

Office of the Regional Transport Officer, Mangalore

**The Particulars of information of the office as required to be published  
under Section 4 (1) (b) and 4 (1) (c) of the RTI Act, 2005**

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[updated up to 31-12-2017]

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## 1. 4(b) (i) The Particulars of Organization, functions and duties

The Regional Transport officer, (RTO) being the head of the office is guided by Central Motor Vehicles Act 1988, Central Motor Vehicles Rules, Karnataka Motor Vehicles Taxation Act 1957 and Rules made there under, Karnataka Civil Service Rules, Karnataka Financial Code, Karnataka Treasury Code, Manual of Contingent Expenditure and other allied rules and regulations and related Government orders and Notifications etc., The RTO functions with an organization of staff under his control.

## 2. 4(b) (ii) The powers and duties of the officers and employees:

- i. To function as Taxation Authority as defined in Karnataka Motor Vehicles Taxation Act 1957 and rules and is responsible for collection of Motor Vehicles Tax
  - ii. To function as Registering Authority as per Central Motor Vehicles Act 1988 and rules made there under.
  - iii. To function as Registering Authority as per Central Motor Vehicles Act 1988 and rules made there under.
  - iv. To functions as Licensing Authority as per Central Motor Vehicles Act 1988 and rules made there under.
  - v. To function as the Secretary regional transport Authority, Dakshina Kannada District as per chapter V of Central Motor Vehicles Act 1988 and rules made there under
- II. The Assistant Regional Transport officer, (ARTO) Driving License section also functions as Licensing authority as per as per Central Motor Vehicles Act 1988 and rules made there under and is in charge of that section.
  - III. The Assistant Regional Transport officer, (ARTO) Non Transport section also functions as Registering Authority as per as per Central Motor Vehicles Act 1988 and rules made there under and is in charge of that section.
  - IV. Treasury Officer is in charge of the Treasury section and functions as Taxation Authority as defined in Karnataka Motor Vehicles Taxation Act 1957 and rules and is responsible for collection of Motor Vehicles Tax.
  - V. Accounts Officer is in charge of the accounts section and is responsible for pre- audit of tax and fees receipts, tax assessment and other accounts matters.
  - VI. Accounts Superintendent is in charge of the accounts section and is responsible for pre- audit of tax and fees receipts, tax assessment and other accounts matters

- VII. Senior Inspector of Motor Vehicles has to carry the work as listed under Section 213(5) of the Motor Vehicles Act, 1988 and Rule 259 (2) of the Karnataka Motor Vehicles Rules, 1989. (duties include Inspection of Vehicles for the purpose issue and renewal of fitness Certificate, conduct driving tests for issue of Driving Licenses, Enforcement of the provisions of Motor Vehicles Act and rules)
- VIII. Superintendents have to supervise the work of the sub-ordinate staff in the office in a particular section assigned to them. No independent powers except as taxation authority.
- IX. Inspector of Motor Vehicles has to carry the work as listed under Section 213(5) of the Motor Vehicles Act, 1988 and Rule 259 (2) of the Karnataka Motor Vehicles Rules, 1989. (duties include Inspection of Vehicles for the purpose issue and renewal of fitness Certificate, conduct driving tests for issue of Driving Licenses, Enforcement of the provisions of Motor Vehicles Act and rules)
- X. First Division Assistants, and Second division Assistants are in charge of the files and records assigned to them and they have to function according to orders of the higher officers. They have no independent powers.
- XI. Typists have to function according to orders of the higher officers. They have no independent powers
- XII. Drivers and group D officials have to function according to orders of the higher officers. They have no independent powers

4 (b) (iii) The procedure followed in the decision making process including channels of supervision and accountability -

Any reference received will be processed in the following manner:

- Case Worker: Any reference received will be attended and sent to the concerned Superintendent for his supervisory remarks.
- Superintendent: Reference will be passed on to the Regional Transport Officer or assistant Regional transport officer with supervisory remarks.

In case of Fitness Certificates and Driving Licenses:

- Senior Inspector of Motor Vehicles/Inspector of Motor Vehicles will inspect the vehicles for issue/renewal of Fitness Certificates and issue or refuse Fitness accordance with provisions of the Motor Vehicles Act and rules made there under. In case of driving license tests the result of test will be recorded and will submit to The Regional Transport Officer or assistant Regional transport officer for final orders.
- The Regional Transport Officer or assistant Regional transport officer will pass final orders.

In case of Permits:

- The Regional Transport Officer : will pass final orders relating to permits as per the powers delegated by the Regional Transport authority. and pass final orders. In case where such powers are not delegated the matter will be submitted to Regional Transport Authority (Deputy Commissioner) for orders.

**4 (b) (iv) – The norms set by it for discharge of its functions:-**

The Regional Transport Officer and Assistant Regional Transport Officers have to discharge their duties as guided by the Motor Vehicles Act and Rules, the Taxation Act and Rules and also Citizen's Charter issued by the Department as far as the public work is concerned. Further, they also follow the circular instruction, Govt. Notifications issued from time to time.

**4(b) (v) – The rules, regulations, instructions manual and records, held by it or under its control or used by its employees for discharging its functioning :-**

- The Motor Vehicles Act, 1988
- Central Motor Vehicles Rules 1989
- The Karnataka Motor Vehicles Rules 1989
- The Karnataka Motor Vehicles Taxation Act, 1957.
- The Karnataka Motor Vehicles Taxation Rules, 1957.

Other Government Notifications, circulars issued from time to time.

**4(b) (vi) – A Statement of categories of documents that are held by it or under its control**

Regional Transport officer, (RTO) being the head of the office is guided by Central Motor Vehicles Act 1988, Central Motor Vehicles Rules, Karnataka Motor Vehicles Taxation Act 1957 and Rules made there under, Karnataka Civil Service Rules, Karnataka Financial Code, Karnataka Treasury Code, Manual of Contingent Expenditure and other allied rules and regulations and related Government orders and Notifications etc., The RTO functions with an [#organization](#) of staff under his control.

The documents relating to the following section coming under this authority are held or under its control:

- Registration of Motor Vehicles.
- Issue of Driving Licenses.
- Issue and renewal of Fitness Certificates to Vehicles.
- Surrender of Vehicles.
- Enforcement work.
- Collection of, refund of Motor Vehicles tax and fees.
- Office Establishment.

**4(b) (vii) – the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof-**

- Nil -

**4 (b) (viii) – Committee and other Boards in the office**

- I. No such committees and boards exist in the Department. However, Regional Transport Authority at Dakshina Kannada District level is formulated in accordance with Section 68 of the Motor Vehicles Act, 1988 to exercise the powers and function conferred under Chapter – V (Control of Transport Vehicles) of the Motor Vehicles Act, 1988 i.e. pertaining to grant of permits and its related matter.

**4(b) (ix) – A directory of its officers and employees -**

Details furnished in SI No. 4(b)(x)

**4(b)(x) – the monthly remuneration received by each of its officers and employees. (As on 31-12-2017)**

SI No	Name	Designation	Gross Salary Rs.
	B. Seva Naik	RTO Puttur (Addl Charge)	-
1	ALMEDA R D	ASSISTANT REGIONAL TRANSPORT OFFICER	31,119
2	RAMAKRISHNA RAI	SENIOR INSPECTOR OF MOTOR VEHICLES	22894
3	VISHWANATH SHETTY	ACCOUNTANT SUPERINTENDENT	20985
4	SIDDA MALLEGOWDA H M	SUPERINTENDENT	21035
5	KRISHNA BHAT B	SUPERINTENDENT	25348
6	HEMAVATHI N	SUPERINTENDENT	20685
7	KARUNAKAR N B	INSPECTOR OF MOTOR VEHICLES	21085
8	RANJITH N	INSPECTOR OF MOTOR VEHICLES	15629
9	THIPPE SWAMY G	INSPECTOR OF MOTOR VEHICLES	21663
10	KESHAIAH M R	SENIOR INSPECTOR OF MOTOR VEHICLES	28017
11	MANJUNATH S	SENIOR INSPECTOR OF MOTOR VEHICLES	22769
12	POORNIMA	INSPECTOR OF MOTOR VEHICLES	15507
13	KANNAN C N	INSPECTOR OF MOTOR VEHICLES	15136
14	HEGDE G S	SENIOR INSPECTOR OF MOTOR VEHICLES	22769
15	RAJESH NAIK	INSPECTOR OF MOTOR VEHICLES	21663
16	SHIVA KUMAR M	INSPECTOR OF MOTOR VEHICLES	15136
17	OSCAR SANTHOSH	FIRST DIVISION ASSISTANT	15086
18	MOHAMMED SADIQ	FIRST DIVISION ASSISTANT	20456
19	KENCHAPPA SHIVANI	FIRST DIVISION ASSISTANT	21613
20	RASHMI R	FIRST DIVISION ASSISTANT	12380

21	DEEPAK KUMAR	FIRST DIVISION ASSISTANT	15107
22	VARKEY K O	FIRST DIVISION ASSISTANT	15829
23	SHARADA M	FIRST DIVISION ASSISTANT	20106
24	RAMACHANDRA H G	FIRST DIVISION ASSISTANT	20760
25	CHANDRAKALA K	FIRST DIVISION ASSISTANT	14713
26	JOHN V J	SECOND DIVISION ASSISTANT	14713
27	ISHWARAPPA N	SECOND DIVISION ASSISTANT	16292
28	LINGARAJU B J	SECOND DIVISION ASSISTANT	9901
29	JULIET CRASTA	SECOND DIVISION ASSISTANT	18619
30	PURANIK V N	SECOND DIVISION ASSISTANT	16655
31	NANJAYYA N	SECOND DIVISION ASSISTANT	18969
32	RAJAMATHI	SECOND DIVISION ASSISTANT	17481
33	RAGHAVA	SECOND DIVISION ASSISTANT	21035
34	RAKESH RAO	SECOND DIVISION ASSISTANT	11017
35	PRABHAKAR G	SECOND DIVISION ASSISTANT	18619
36	PADMAPP A B	SECOND DIVISION ASSISTANT	16655
37	NAVEEN KUMAR T	SECOND DIVISION ASSISTANT	10109
38	NARAYANA U B	SECOND DIVISION ASSISTANT	14011
39	CHANDAVARKER M B	SECOND DIVISION ASSISTANT	16719
40	CHANDRASHEKHAR H R	SECOND DIVISION ASSISTANT	15161
41	RAJANNA O	SECOND DIVISION ASSISTANT	13681
42	PRAKASH T	SECOND DIVISION ASSISTANT	12380
43	SRIDHAR P	SECOND DIVISION ASSISTANT	15892
44	TULASINI	SECOND DIVISION ASSISTANT	21035
45	DEENANATHA C	SECOND DIVISION ASSISTANT	10871
46	USHA T V	SECOND DIVISION ASSISTANT	16719
47	VENKATESH	SECOND DIVISION ASSISTANT	15457
48	HARISH A	SECOND DIVISION ASSISTANT	9901

49	VIJAYA BHASKER K	SECOND DIVISION ASSISTANT	17481
50	HILDA NARONHA	SECOND DIVISION ASSISTANT	17481
51	YELLAPPA K	SECOND DIVISION ASSISTANT	15479
52	PRADEEP KUMAR G	SECOND DIVISION ASSISTANT	10109
53	KUMAR C	SECOND DIVISION ASSISTANT	17481
54	RAVIKUMAR V M	SECOND DIVISION ASSISTANT	10251
55	YOGISH K R	SECOND DIVISION ASSISTANT	10459
56	P.V. GANGADHARAN	DRIVER	13085
57	JANARDHAN K	DRIVER	15819
58	MURIGAPPA K G	DRIVER	14351
59	JAYASHREE J	TYPIST	10611
60	GAYATHRI B SHENOY	TYPIST	13090
61	DAKSHAYINI PATAGAR	TYPIST	12582
62	SOMARAJU R S	ATTENDER	9549
63	MOHANDAS A	GROUP D	12402
64	SOMASHEKARAI AH R	GROUP D	8954
65	LINGAYYA S B	GROUP D	12113
66	SANTHOSH KUMAR	GROUP D	12402
67	MOHAN KUMAR N	GROUP D	9304
68	INDRESH	GROUP D	9304
69	UMESH KUMAR K V	GROUP D	9304
70	SHAILA B K	GROUP D	9469
71	William Mascarenhas	Accounts Officer	28213

11. 4(b) (xi) – The budget allocation indicating the particular of plans, proposed expenditure and reports on disbursements made.

**Head of Account – 2041 – Taxes on Vehicles – Plan**

**101 – Collection Charges – RTA**

<b>Head of Account</b>	<b>Salary/Non salary</b>	<b>Budget Allotment for the financial year 2016-17</b>	<b>Expenditure Disbursements</b>
<b>2041-00-101-01</b>	<b>Salary</b>	<b>1,40,09,418</b>	<b>84,50,562</b>
	<b>Non salary</b>	<b>13,70,000</b>	<b>6,59,434</b>
<b>2041-102-01</b>	<b>Salary</b>	<b>41,31,695</b>	<b>25,58,608</b>
	<b>Non salary</b>	<b>-</b>	<b>-</b>

**4(b) (xii)** – The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

Nil

**13. 4(b) (xiii)** – particulars of recipients of concessions, permits or authorizations granted by it ----

Nil

**14. 4(b) (xiv)** – The details in respect of the information available to or held by it, reduced in an electronic form.

The Office is not fully computerized. Only information relating to the registration of vehicles and Driving License is partly available.

**15. 4(b) (xv)** – the particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use;

Working hours of the Office: 10.00 am to 01.30 pm

02.15 pm to 05.30 pm.

No other facilities are not available in this office