

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL**

**NOTIFICATION**

No. 28/67/1-IH (9)-2025/ 16730

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the office of the **State Transport Authority, Union Territory, Chandigarh**, for the purposes of the Acts, *ibid*, as detailed below:

| Sr. No. | Name of the Department/ Office/Wing | Name of the Service  | Stipulated time limit (Working Days/Hours/ Minutes) | Designated Officer         | First Appellate Authority     | Second Appellate Authority | Remarks, If any                      |
|---------|-------------------------------------|--|---|----------------------------|-------------------------------|----------------------------|--------------------------------------|
| (1)     | (2)                                 | (3)  | (4)   | (5)                        | (6)                           | (7)                        | (8)                                  |
| 1       | STA                                 | Passing of new Transport Vehicle   | 07 days   | Concerned Senior Assistant | Secretary, STA, UT Chandigarh | Secretary Transport        |                                      |
| 2       | -do-                                | Registration of New transport Vehicles after Passing                             | 05 days   | -do-                       | -do-                          | -do-                       |                                      |
| 3       | -do-                                | Renewal of Fitness Certificate   | 05 days   | -do-                       | -do-                          | -do-                       |                                      |
| 4       | -do-                                | Transfer of ownership within state   | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 5       | -do-                                | Transfer of ownership in death case  | 30 days   | -do-                       | -do-                          | -do-                       |                                      |
| 6       | -do-                                | Entry/ Termination of H.P.A. (Hypothecation) Agreement                           | 07 days   | -do-                       | -do-                          | -do-                       |                                      |
| 7       | -do-                                | Grant of No Objection Certificate to any type of vehicle                         | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 8       | -do-                                | Grant/Renewal of Permit  | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 9       | -do-                                | Grant/Renewal of Authorization for Tourist Vehicles and Goods Vehicles (NP)      | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 10      | -do-                                | Issue of Duplicate RC/Permit   | 07 days   | -do-                       | -do-                          | -do-                       |                                      |
| 11      | -do-                                | Countersignatures of Permits issued by other States                              | 05 days   | -do-                       | -do-                          | -do-                       |                                      |
| 12      | -do-                                | Reassignment of Transport Vehicles brought from other States on the basis of NOC | 30 days   | -do-                       | -do-                          | -do-                       |                                      |
| 13      | -do-                                | Transfer of Ownership of buses along with Contract Carriage (CC) Permit          | 30 days   | -do-                       | -do-                          | -do-                       |                                      |
| 14      | -do-                                | Grant/Renewal of License for Pollution Check Centres                             | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 15      | -do-                                | Grant/Renewal of License for Driving Schools                                     | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 16      | -do-                                | Registration under Common Carriage Act, 2007                                     | 15 days   | -do-                       | -do-                          | -do-                       |                                      |
| 17      | -do-                                | Trade Certificate  | 30 days   | -do-                       | -do-                          | -do-                       | 15 days for inspection by MVI and 15 |

*AKM*

|    |     |                        |         |                            |                               |                     |  |
|----|-----|------------------------|---------|----------------------------|-------------------------------|---------------------|--|
|    |     |                        |         |                            |                               |                     | days for process by office. The time period of 30 days is also mentioned in Central Motor Vehicles Rules, 1989 |
| 18 | STA | Alternation of vehicle | 20 days | Concerned Senior Assistant | Secretary, STA, UT Chandigarh | Secretary Transport | 10 days for inspection of vehicle and 10 days for process by office.   |

(i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects

(ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department, State Transport Authority, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated  
the 4<sup>th</sup> December, 2025

Endst.No.28/67/1-IH(9)-2025/16731

Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter Nos.PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

*AKM*  
09/12/25

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/16732

A Copy is forwarded to each of the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.

*AKM*  
09/12/25

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/16733

A Copy is forwarded to the Secretary, State Transport Authority, Union Territory, Chandigarh, for information and necessary action.

*AKM*  
09/12/25

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh