

**OFFICE OF THE TRANSPORT COMMISSIONER –CUM- CHAIRMAN,
STATE TRANSPORT AUTHORITY, ODISHA, CUTTACK.**

No. **2154**/TC
XXVII

Dated **25-2-15**

OFFICE ORDER

Sub:- Procedure to grant / renewal of Certificate of Registration for Common Carrier under the Carriage by Road Act, 2007 with the Carriage by Road Rules, 2011.

The following procedures shall be followed for grant / renewal of Certificate of Registration for Common Carrier grant / renewal of Certificate of Registration.

1. The application in Form – I completed in all respect, duly filled in and signed by the applicant will be filed in triplicate before STA or RTA, as the case may be, accompanied by self-attested copy of the following documents, security deposit and fees.
 - a) Fee of Rs.1000/- towards grant / renewal of Certificate of Registration.
 - b) Processing fee of Rs.250/- towards grant / renewal of Certificate of Registration.
 - c) In case of amendment in Certificate of Registration Rs.250/- to be paid as processing fee.
 - d) In case of submission of memorandum of appeal Rs.500/-.
 - e) Copy of ownership document (s) / copy of lease deed / copy of rental agreement of the main office. Proof of possession land in the name of applicant to run his office, godown or parking place. In cases where the applicant do not possess any land / building of his own, he will submit Lease Agreement executed between himself and owner of the land for the period of 10 (ten) years duly registered with the Sub-Registrar to establish suitability of accommodation possessed by the applicant for office, storage of goods and parking of goods carriages, as the case may be.
 - f) Copy of PAN Card.

- g) Copy of Residential Certificate of the authorised person / Photo Identity Proof (such as passport / voter I.D. / Ration Card (any one).
- h) Authorisation letter / resolution signed by the proprietor / partner / director.
- i) Details of branch office, its ownership document / copy of lease deed / copy of rental agreement.
- j) Details of office of common carrier and godown with copy of ownership documents / copy of lease deed / copy of rental agreement.
- k) Copy of Registration Certificate of two commercial vehicles in the name of organisation / proprietor / partner / director.
- l) Contract letter / work order of any register company / commercial organisation of repute.
- m) Proof of net worth of Rs.5 lakhs of the applicants Company or its Proprietor / Partner / Director in shape of any of the following.
 - (i) Audited Balance Sheet. (for last three years)
 - (ii) C.A. Certificate.
 - (iii) Personal Balance Sheet / I.T. return. (for last three years)
 - (iv) Bankers Certificate.
- n) In case of application in Rule 10 of Carriage by Road Rules, 2011, i.e. goods forwarding note and goods receipt and Rule 11 i.e. procedure and safeguards for carrying goods dangerous or hazardous nature, net worth of Rs.20 lakhs shall be produced in shape of above criteria mentioned.
- o) Security deposit of Rs.5000/- in shape of Demand Draft from any Nationalised Bank or Indian Postal Order drawn in favour of Secretary, STA, Odisha, Cuttack.
- p) Affidavit shown by the applicant that he is not involved in any Criminal Case and not convicted by any Court and no Criminal Case pending against him regarding illegal transportation of minerals and the applicant,

partners / directors / proprietor was not black listed by any competent authority.

- q) Copy of document showing proprietorship firm, partnership firm, Pvt. Ltd Company and Ltd Company etc.

The application received in STA will be sent to the concerned RTO for detailed verification. The RTO shall conduct an inquiry on the specified points as per enclosed proforma and submit report alongwith his views within 15 days positively from date of receipt of application. The RTO shall not authorise any person working under him to enquire into the application filed by the applicant. In cases where there is no regular RTO, the enquiry shall be made by the Deputy Commissioner Transport concerned. On receipt of the report from DCT / RTO, as the case may be, same will be placed before the Chairman or Secretary for its disposal as per the provisions of Section 5 of the Carriage by Road Act, 2007. All other documents as prescribed in the Act are to be maintained at STA level for submission of report and return from time to time.

Transport Commissioner
Odisha

Memo No. 2155
Copy forwarded to all Collectors-cum-Chairman, RTAs for information and necessary action.

dated 25-2-15
Transport Commissioner
Odisha

Memo No. 2156
Copy forwarded to all Officers of STA / all DCTs/ all RTOs for information and necessary action.

dated 25-2-15

Copy to Guard file.

Copy forwarded to Computer Cell to host in the website.

Transport Commissioner
Odisha

PROFORMA

Enquiry report of RTO for Registration of Common Carriers under the Carriage by Road Act, 2007 and Carriage by Road Rules, 2011.

- 1) Name of the organisation / applicant
/ proprietor / partner / director :-
- 2) Father / Husband's name :-
(in case of individual)
- 3) Office address :-
with E-mail I.D., Mobile Number and PIN Code
- 4) Residential Address :-
- 5) Copy of document showing ownership of two commercial vehicles in the name of organisation / proprietor / partner / director or contract letter / work order of any registered company / commercial organisation of repute :-
- 6) Application Form – I & II completed in all respect with fee / processing fee / security deposit verified with original :-
- 7) Copy of self attested PAN Card filed and verified with original :-
- 8) Copy of self attested Election Photo Identity Card filed and verified with original:-
- 9) Copy of Audited Balance Sheet (for last three years) / C.A. Certificate / Personal Balance Sheet / I.T. return. (for last three years) / Bankers Certificate verified with original :-
- 10) Proof of possession of land (verified with original).
- 11) Registered lease agreement for office / godown. Verified with original (mention period of validity of lease agreement which should not be less than ten years).
- 12) Original Affidavit sworn by the applicant regarding non-involvement in any Criminal Case and not convicted by any Court and no Criminal Case pending against him regarding illegal transportation of minerals and the applicant, partners / directors / proprietor were not black listed by any competent authority.
- 13) Proof of residence verified with original.
- 14) Recommendation of the RTO.

Signature of the applicant.

Signature of the RTO.

Form 1

(Part I)

APPLICATION FOR REGISTRATION / RENEWAL

[See rule 3 (1)]

(To be filled in Triplicate)

(Delete whichever is not applicable)

1) Name of the Organization	
2) Type of the Organization a) Proprietorship (b) Partnership (c) Private Ltd. Company (d) Ltd. Company (e) Others specify	
3) Year of Commencement of Operation	
4) Pan No:	
5) (a) Old Registration Details (if any) I. No: II. Date of Issue III. Valid Up to IV. Issuing Authority (b) Whether Certificate of Registration had ever been issued and revoked by the competent authority in the past wherein the organization or the authorized person had been associated as proprietor /partner /director, etc? If yes, then furnish full particulars along with a copy of the relevant documents for all such occasions .	
6) Details of the Main Office (a) Address: (b) Tel Nos: (c) E-Mail: (Copy of the Ownership Documents (s)/ Copy of the Lease Deed/ Copy of the Rental Agreement to be produced)	
7) State under whose Jurisdiction the Main office is located	
8) Details of the Authorized Person a. Name b. Designation c. Residential Address d. Tel.Nos e. E-mail f. Type of Photo Identity Proof & No (Any	

One of the Photo Identity Proof): (a)Passport (b) Voter ID (c) Ration Card) (g) Authority letter-/Resolution *signed by Partners / Directors / Proprietor (*should stand legal scrutiny)	
9) No. of Branches Applied for: (Please attach list in detail in Form No.2) (Copy of the Ownership Document(s) Copy of the Lease Deed /Copy of the Rental Agreement to be produced)	

THE GAZETTE OF INDIA EXTRAODINRY

<p>9 A. Details of Offices of the Agents and God owns</p> <p>a) Address :</p> <p>b) Tel Nos:</p> <p>c) E-mail</p> <p>(Copy of the Ownership Document (s) Copy of the Lease Deed /Copy of the Rental agreement to be produced)</p> <p>10. Registration Criteria : (Tick whichever is applicable)</p> <p>(Please attach Self Attested Copies)</p> <p>(A) Work Criteria : (Any one of the following)</p> <p>i. R.C of two commercial vehides in the name of Organization/ proprietor / partner /director</p> <p>ii. Contract letter /Work Order of any Regd. Company/Commercial organization of repute</p> <p>(B) Financial Criteria :-</p> <p>The Applicant shall establish Net-Worth of Rs. 5 lakhs of the applicant's Company or its Proprietor / Partner /Director by submitting any one of the following .</p> <p>(1) Audited Balance Sheet</p> <p>(2) C.A. Certificate</p> <p>(3) Personal Balance Sheet / I.T .Return</p> <p>(4) Bankers Certificate</p>	
<p>11) Whether Service is to be Provide under (i) Section 10 of the Act only. or (ii) under</p>	

<p>both Section 10&11 of the Act. If Service is to be provided under Section 11, the net worth of the applicant shall not be less than Rs.20 Laksh . The applicant's or its Proprietor /Partner /Director should support net worth by any one of documents indicated in 10 above.</p>	
<p>12) Details of the Fees Paid :</p> <ul style="list-style-type: none"> I. Security Deposit of Rs5000/-For Registration of the Main Officer & Branches II. Registration Fess for Grant of registration Certificate of Rs 1000/ III. Fee for Renewal of Regn. Certificate (After Expiry of 10 years) Rs 1000/ IV. Processing Fees Rs 250/ 	<p>Details :</p>
<p>13) Declaration: I/we, hereby declare that the above particulars are true and correct as to the best of my our knowledge.</p> <p>Date: _____ Signature of the Authorised Person(s)</p>	
<p>14) .List of Enclosed Documents :</p>	
<p>15)</p> <p>Place: _____</p> <p>Date: _____</p> <p style="text-align: right;">Signature of the Authorised Person (s) Name : _____ Designation: _____</p>	

Part II

Details of Branches

Sr.No.	Location / State	Full Address & Contact Details (Tel. No /Fax No/E- mail)	Usage Office / Go down / Hub Centre	Date of Commencement

Dated:

Signature of Authorised Person

Form 3

APPLICATION FOR AMENDEMENT IN REGISTRATION

[See rule 6 (1)]

(To be filled in Triplicate)

1. Name of the Organization	
2. Existing Registration Details a) No: b) Date of Issue c) Valid Up to d) Issuing Authority	
3. Details of the Main Office a) Address : b) Tel. Nos: c) E-mail:	
4. Amendment Required for: (Tick Whichever is Applicable) a) Addition /Deletion /Change in Address of Branches : (Attach New Annexure in Form2) b) Change in Address of the Main Office c) Change of the Authorised Person /Particulars: d) Change in any other particulars, specify: (To be intimated within 90 days of the Change)	
5. Amendment Details: (Attach supporting documents)	

5. Amendment Details Conte:

Note : If no intimation is received by the applicant within 30 days then this applicant duly received & acknowledged , will be deemed as an acceptance of the above Changes.

6. Details of the Fees Paid:	Details:
7. Declaration : I/we , here ,dedare that the above particulars are true and correct to the best of my/ our knowledge and the changes are not being request on account of any revocation of the certificate of the certificate of registration by the competent authority . Date: Signature of the Authorised Person(s)	
8. List of Endosed Documents:	
Place: Date: Signature of the Authorised Person (s) Name : Designation:	

Form 5

Format of Register to be maintained by the common Carrier

[See rule 8 (1)]

[illegible]

Form -6

CONDOLIDATED ANNUAL RETURN

[See rule 8 (2)]

S.No.	Commodities	No. of Packages and Weight (tones)/ Volume (cc)	Freight Collected (Rs. Lakh)
1.	Beverages including potable alcohol		
2.	Building Materials		
3.	Chemicals (including gases)		
4.	Fertilizers		
5.	Tea, Coffee & Groceries		
6.	Consumer durables, Household Electronics & Electric Appliances		
7.	Fruits. Vegetables. Meat & Fish (including processed items)		
8.	Food grains & Edible Oil		
9.	Milk and milk products		
10.	Petroleum products including LPG		
11.	Leather and plastic products		
12.	Plastic and plastic products		
13.	Livestock		
14.	Machinery & machine tools /Metals And metal scrap		
15.	Motor vehicles & motor vehicle parts		
16.	Paper ,paper board, Wood and timber products		
17.	Rubber and rubber products		
18.	Sugar, Sugar Cane / by products		
19.	Cosmetics & Toiletries		
20.	Any other item not listed above		

Form 7

Goods Forwarding Note

[See rule 10 (1)]

S. No.	Subject	Details
1.	Goods Forwarding Note No. and Goods Receipt No. Date, if any. (GFN should be machine numbered)	
2.	Details of Consignor & consignee	
3.	Particulars of the Goods	
4.	Value of Goods	
5.	Weight /Volume and No. of Packages /units	
6.	Origin	
7.	Destination	
8.	Expected date of delivery Under normal conditions	
9.	Whether the cargo /consignment To be booked under Section 10 or under Section 11 of the Act.	
10.	Desirable period of delay. If any, beyond the likely date of delivery (requirement of section 10(2) If the cargo is to be booked under section 10 of the Act.	
11.	Cargo to be booked as (a) Dangerous & hazardous goods (D& H) category or as (b) Normal Goods	
12.	Details of the insurance police /cover (for dangerous/hazardous goods)	

I _____ have taken necessary precautions for carrying dangerous and hazardous goods.

Date: _____

Signature of the consignor: _____

Note:

For dangerous & hazardous goods the form should have upper left hand corners printed in red as
Dangerous and Hazardous goods .

Form 8
Goods Receipt
[See rule 10(4)]

S. No.	Subject	Details
1.	Goods Forwarding Note No. & Date	
2.	Goods Receipt No. & Date (GR should be machine numbered)	
3.	Details of Consignor Name and Address: Details of Consignee Name and Address:	
4.	Particulars of the Goods & their value.	
5.	Weight Volume and No. of Packages/unites	
6.	Origin of Consignment	
7.	Destination of consignment	
8.	Whether the cargo / consignment has been booked under Section 10 or under Section 11 of the Act.	
9.	Distance to destination.	
10	Likely date of delivery	
11	Mutually agreed period of delay beyond the likely date of delivery { requirement of section 10(2)	
12	Freight collected /paid /due (for calculating liability under Section 10(1)	
13	Additional payment collected /due over and above freight charges for higher risk undertaken by the common carrier as mutually agreed upon with the consignor if cargo booked under section 11.	
14	Details of the insurance Police/cover (in case of dangerous/ hazardous goods	

I _____ have taken necessary precautions for carrying dangerous and hazardous goods.

Date: _____

Signature of the registered common carrier/his authorized agent: _____

Note: For dangerous and hazardous goods the form should have upper left hand orners printed in Red as Dangerous and Hazardous goods.

[F. No. RT-11023/1/2007-T]

S.K. DASH, Jt. Secy.

Procedure to be adopted for issuance of Registration to the
Common Carriers under the Carriage by Road Act 2007

STA started registration of the Common Carriers in the year 2011. So far only 15 Common Carriers have been registered by the STA Branch. The fees and the forms are prescribed under the Carriage by Road Rules, 2011. However the procedure and the level at which the approval has to be granted, has not yet been prescribed. Following sequence of procedure is proposed:

- i. The applicant shall deposit the fee with the Accounts Branch;
- ii. The applicant shall submit the application form along with the receipt issued by Accounts Branch to STA Branch;
- iii. STA Branch will diary the application.
- iv. The concerned dealing Asstt. shall put up the application in a file to the concerned AS/ Inspector.
- v. A check list is placed along side the file shall also be appended by the dealing assistant in the file.
- vi. So far the registration has been approved at the level of AS (STA).
- vii. After ensuring that all the formalities are fulfilled by the applicant, the Asstt. Secy/Inspector shall forward the file to the Dy. Secretary, STA for approval.
- viii. In case of any discrepancy a discrepancy memo shall be issued to the applicant.
- ix. After the approval of Dy. Secretary, STA the Asstt. Secretary shall recommend the case to DIMTS for preparation of the registration certificate. A software for the activity is already in place which was prepared by the DIMTS.
- x. After preparing of Registration Certificate, it will be signed by the Asstt. Secretary/ Inspector of STA and will be issued by the concerned dealing asstt.
- xi. The whole exercise shall be completed within 15 days of receipt of the approval in the STA Branch. However in case, where discrepancy memos are issued, more time may be required.