

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

No. 18431

dated 12-12-11

ORDER

The Government in Transport Department in their Notification No.7373/T dated 26.11.2011 have decided that all the applications for grant of one trip permission for movement of hydraulic multi axle trailers in the State of Odisha will be filed in the office of the Transport Commissioner.

In order to facilitate grant of one trip permission for movement of multi axled hydraulic trailers, it is necessary on the part of the STA to frame guidelines for processing the applications. The guidelines framed are indicated below:

1. Application for grant of one trip permission shall be filed in this office up to 13.00 hrs on all working days, either by the transporter himself or by his employee, duly authorized in this behalf by the transporter. All applications must be made in the letterhead of the transporter duly signed, as per the prescribed proforma which is enclosed with this letter as "Annexure-A". All such applications must be accompanied with required documents as listed in Annexure-B.
2. All applications for grant of one trip permission shall be submitted to the Joint Commissioner Transport (Tech.), STA. In his absence, such applications shall be submitted to the Deputy Commissioner Transport (CZ), Cuttack. No other officer or employee of STA shall receive application from transporter for grant of clearance to multi axle hydraulic trailers, unless duly authorised by the Transport Commissioner in this regard. The Joint Commissioner Transport (Tech.), STA or Deputy Commissioner Transport (CZ), Cuttack, as the case may be, shall conduct a preliminary scrutiny of the application and documents submitted by the applicant.
3. At the time of preliminary scrutiny by the above officials, if it is noticed that the application is incomplete or erroneous, the same shall not be received by the officers. **It shall be the responsibility of the transporter to ensure that all information as required as per Annexure A and documents as per Annexure B are duly submitted and that such documents viz; Gazette Notification issued by Government of India, Certificate of Registration, Fitness Certificate, Permit, proof of payment of tax, Insurance Certificate etc. are correct in all respect. Even after acceptance of application, if it is noticed at a later date that there is some discrepancy in information / documents submitted by the transporter, the application will not be processed till the time rectification is made by the transporter. In such cases, the authorities will not be responsible for any delay in processing of the application for grant of permission.**
4. After preliminary scrutiny, applications complete in all respect will be sent to diary section for necessary entries on the same day and thereafter sent to the concerned road authorities preferably on the same day or on the next day through E-mail / Fax. The concerned road authorities will be expected to grant permission / raise objection, if any / refuse permission within 96 hours from the time and date of receipt of the letter through

E-mail from the office of the Transport Commissioner. If no communication is received from the Road Authorities within 96 hours by the office of Transport Commissioner, it will be construed there is no objection for movement of trailers on their road. In case any queries / objections are raised by any of the road authorities, the same shall be complied in reasonable time. In such cases the time-limit may exceed 96 hours.

5. The applicants must ensure that vehicle particulars such as chassis number, number of axles, number of tyres, Un Laden Weight (ULW) Registered Laden Weight (RLW) etc. must match with that of Registration Certificate, Fitness Certificate, Insurance Certificate, National Permit, authorisation, other Motor Vehicle documents and Gazette Notification for trailers issued by Government of India. **In case of any discrepancy noticed, the application shall not be processed and the authorities shall not be responsible for any delay in grant of permission on this account.**
6. The authorised employee of a particular transport company cannot file application for another transport company.
7. Permission shall remain valid for one month only from the date of issue.
8. One tractor shall not be allowed to draw more than three trailers.
9. Under no circumstances the puller or puller-trailer combination of trailers shall be permitted to carry overload.
10. In case the tractor trailer is not owned by the transporter who has applied for permission, he shall furnish hire agreement duly signed by the registered owner and the hirer and should be notarized.
11. All original documents relating to the Motor vehicle shall be verified at the entry point of the State or at in the district of origin from where the movement of cargo is to begin within the State of Odisha. It may be noted that at the time of application photocopies of these documents must be submitted for verification.
12. All documents submitted must be duly signed by the Transport or his authorised employee. Unsigned documents shall not be entertained.
13. With a view to further streamline and facilitate grant of One Trip Permission to applicants, it is suggested that all the existing operators of Hydraulic Trailers who have operated or intend to operate in near future in Orissa may produce the documents (as given in Annexure-E) in original for verification along-with the photocopies duly attested by a competent authority. Once the original documents are verified by the authorized officer of this office, he / she shall make an endorsement to this effect in the body of the photocopy of the same document which has already been duly attested by a competent authority. Such database for each operator shall be maintained in separate folders. Detail procedure for this purpose is appended as Annexure D with this guideline.

  
12/12/11  
Transport Commissioner  
Odisha.

Memo No. 18432 /TC

dated 12-12-11


Copy forwarded to the Joint Secretary to Government of India, Ministry of Road Transport and Highways, Transport Bhawan - 1, Parliament Street, New Delhi - 110001 for information.

  
Transport Commissioner  
Odisha.

Memo No. 18433 /TC

dated 12-12-11

Copy forwarded to Principal Secretary to Government, Commerce & Transport Department, Secretariat, Bhubaneswar for information of Government.

  
Transport Commissioner  
Odisha.

Memo No. 18434 /TC

dated 12-12-11

Copy forwarded to the Engineer in Chief -cum Secretary to Government, Works Department, Secretariat, Bhubaneswar for information.

  
Transport Commissioner  
Odisha.

Memo No. 18435 /TC

dated 12-12-11

Copy forwarded to the Project Director, NHAI, Kharagpur / Project Director, NHAI, Bhubaneswar / Project Director, NHAI, Berhampur for information and necessary action.

  
Transport Commissioner  
Odisha.

Memo No. 18436 /TC

dated 12-12-11

Copy forwarded to the Chief Engineer (NH), Bhubaneswar / Chief Engineer (Rural Works) Bhubaneswar for information and necessary action.

  
Transport Commissioner  
Odisha.

Memo No. 18437 /TC

dated 12-12-11

Copy forwarded to the All Collector-cum-Chairman, RTAs / All Superintendent of Police / All Deputy Commissioner of Transport / All Regional Transport Officers / all Officers at Hqrs for information and necessary action.

Copy to Computer Cell, STA to hoist in the website.

  
Transport Commissioner  
Odisha.

## Annexure-A

## PROFORMA

TO BE SUBMITTED IN COMPANY LETTER HEAD

1. (i) Name of the applicant  
(ii) fathers name  
(iii) detail address  
(iv) designation  
(v) name of the transport company for which he is filing application.  
(vi) Address of the company  
(vii) valid fax number,  
(viii) e-mail address  
(ix) phone number  
(x) mobile number and the applicant with.
2. Authorization of the transporter.  
  
(in case filed by the employy) -----  
  
(signature)
3. Details of route alongwith nature of road (NH, NHAI,R & B, RD, PR & others) and name of controlling authority upon which the trailers loaded with goods will ply. (from border checkgate / inside state loading point to the destination in the State). (This may be given on a separate sheet, duly signed.)
4. Name & detail address of the consignor
5. Name & detail address of consignee.
6. Details of puller :
  - a) Regn. No. :
  - b) Make / model :
  - c) Engine No. :
  - d) Chassis No. :
  - e) RLW : .....kg. & ULW : .....kg.
  - f) Fitness Certificate valid upto :
  - g) Insurance Certificate valid upto :
  - h) National Permit No.....valid upto.
  - i) Authorisation No..... validity.....
  - j) Tax payment details :-
7. Details of trailers: (Maximum three trailers as per OMV Rules)
  - (I)
    - a) Regn. No. :
    - b) Make / model :

- c) Engine No. :
- d) Chassis No. :
- e) RLW : .....kg. & ULW : .....kg.
- f) Fitness Certificate valid upto :
- g) Insurance Certificate valid upto :
- h) National Permit No..... valid upto.
- i) Authorisation No..... validity.....
- j) Tax payment details :-
- k) Gazette Notification issued by Government of India vide S.O. No.....(E) dated .....

## (II)

- a) Regn. No. :
- b) Make / model :
- c) Engine No. :
- d) Chassis No. :
- e) RLW : .....kg. & ULW : .....kg.
- f) Fitness Certificate valid upto :
- g) Insurance Certificate valid upto :
- h) National Permit No..... valid upto.
- i) Authorisation No..... validity.....
- j) Tax payment details :-
- k) Gazette Notification issued by Government of India vide S.O. No.....(E) dated .....

## (III)

- a) Regn. No. :
- b) Make / model :
- c) Engine No. :
- d) Chassis No. :
- e) RLW : .....kg. & ULW : .....kg.
- f) Fitness Certificate valid upto :
- g) Insurance Certificate valid upto :
- h) National Permit No..... valid upto.
- i) Authorisation No..... validity.....
- j) Tax payment details :-
- k) Gazette Notification issued by Government of India vide S.O. No.....(E) dated .....

**Signature of the transporter  
or authorized employee**

## Annexure-B

## (List of documents to be submitted along with Annexure-A)

8. Original Gazette Notification of trailers issued by the Ministry of Road Transport & Highways, Government of India alongwith one photo copy.
9. Certificate from the manufacturer in original (if manufactured in India) and Custom & Central Excise clearance ( for imported consignment) regarding exact weight of the consignment / goods to be carried in combination of trailers.
10. Original lease agreement in case of hired vehicle duly notarized.
11. Photo copy of Certificate of Registration of puller & trailers, National Permit, Authorisation, proof of payment of tax due to State of Odisha, Insurance Certificate, Fitness Certificate duly authenticated.
12. Authorisation for carriage of cargo (in original) by the Consignor / consignee of the cargo, as the case may be.
13. Sketch showing the axle and tyre configuration of the ODC indicating maximum load being transmitted through axles.
14.
  - a) Combined ULW of all Hydraulic Trailers in kg.
  - b) Total GVW of the trailers in kg.
  - c) Combined GVW permitted as per Gazette Notification of Trailers (in kg).
  - d) Dimension of Cargo A) Length .....B) Width .....
  - C) Height .....
  - e) Height of the Trailer Platform from Road surface .....
  - f) Total height ( goods loaded & trailers) from the road surface
  - g) Axles fitted in the hydraulic trailers (combined).....
  - h) Load per Axle (Wt. of the cargo divided by number of  
axles .....in MT.
  - i) Sketch and Photograph of the trailers (Diagram of trailers and loading diagram) with details of weight and size to be attached in a separate sheet with seal and signature of the transport company.

**Signature of the transporter  
or authorized employee**

**Form of Undertaking**

( to be submitted in Non-judicial stamp paper)

1. The Conditions as stipulated in the Gazette Notification vide No.S.O..... (E) dated .....published by MoRT&H, Government of India shall be strictly complied with. The weight of the consignment in any case will not exceed the trailer wise approved weight in the Gazette.
2. Prior permission of the concerned Government Department and Police Authorities will be obtained by me / us before movement of vehicle (s) on road.
3. I / We will arrange for checking of the stability of the bridges before passing over them.
4. It will be ensured that no other vehicle shall move on any part of the carriageway when this trailer is crossing the major / minor bridge. The vehicle will move in the middle of the carriageway on bridges at a slow and uniform speed not exceeding 8-10 km. per hour with special precaution for avoiding application of brakes. Braking / accelerating of the vehicle while negotiating the bridges / structures will be strictly prohibited and avoided with due care. The vehicle will not be stationed over the structure.
5. I / We will ensure that the consignment / cargo shall be maintained at the centre of platform of the trailer during the movement of the trailer.
6. The cargo will be transported on vehicle having Hydraulic Axle, 4 Dual Tyres in each Axle (except front axle) with axle load limiting to 17 MT only.
7. The vehicle will move without any hindrance to the normal flow of traffic. Moreover, while moving of these vehicles, traffic will be controlled by me / us at me / our risk and cost.
8. All necessary warning signals such as painting the entire width by yellow and black zebra strips on the front and rear sides, duly marked with retro reflective stickers and installing red lamps to indicate the extreme position of the vehicles clearly for night time driving / parking. Similarly, red flags on both sides will be installed for facilitating of extreme position of the vehicle during day time.
9. The vehicle will move preferably during day time only.
10. The vehicle will moved carefully under the supervision and escort of responsible officers. Prior intimation of entry of this vehicle in the designated stretch of NH-5 (New NH-16) shall be given to NHAI.
11. All safety measures will be undertaken during the movement of vehicle.
12. The toll will be paid as applicable at Toll Plazas.
13. The obstructing signages / gantries will be put down and after passage of this ODC, the same shall be again reinstalled by me / us at my / our risk and cost.

14. Any other conditions of State Transport Department and other departments will be complied with.

15. I / We will be held responsible for damages, if any, caused to the road and structure, other road user / person either directly or indirectly due to the movement of the vehicles and I / we will be liable to pay the repair and restoration cost thereof with other incidental cost. National Highways Authority of India shall not be liable for any damage that may be caused to such vehicles or my / our contents through this transportation.

16. This permission is valid for single trip and till one month from the date of issue of permission letter from your office.

17. In case, above conditions are not followed, this transportation will be treated as illegal and action as deemed proper shall be initiated.

**Signature of the transporter  
or authorized employee**

(separate undertaking to be furnished for every road authority on which the trailers are proposed to move).




## Steps to streamline grant of one trip permission in case of Hydraulic Trailers.

It has been observed that in the past one year the movement of Hydraulic Trailers carrying heavy equipment has increased manifold. It has also been noticed that some times the grant of permission by STA has taken more than reasonable time from date of applications. It has been observed that some of the procedures are repetitive in nature and streamlining is possible without compromising with any of the legal requirements. Following steps may be followed for further streamlining grant of one trip permission:

1. All the existing operators of Hydraulic Trailers who have operated or intend to operate their services in Orissa in the near future may produce the documents (as given in Annexure-D enclosed with this letter) in **ORIGINAL** for verification along-with the photocopies duly attested by a competent authority. Such documents shall be verified in STA by an authorized officer. Once the original documents are verified by the authorised officer of this office, he / she shall make an endorsement "VERIFIED WITH ORIGINAL" on the body of the photocopy of the same document which has already been duly attested by a competent authority. Such database for each operator shall be maintained in separate folders in STA.

2. While maintaining the database of each operator, the office will keep a record of such documents which have an expiry date such as National Permit, Registration Certificate, Insurance Certificate, Fitness Certificate etc. and the operator shall be informed to produce the revalidated document in original for verification. Once verified, the document shall be valid for grant of permission till its next expiry date and the operator will not be required to produce original documents each time in respect of that vehicle, till the validity of those documents.

3. Once the original documents have been verified at STA, such endorsement must be made in the permission granted for the one trip permission. This would facilitate the field officers in knowing that STA has already verified the original documents for that particular vehicle. However such endorsements shall be made only in those cases where original documents of all the vehicles involved in the movement of cargo viz. the puller along-with the combination of trawlers have been verified. In case original documents of any one of the vehicles is not verified, such endorsement **SHALL NOT BE MADE** in the permission.

  
Transport Commissioner  
Odisha.

**Annexure E****List of Documents**

1. National Permit
2. Registration certificate
3. Fitness certificate
4. Insurance certificate
5. Proof of Payment of Taxes
6. Gazette Notification for Trawlers of Ministry of Road Transport & Highways, Govt. of India.