 9. Turkapalli 10. Gundala 11. Alair 12. Mohtkur 13. Atmakur (M)
4	Kodad, H.No.1-5/1, Nagubandi Ramurthy Nagar, Suryapet Road, Kodad, Nalgonda District, Pin-50/ 206	MVI Office	1. Kodad 2. Chilukur 3. Mattampalli 4. Nadigudem 5. Mungala 6. Mellachervu 7. Huzurnagar

8. Nizambad

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)
1.	DTC, Nizamabad Near Laxmi Kalyana Manadapam, Armoor Road, Kanteshwar, Nizamabad PIN code – 503 002	1. Nizamabad 2. Maklur 3. Navipet 4. Bhavpalli 5. Nandipet 6. Dichpally

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Bhodan, The Motor Vehicle Inspector, Bodhan, Shankhar Nagar (Nizam Sugar Factory), NSF Colony, Bodhan, Nizamabad District - 503180	MVI Office	1. Bodan 2. Edipally 3. Ramgel 4. Verni 5. Berkur 6. Kotagiri 7. Banswada 8. Nizamsagar 9. Piknam 10. Madnoor 11. Beechkonda 12. Jukkal
2	Kamareddy, The Motor Vehicle Inspector, Kamareddy, Unit Office, N.H-7, Near Bus Stand, Kamareddy (V & Mdl), Nizamabad District - 503 111	MVI Office	1. Kamareddy 2. Machareddy 3. Domakonda 4. Yellareddy 5. Sadashivanagar 6. Gandhari 7. Biknoor 8. Tadvai 9. Nagireddypet 10. Lingampet
3	Armoor, The Motor Vehicle Inspector, Opp. M.G.Hospital, Perkit (V), Armoor (Mdl), Nizamabad District - 503 224	MVI Office	1. Armoor 2. Balkonda 3. Chajranpally 4. Velpur 5. Morthad 6. Kamarpally 7. Bheemgal 8. Sirikonda

9. Rangareddy

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)
1.	DTC, Rangareddy H.No.6-4-69/1/2/&4/A,	1. Balanagar 2. Chevella

- Vasudeva Complex,
Hyderguda,
Rajendranagar
R.R.Dist
2. RTO, Uppal,
H.No.2-1/2,
Saraswathinagar Colony,
Nagole Road,
Uppal.
3. RTO, Medchal
Petbasheerabad,
Quthbullapur (m)
Rangareddy Dist.
4. RTO, Ibrahimpatnam,
8-2-10/1, First Floor,
Opp:Tata Tea Godown,
Sagar Road, Karmanghat,
Hastinapuram,
Ranga Reddy Dist.
3. Moinabad
4. Rajendranagar
5. Serilingampally
6. Shabad
7. Shamshabad
8. Shankarpally
1. Ghatkesar
2. Keesara
3. Malkajiri
4. Uppal
1. Medchal
2. Quthbullapur
3. Shamirpet
4. Bowenpalli
1. Ibrahimpatnam
2. Hayatnagar
3. Manchal
4. Yacharam
5. Maheswaram
6. Kandukur
7. Saroor Nagar

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)	
1.	Pargi, House of Sri Jagdeshwar Reddy, Main Road, Pargi	MVI Office	1. Bantwaram 2. Basheerabad 3. Dharur 4. Doma 5. Gandeed 6. Kulkacherla 7. Marpally	8. Mominpet 9. Nawabpet 10. Pargi 11. Peddemul 12. Pudur 13. Tandur 14. Vikarabad 15. Yalal
2	Kukatpally MIG 16/2, KPHB IV phase, Kukatpally, Hyderabad - 500072	Unit Office	Kukatpally Balanagar	

10. Warangal

JURISDICTION OF OFFICES OF JTC/DTC/RTO OF TRANSPORT DEPARTMENT

Sl. No.	Name of the Office	Jurisdiction (Mandal)	
1.	DTC, Warangal H.No.5-11-516 Vidyaranyaपुरi, K.U.C. Cross Roads, Hanamkonda, Warangal -506-009	1. Warangal 2. Ghanpur 3. Balpal 4. Parvathagiri 5. Rayaparthi 6. Zaffargadh 7. Hanamkonda 8. Athmakur 9. Shayampet 10. Duggondi 11. Narsampet 12. Sangem 13. Danthalapalli 14. Chityal 15. Bhoopalpally 16. Venkatapur 17. Eturnagaram	18. Mangapet 19. Tadvai 20. Parkal 21. Geesugonda 22. Dharmasagar 23. Mogullapally 24. Regonda 25. Ghanpur 26. Mulug 27. Govindaraopet 28. Wardhannapet 29. Hasanparthi 30. Nallabelly 31. Khanapur 32. Chennaraopet 33. Nekkonda 34. Kesamudram

JURISDICTION OF UNIT/MVI OFFICES OF TRANSPORT DEPARTMENT

Sl. No	Name of the Office	Unit Office / MVI Office	Jurisdiction (Mandal)
1.	Jangoan, Unit Officer (Transport Department), H.No.4/29, Raghuramnagar, Shameerpet Village, Jangaon Mandal, Jangaon, Wrangal District-506 167	Unit Office	1. Bachannapet 2. Cherial 3. Devaruppala 4. Kodakandla 5. Lingala 6. Maddur 7. Narmetta 8. Jangaon 9. Palakurthy 10. Raghunathpally
2.	Mahaboobabad, O/o Motor Vehicle Inspector Ellandu road, Mahaboobabad-506101	Unit Office	1. Mahaboobabad 2. Balpala 3. Dornakal 4. Marripeda 5. Danthalapalli 6. Thorrur 7. Gudur 8. Kothaguda 9. Kesamudram 10. Nellikuduru 11. Khanapur