



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
1.1	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.
1.2	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.
1.3	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.
1.4	Motor Vehicle Inspector's Office	Issue of Learner's Licences, Issue of Fitness Certificates.
1.5	Check Posts	Issue of Temporary Permits and Collection of Taxes at State Borders.

6.2. 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.

6.3.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"> Form 1 Form 2 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.) Residence proof ** Form IA (Medical Certificate) (If applicant's age exceeds 50 years or for addition of Transport class) 	Rs. 30 for each class	Rs. 30	--	--	<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						
		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"> Form 4 Original Learner's Licence 	<p>Rs. 40 (Application Fee)</p> <p>Rs. 50 (Test fee for each class)</p>	<p>Rs. 150 (Non-Transport)</p> <p>Rs. 50 (Light Motor Vehicle Transport)</p> <p>Rs. 100 (Other Transport)</p>	Rs. 200	Rs. 35	<p>24 hours</p> <p>The applicant has to pass the Driving Test on a Vehicle of the type he/she has applied for</p>	DTC /RTO/ Unit Office

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. 40 (Application Fee) Rs. 50 (Test fee for each class)	Rs. 150 (Non-Transport) Rs. 50 (Light Motor Vehicle Transport) Rs. 100 (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. 50	Rs. 150 (Non-Transport) Rs. 50 (Light Motor Vehicle Transport) Rs. 100 (Other Transport)	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office
5.	Duplicate Driving License	Form LLD	Rs.100	Rs.150	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office
6.	Change of Address	Form LCA	Rs.100	Rs.150	Rs. 200	Rs. 35	24 hours	DTC /RTO/ Unit Office

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
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. 500	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.75	--	--	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.50	--	--	24 hours	DTC/RTO office

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

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

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	<ol style="list-style-type: none"> Form 20 with pencil impression of the chassis number Invoice Form 21 Form 22 Residence proof ** Valid IC Proper Tax (Life tax/quarterly tax) PAN card (for 4 wheelers) 	Half the fees payable for registration of new vehicle	Rs.50	--	--	Same day	DTC /RTO/ Authorised automobile dealers																																	
2.	Registration of new vehicle	<ol style="list-style-type: none"> Form 20 with pencil impression of the chassis number (in duplicate if covered by finance along with financier's signature) Original temporary RC Invoice Form 21 Form 22 Form 22A (If body is fabricated in case of transport vehicles) Residence proof ** Valid IC Proper Tax (Life tax/quarterly tax) 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.60</td> <td>Rs. 100</td> </tr> <tr> <td colspan="2">3 Wheeler (Transport)</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.200</td> <td>Rs.200</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.200</td> <td>Rs.200</td> </tr> <tr> <td colspan="2">Light Commercial Vehicle</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.300</td> <td>Rs.200</td> </tr> <tr> <td colspan="2">Medium Goods/Passenger Vehicle</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.400</td> <td>Rs.200</td> </tr> <tr> <td colspan="2">Heavy Goods/Passenger Vehicle</td> <td rowspan="2">--</td> <td rowspan="2">--</td> </tr> <tr> <td>Rs.600</td> <td>Rs.200</td> </tr> </table>	2 Wheeler		Rs.200	Rs.35	Rs.60	Rs. 100	3 Wheeler (Transport)		--	--	Rs.200	Rs.200	4 Wheeler (non-transport)		Rs.200	Rs.35	Rs.200	Rs.200	Light Commercial Vehicle		--	--	Rs.300	Rs.200	Medium Goods/Passenger Vehicle		--	--	Rs.400	Rs.200	Heavy Goods/Passenger Vehicle		--	--	Rs.600	Rs.200	24 hours	DTC/RTO/ Unit Office
2 Wheeler		Rs.200	Rs.35																																						
Rs.60	Rs. 100																																								
3 Wheeler (Transport)		--	--																																						
Rs.200	Rs.200																																								
4 Wheeler (non-transport)		Rs.200	Rs.35																																						
Rs.200	Rs.200																																								
Light Commercial Vehicle		--	--																																						
Rs.300	Rs.200																																								
Medium Goods/Passenger Vehicle		--	--																																						
Rs.400	Rs.200																																								
Heavy Goods/Passenger Vehicle		--	--																																						
Rs.600	Rs.200																																								

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

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

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.50	--	--	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 Pucc 	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)	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 Pucc Green Tax (Vehicle has to be produced for inspection) 	Same as 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)	24 hours	DTC/RTO/ Unit Office

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

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

IC- Insurance Certificate, RC- Registration Certificate, Pucc – 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
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.100 (2 Wheeler) Rs.200 (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.100 (2 Wheeler) Rs.200 (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 ** 	Rs.20	Rs.100 (2 Wheeler) Rs.200 (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

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

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

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
		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.5	Rs.50	--	--	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.100	Rs.100 (2 Wheeler) Rs.200 (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.100	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	Rs.50	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	Nil	Rs.50	--	Rs.35 (Non-transport vehicle)	1 week	DTC/RTO/Unit Office

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

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

IC- Insurance Certificate, RC- Registration Certificate, Pucc – 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																																								
		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	<table border="1"> <tr> <td colspan="2">3 Wheelers</td> <td>--</td> <td>--</td> </tr> <tr> <td>Rs.200</td> <td>Rs. 30</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Light Commercial Vehicles</td> <td>--</td> <td>--</td> </tr> <tr> <td>Rs.300</td> <td>Rs. 60</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Medium Goods Vehicles</td> <td>--</td> <td>--</td> </tr> <tr> <td>Rs.400</td> <td>Rs. 60</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Heavy Goods Vehicles</td> <td>--</td> <td>--</td> </tr> <tr> <td>Rs.500</td> <td>Rs. 60</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Other vehicles</td> <td>--</td> <td>--</td> </tr> <tr> <td>Rs.100</td> <td>Rs. 30</td> <td></td> <td></td> </tr> </table>	3 Wheelers		--	--	Rs.200	Rs. 30			Light Commercial Vehicles		--	--	Rs.300	Rs. 60			Medium Goods Vehicles		--	--	Rs.400	Rs. 60			Heavy Goods Vehicles		--	--	Rs.500	Rs. 60			Other vehicles		--	--	Rs.100	Rs. 30						Same day	DTC/RTO/Unit Office
3 Wheelers		--	--																																													
Rs.200	Rs. 30																																															
Light Commercial Vehicles		--	--																																													
Rs.300	Rs. 60																																															
Medium Goods Vehicles		--	--																																													
Rs.400	Rs. 60																																															
Heavy Goods Vehicles		--	--																																													
Rs.500	Rs. 60																																															
Other vehicles		--	--																																													
Rs.100	Rs. 30																																															
16.	Issue of duplicate Fitness Certificate	1. Application in plain paper 2. RC 3. Valid tax token 4. Valid IC 5. Valid PUC	Rs.15	Rs.50	--	--	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.100	Rs.200	--	--	1 month (Subject to surrender of original RC and permit) 1 month (If original RC and permit not submitted)	DTC/RTO																																								

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

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

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

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.100	Same day	DTC/RTO
2.	Goods carriage	Form PUCA	Rs.1000	Rs.100	Same day	DTC/RTO
3.	National Permit for goods carriage	Form 48	Rs.1000	Rs.50	Same day	DTC/RTO
4.	Authorisation for national permit	Form 46	Rs.1000	Rs.50	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.100	Same day	DTC/RTO
6.	Maxi cabs	Form PCOA	Rs.2000	Rs.100	2 days	DTC/RTO
7.	Motor cabs	Form PCOA	Rs.1000	Rs.100	2 days	DTC/RTO
8.	Autorikshaws	Form PCOA	Rs.500	Rs.50	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.100	Same day	DTC/RTO
10.	Private service vehicle of seating capacity upto 13 in all	Form PTVA	Rs.2000	Rs.100	Same day	DTC/RTO
11.	Educational Institution bus of seating capacity exceeding 13 in all	Form PTVA	Rs.3000	Rs.100	Same day	DTC/RTO
12.	Educational Institution bus of seating capacity upto 13 in all	Form PTVA	Rs.2000	Rs.100	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.5 (for tax upto Rs.500) b. Rs. 10 (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>

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

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

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

6.7. 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:

- a. **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.
- b. **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.
- c. **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, PUCC and DL while driving a non-transport vehicle and original RC, Permit, FC, IC, PUCC, 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 28th March 2013 and this will be revised on or before 1st April 2014.

२

Annexure I: Contact Details of Officers

Designation	Name	Office	Fax	Cell	E-Mail
Transport Commissioner	Sri Sandeep Kumar Sultania, I.A.S	23321282	-	-	tc@tstransport.in
J.T.C. (Vig.&Legal)	B.Venkateswarlu	23321278	23321278	9848045393	jtc_vig@tstransport.in
J.T.C. Secy.,STA	Sri.G.Panduranga Rao	23321279	-	9848045360	jtc_it@tstransport.in
DTC (Enforcement)	C.Ramesh	-	-	9848045449	dtc_enft@tstransport.in

S.NO	District	Station	Name of officer	STD Code	Office	Fax	Cell	Email
Designation : JTC								
1.	Hyderabad	Hyderabad	T.Raghunath	040	23311269	-	9848045414	jtc_hyderabad@tstransport.in
Designation : DTC								
2.	Adilabad	Adilabad	Sri M.G.Vinod Kumar (I/C)	958732	226562	222792	9848308496	dtc_adilabad@tstransport.in
3.	Karimnagar	Karimnagar	Sri M.G.Vinod Kumar (I/C)	95878	2240373	2240373	9848308496	dtc_karimnagar@tstransport.in
4.	Medak	Medak	Smt. Mamata Prasad	8455	231218	231218	9848171168	dtc_medak@tstransport.in
5.	Nizamabad	Nizamabad	Sri C.Ramesh	958462	245593	245593	9848045449	dtc_nizamabad@tstransport.in
6.	Ranga Reddy	Ranga Reddy	M.Praveen Rao	9540	24019355	24019293	9848012579	dtc_rangareddy@ts.transport.in
7.	Warangal	Warangal	Ch.Shiva Lingaiah	95870	2577972	2577972	9848661732	dtc_warangal@tstransport.in

Regional Transport Officers

S.No	Name of the District	Station (Designation)	Name of officer	STD Code	Office	Fax	Cell	E-Mail ID
1.	Hyderabad	Hyderabad (C) RTO-1	D.Dasaradham	040	23312985	23371133	9912340861	jtc_hyderabad@tstransport.org
2.	Hyderabad	Hyderabad (C) RTO-2	G.P.N.Prasad	040	23311269	23371133	9848528460	jtc_hyderabad@aptransport.org
3.	Hyderabad	Hyd,M'pet(E-RTO)	K Kiran Kumar (I/C)	040	24548999	-	9848308440	rto_hydeast@tstransport.in
4.	Hyderabad	Hyd, M'patnam (W-RTO)	C.Ramesh (I/C)	040	23525253	-	9948287237	rto_hydwest@tstransport.in
5.	Hyderabad	Hyd,Bahadurpur (S-RTO)	G.Lakshmi	040	24462727	-	9848787505	rto_hydsouth@tstransport.in
6.	Hyderabad	Secunderabad (N-RTO)	M.Balram (I/C)	040	27742568	-	9494540585	rto_hydnorth@tstransport.in
7.	Adilabad	Mancherial(RTO)	Sri Badru Naik	08732	226562	222792	9849397555	rto_mancherial@tstransport.in

8.	Karimnagar	Karimnagar(RTO)	M.G.Vinod Kumar	0878	2240373	2240373	9985460999	dtc_karimnagar@tstransport.in
9.	Khammam	Khammam(RTO)	Mohd Abdul Mohaimin	08742	233344	233344	9849608569	rto_khammam@tstransport.in
10.	Mahaboobnagar	Mahaboobnagar (RTO)	L. Kistiah	08542	275875	276895	9848528514	rto_mahaboobnagar@tstransport.in
11.	Medak	Siddipet (RTO)	T.Yesuratnam	08457	222531	-	9848528430	rto_siddipet@tstransport.in
12.	Nalgonda	Nalgonda (RTO)	K.Hanumantha Reddy	08682	248346	248346	9848308469	rto_nalgonda@tstransport.in
13.	Nizamabad	Nizamabad(RTO)	Ms. Durga Prameela	08462	245593	245593	-	dtc_nizamabad@tstransport.in
14.	Ranga Reddy	Ranga Reddy (RTO)	T.Durga Das	040	24019355	24019293	9666647366	dtc_rangareddy@aptransport.org
15.	Ranga Reddy	Uppal, R.R. East (RTO)	P.Venkatesham	040	27205599	-	9603608777	rto_uppal@tstransport.in
16.	Ranga Reddy	Ibrahimpattanam	K. Gouri Shankar	040	-	-	9948307201	rto_ibpm@tstransport.in
17.	Ranga Reddy	Medchal	P. Purushotham	040	27230388	-	9848308479	rto_medchal@tstransport.in
18.	Warangal	Warangal (RTO)	K.Madhava Rao	0870	2577972	2577972	9848528431	dtc_warangal@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 RRMATA	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 PTVA	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. Chilalguda 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. Vemannahpally 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, Karimnaagar 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. Doulthabad 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. Pedhakotheapally 6. Kodair 7. Wanaparthi	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. Uppunthala 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. Ramachandrrap 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. Thirmalgiri 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. Nizamabad

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	3. Moinabad 4. Rajendranagar 5. Serilingampally 6. Shabad 7. Shamshabad 8. Shankarpally
2.	RTO, Uppal, H.No.2-1/2, Saraswathinagar Colony, Nagole Road, Uppal.	1. Ghatkesar 2. Keesara 3. Malkajiri 4. Uppal
3.	RTO, Medchal Petbasheerabad, Quthbullapur (m) Rangareddy Dist.	1. Medchal 2. Quthbullapur 3. Shamirpet 4. Bowenpalli
4.	RTO, Ibrahimpatnam, 8-2-10/1, First Floor, Opp:Tata Tea Godown, Sagar Road, Karmanghat, Hastinapuram, Ranga Reddy Dist.	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. Hasanparthy 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. Devaruppula 4. Kodakandla 5. Lingala Ghanpur	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. Marringepeda 5. Danthalapalli 6. Thorrur	7. Gudur 8. Kothaguda 9. Kesamudram 10. Nellikuduru 11. Khanapur