

From

The Secretary,
Regional Transport Authority,

To

Memo No.
Dated:

Subject: Grant of permit/offer of allotment under Stage Carriage Scheme, 2016.

Please refer to your application dated _____ regarding allotment of route/permit under the Stage Carriage Scheme, 2016 notified on 17.02.2017.

You are hereby **granted/offer of allotment** (tick mark as the case) a stage carriage permit under the above mentioned Scheme as per details given below:-

Name of the District	Sr. No. of route	Name of route (in full)	No. of single trips to be operated

The aforesaid offer of stage carriage permit/offer of allotment is subject to the following terms and conditions in addition to the provisions prescribed in the approved Scheme:-

- (1) The permit shall be valid for a period of five years and renewal shall be subject to the satisfactory performance of the permit holder.
- (2) The vehicle shall have a seating capacity of at least 32 besides the driver and conductor.
- (3) A non refundable application fee of ₹25000/- will be charged from the applicants under the Scheme.

- (4) A refundable security of ₹ 1 lakh shall be submitted by the applicant within 30 days of grant/offer of allotment of permit payable in favour of 'Transport Commissioner Haryana'.
- (5) The operation of bus will be started within 90 days from the date of issue of offer letter. In case there is a genuine documented justification for delay and if the Secretary, Regional Transport Authority is satisfied, further extension of thirty days may be allowed on payment of ₹ 50,000/- only in case the chassis has been procured within the above said period of 90 days. After the expiry of the period of 90 days from the date of issue of offer letter or the extended period, as the case may be, the offer of allotment of permit shall be deemed to be cancelled without any further reference to the applicant and the refundable security shall be forfeited.
- (6) The name and address of the permit holder shall be painted on the exterior of the body of the vehicle on both sides thereof in black colour centered as high as practicable below the window line in bold letters.
- (7) Any fares fixed under Section 67 of the Motor Vehicles Act, 1988 shall be observed.
- (8)(i) The permit holder shall ensure at all times that the bus is fabricated as per Bus Body Building Code (AIS:052-Rev.1), maintained and operated strictly in terms of the provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, Haryana Motor Vehicle Rules, 1993, Haryana Motor Vehicles Taxation Act, 2016, and Haryana Motor Vehicle Taxation Rules, 2016, notifications issued under the above said Acts and Rules as amended from time to time, and the instructions/directions/orders issued by the Central Government/State Transport Authority/Regional Transport Authority/Secretary, Regional Transport Authority from time to time.
- (ii) Permit shall be granted to only BS-IV standard bus except those mentioned at Sr. No. (iv) below.
- (iii) The bus can ply as stage carriage in Haryana upto ten years as prescribed in rule 67A of the Haryana Motor Vehicles Rules, 1993 or as amended from time to time. After the prescribed age, it shall be replaced by another BS-IV

standard bus or any other better standard prescribed by the Government of India from time to time.

- (iv) The holder of erstwhile permit shall not be required to introduce a new bus till the existing bus completes the prescribed age from the date of its purchase. However, the permit holder shall be allowed to substitute his bus with BS-IV standard bus only.
 - (v) The colour scheme of the bus shall be as mentioned below:-

White colour with red band of 24 inches at the bottom on all the sides and of 6 inches above the window line on both side of the bus. The colour of the bumpers shall also be white.
 - (vi) The route board shall be displayed on rear and front side of the bus.
 - (vii) A penalty of ₹ 5,000/-, 10,000/- and 25,000/- will be charged for first, second and third offence respectively for plying the bus on unauthorized route and permit will be cancelled after subsequent offence i.e. for fourth offence.
- (9) (i) Orders/directions issued by the State Government/State Transport Authority/Regional Transport Authority for coordinated operation of service in the interest of general public from time to time shall be complied with by the permit holder.
- (ii) Any place inside or outside the cities, municipal boundaries can be declared as Bus Stand by the Secretary, Regional Transport Authority for specific routes/permits and several places along a route can be declared as stages of operation.
 - (iii) The time-table approved by the Secretary, Regional Transport Authority shall be followed. It shall also be ensured that the trip is plied within the time specified for the trip.
 - (iv) For coordinating the services at different bus stands in a proper manner, booth timings as per the approved time-table shall be given. Wherever number of booths at the bus stands is less than the requirement, main booths shall be allowed first to the long route buses. The buses running towards villages or on short routes shall be made available suitably located temporary booths by Station In charge of the bus stand in consultation with Secretary,

Regional Transport Authority.

- (v) No application for amendment or review of time-table shall be considered till at least three months time has elapsed after introduction of the time-table. If any private operator has a genuine grievance and wants reconsideration of the time-table, he may apply to the Secretary, Regional Transport Authority with necessary documents and a processing fee of ₹ 5000, after the period of three months is over. The Secretary, Regional Transport Authority shall take a decision on the application, after making such enquiries, as deemed appropriate and considering all relevant factors.
- (vi) Within the bus stands, the Station Incharge shall coordinate the time schedules and booth timings for all the buses. He shall function under the overall directions issued by the Secretary, Regional Transport Authority concerned.
- (vii) No bus which defaults in the payment of passenger tax, road tax, adda fees or any other Government dues for a period of more than one month beyond the due date of payment of such taxes/fees/dues, shall be allowed to operate. The Station Incharge of the bus stand shall be authorized to cancel its booth timings as well as the time schedule of operation in consultation with Secretary, Regional Transport Authority and he shall function as a subordinate of Secretary, Regional Transport Authority concerned in this regard.
- (10) The provisions of Chapter X, XI and XII of the Motor Vehicles Act, 1988, and rules made there under, so far as they apply to the holder of the permit, shall be observed.
- (11) Permit holder shall be obliged to carry students and other concessional or free pass holders in his buses in the same way as is done by Haryana Roadways buses or any other provision to be made by the State Government from time to time. The list of persons entitled to free/concessional travel at present is attached. No subsidy shall be admissible for this purpose.
- (12) Mail bags of the Postal Authorities shall have to be carried for which an agreement shall have to be made with the Postal Authorities regarding fare etc. Secretary, Regional Transport Authority shall issue suitable directions in

this regard, if required. No subsidy for this facility shall be given by the State Government.

- (13) The permit holder shall pay the Motor Vehicle Tax, Permit Fees, Adda Fees and other taxes/fees/charges as fixed by the State Government from time to time.
- (14) A road safety message shall be written on the rear side of the bus.
- (15) The permit holder shall ensure that the bus maintains the scheduled operation. If the permit holder fails, without reasonable cause, to provide the stage carriage services on his allotted route for a period of thirty days and without prior approval of Secretary, Regional Transport Authority, the permit of such operator shall be deemed to have been surrendered by him and shall be cancelled forthwith.
- (16) In case of break down/accident of the bus, the permit holder shall have to rearrange the bus on the route within a period of 15 days. In case of sale of the bus, BS-IV compliant bus shall be arranged by the permit holder simultaneously. In case the vehicle covered by the permit is sold without arranging another vehicle, the permit shall be deemed to have been surrendered by the permit holder and shall be deemed to have been cancelled automatically.
- (17) The permit holder shall give a minimum thirty days' notice to the Secretary, Regional Transport Authority, in writing, before surrendering the permit and withdrawal of the bus from operations. A surrendered permit shall be deemed to have been cancelled forthwith.
- (18) The permit holder shall ensure at all time that the permit/bus is being operated strictly in terms of the provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989, and the Haryana Motor Vehicle Rules, 1993, as amended from time to time, and the instructions/ directions/orders issued by the Central Government/State Government/State Transport Authority/Regional Transport Authority/ Secretary, Regional Transport Authority from time to time.
- (19) The staff (Drivers & Conductors) deployed by the permit holders for operating the buses shall be issued photo identity cards, a copy of which shall also be

submitted in the office of Secretary, Regional Transport Authority. The photo identity card shall be duly attested by the permit holder.

- (20) The particulars of the staff appointed by the permit holder shall be submitted by him to the Secretary, Regional Transport Authority and to the local police station for information and record. The permit holder shall ensure to display photographs of the authorized drivers and conductors inside the bus
- (21) The mandatory provisions of the Labour Laws like minimum wages, weekly rest, maximum duty hours, Employees Provident Fund and Employees State Insurance contribution, gratuity etc. shall be applicable to the staff appointed by the permit holder as provided under the relevant Laws. The Staff (Drivers & Conductors) shall have to wear uniform as prescribed by the State Transport Authority/Regional Transport Authority concerned.
- (22) The staff appointed by the permit holder should not have been convicted in a criminal case. The permit holder shall ensure that the drivers and conductors engaged by the operator do not involve in any subversive activities, disruption in normal services and inconvenience or harassment to the passengers. The driver and conductor to be deployed shall bear high moral character and shall be courteous and polite to the passengers.
- (23) No driver/conductor who has ever been dismissed by Haryana Roadways or any Government Organization in his previous service shall be eligible to be deployed in the bus.
- (24) The driver/conductor to be deployed in the bus shall be required to undergo the refresher training as specified by State Transport Authority, Haryana.
- (25) The permit holder shall ensure proper cleanliness of the vehicle during its operation.
- (26) The permit holder shall ensure to produce the vehicle for inspection as and when required by the Authorities.
- (27) Passengers shall not be carried in excess of the registered seating capacity of the bus.
- (28) The dangerous or hazardous goods as specified in rule 137 of the Central Motor Vehicles Rules, 1989 or any other goods as may be specified from time to time shall not be carried in the vehicle. It shall be ensured that goods carried by the passengers within the permissible limit shall be of such a nature and shall be so packed and secured on the vehicle as no danger;

inconvenience or discomfort is caused to the passengers.

- (29)(i) A complaint book with serial numbered pages, duly authenticated by the permit holder, shall be kept with the conductor. The conductor shall provide the complaint book to the passengers for recording the complaints. The permit holder shall ensure that desired action is taken on the complaints.
- (ii) The telephone numbers of the Secretary, Regional Transport Authority, police helpline, emergency, women helpline and owner of the bus shall be written inside the bus and at the rear outside for information of the public.
- (30) The vehicle shall carry a first-aid kit.
- (31) The bus shall not be utilized for any purpose other than as stage carriage except with the prior approval of the Secretary, Regional Transport Authority.
- (32) The owner of the vehicle shall have adequate parking space available with him.
- (33) The permit holder shall install and maintain a GPS/GPRS based vehicle tracking system on the buses as and when directed by the office of Transport Commissioner/Secretary, Regional Transport Authorities, the expenses of which shall be borne by the permit holders.
- (34) The State/Regional Transport Authority may after giving notice of not less than one month:-
 - (a) vary the conditions of the permit.
 - (b) attach to the permit further conditions.
- (35) The refundable security shall be refunded only in case of surrender of permit.
- (36) The refundable security shall be forfeited in case the permit is cancelled for violation of terms & conditions mentioned above.

**Secretary,
Regional Transport Authority,**

_____.

For office use only
Application Sr. No.....

APPLICATION FORM FOR PERMIT UNDER STAGE CARRIAGE SCHEME, 2016

To

The Regional Transport Authority,

_____.

Subject: Application for grant of Stage Carriage Permit under the Stage Carriage Scheme-2016.

In terms of clause (i) of para 3/clause (v) of para 3 of the Scheme published vide Notification No.17/10/2011-3T(II), dated 17.02.2017, the undersigned, duly authorized to make this application, as per the details given below:-

1.	Name of applicant (Society/Individual/ Firm/Company)	
2.	Name of the person authorized to make application in case of Society/Firm/Company (Attested copy of resolution of Society/Firm/Company is attached)	
3.	Correspondence Address of Applicant Telephone No.	
4.	Route for which permit is applied for a) Sr. No. of route b) Name of route	

5. No Road Tax, Passenger Tax or Bid Money are pending against me as on date.
(Copies of the No Due Certificates in respect of Road Tax, Passenger Tax and Bid Money are enclosed)
6. Details of application fee [₹ 25000.00 (twenty five thousand only)] are as under:-
Demand Draft (*in favour of Transport Commissioner, Haryana*) No. _____ Name of Bank _____
7. Details of bus are as under:-
Registration No. of bus _____

8. i) I/We hereby state that the above statements are true and agree to and undertake to abide by all the conditions of the permit as prescribed by the Regional Transport Authority, from time to time.

ii) I/We agree that in case any statement or information or fact or document furnished above by me/us is found to be wrong or false or concealed during scrutiny or subsequently after grant of permit, my/our application shall be liable to be rejected summarily by the Regional Transport Authority and I/we shall be liable for prosecution under the relevant Law/s for the said act(s).

Dated:

Signature of Applicant

(Name of the Applicant)

ACKNOWLEDGEMENT

Received an application from Sh. _____ address _____

_____ for allotment of permit (name of permit and Sr.No.) _____ Stage
Carriage Scheme – 2016.

Date _____

Dealing Hand.

(Signature with stamp)

REGISTER OF APPLICATIONS

Sr. No.	Name & Address of Applicant	Date of receipt of Application	Demand Draft No.	Signature of dealing hand

- Note: 1. The serial number in the register will be a continuous number started from 1.
2. The Secretary, RTA will sign the register after the last entry every day and cross the blank page, if any.