

GOVERNMENT OF ASSAM
TRANSPORT DEPARTMENT ::: DISPUR

OFFICE MEMORANDUM

No TMV.54/2012/Pt/Vol-II/874

Dated Dispur the 3rd May,2021

Sub : **Service notifications under Assam Right to Public Service Act, 2012**

In pursuance of the Government's decision for formulation as well framing of the **Assam Right to Public Service Act,2012**, this order comes into the force with immediate effect in exercise of power conferred under section 4 of the **Assam Right to Public Service Act,2012(Assam Act No IX of 2012)** and shall remain in force until further order.

This order shall be valid for the services of Inland Water Transport mentioned below. This order shall guide the citizen's charter to know their rights about the procedural system for obtaining permission for the below mentioned services. This order also shall apply for knowing details procedure /information regarding the mentioned services for those who become eligible to obtain the certificates

Services:

- i. Transfer of Ownership of a Registered Vessel,
- ii. Cancellation of Vessel Registration Certificate
- iii. Loss, Destruction or Mutilation of Certificate of Registration and issuance of duplicate registration certificate
- iv. Registration of Alteration
- v. Transfer of Registry

Details of the services have been attached in the Annexure A.

Sd/-Dr.K.K. Dwivedi, IAS
Principal Secretary to the Govt. of Assam
Transport Department


Memo No. TMV.54 2012/Pt/Vol-II/874

Dated Dispur the 3rd May,2021

Copy forwarded for information and necessary action to:-

1. The Director, Inland Water Transport, Ulubari, Guwahati-07.
2. The Director, Directorate of Information Technology, Electronics and Communication, Assam Secretariat Complex,Dispur, Guwahati-06.
3. The Additional Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-06.
4. The State Project Director, ARIAS Society, G.S. Road, Khanapara, Guwahati-22, Assam
5. The Executive Engineer, Inland Water Transport, Guwahati Division.
6. The Executive Engineer, Inland Water Transport, Dibrugarh Division.
7. The Executive Engineer, Inland Water Transport, Silchar Division.

By Order etc.


Joint Secretary to the Govt of Assam
Transport Department

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Annexure A

Service name	About Service in brief	Eligibility criteria to obtain the service for citizens	Procedure to obtain service - step by step procedure	Prescribed application forms	Service Delivery Timeline	List of documents to be enclosed with the application forms	Fee	Appellate Authority	Designated Public Servant (DPS)
1	2	3	4	5	6	7	8	9	10
1. Transfer of Ownership of a Registered Vessel	Transfer of Ownership of a Registered Vessel is provided to any eligible applicant owner whose inland mechanically propelled vessel has to be transferred to any other person residing in the same state or another state of Assam as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	Any applicant who is the owner or master of any inland mechanically propelled vessel and intends to transfer the ownership of the vessel to any other person residing in the same state or another state of Assam as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	<p>i. The application for permission to such transfer of ownership shall be submitted through the Registering Authority of the place where the vessel is registered to the Government concerned and should be accompanied by the original certificate of registration and the prescribed fee for the service.</p> <p>ii. If the Registration Authority is satisfied that the documents are in order, and the vessel is not mechanically defective and is river-worthy, it shall re-register the vessel in the name of the transferee.</p> <p>iii. If the owner of an Inland Steam Vessel desire to transfer the ownership of the vessel to a person residing in a country outside India, the owner shall obtain the previous approval of the Government of the State in which the vessel is registered through the Registering Authority within whose jurisdiction he resides or carries on business.</p>	Form no. VII (See Rule 9(1)) (as per the Inland Steam Vessels Registration Rules, 1951 and Registration of Barge Rules, 1963)	30 days	<p>i. Duly filled up application Form No. VII</p> <p>ii. Original registration certificate of the vessel</p> <p>iii. ID Proof of applicant - Passport, PAN Card, Voter ID, Bank Passbook, Driving License, etc.</p> <p>iv. Affidavit by the applicant on the specification of the vessel/ boat</p> <p>v. Hull and Passenger Insurance Copy</p> <p>vi. Certificate of Competency (for Crews)</p> <p>vii. Address Proof of applicant - Passport, Bank Passbook, Voter ID, Electricity Bill, Adhaar, Driving License etc.</p>	Registration as a results of Transfer of ownership within the same or different state is half the rates indicate against initial registration as mentioned in Schedule I (Inland Steam Vessels Registration Rules, 1951 and Registration of Barge Rules, 1963) Vessels upto and including 50 tons gross Rs. 10 Vessels from 51 tons to 100 tons gross Rs. 15 Vessels from 101 tons to 200 tons gross Rs. 20 With Rs. 5 for every additional 100 tons or fraction thereof.	Director, IWT, Assam	Joint Director, IWT, Assam.

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1	2	3	4	5	6	7	8	9	10
Vessel name	About Service in brief	Eligibility criteria to obtain the service for citizens	Procedure to obtain service - step by step procedure	Prescribed application forms	Service Delivery Timeline	List of documents to be enclosed with the application forms	Fee	Appellate Authority	Designated Public Servant (DPS)
Cancellation of Vessel Registration Certificate	Cancellation of a Registered Vessel is provided to any eligible applicant whose inland owner mechanically propelled vessel is destroyed or has been rendered permanently unfit for service as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	Any applicant who is the owner or master of any inland mechanically propelled vessel which is destroyed or has been rendered permanently unfit for service as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	<p>i. If an Inland Steam Vessel has been destroyed or has been rendered permanently unfit for service, the owner of the vessels shall, within one month, report the fact to the Registering Authority in Form VIII, and shall also forward to that authority the certificate of registration of the vessel. The Registration Authority shall then have the certificate of registration cancelled.</p> <p>ii. A Registering Authority may at any time required that any Inland Steam Vessel within the local limits of its jurisdiction shall be inspected by an authorized surveyor of inland steam vessels and if as a result of such inspection, it is satisfied that the vessel is not fit to ply any inland water, it may after giving the owner of the vessel an opportunity of being heard, cancel the registration of the vessel and require the owner thereof to surrender forth with it the certificate of registration, if the same has not already been surrendered.</p>	Form no. VIII (See Rule 10(1)) (as per the Inland Steam Vessels Registration Rules, 1951 and Registration of Barge Rules, 1963)	15 days	<ul style="list-style-type: none"> o Duly filled up application Form No. VIII along with a self declaration o Original Registration Certificate o Address Proof of applicant o Bank Passport, Voter ID, Electricity Bill, Aadhaar, Driving License etc. o ID Proof of applicant o PAN Card, Voter ID, Bank Passport, Driving License, etc. o Affidavit by the applicant on the specification of the vessel/boat o Hull and Passenger Insurance Copy o Certificate of Competency (for Crews) 	Nil	Director, IWT, Assam	Joint Director, IWT, Assam.

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Service name	About Service in brief	Eligibility criteria to obtain the service for citizens	Procedure to obtain service - step by step procedure	Prescribed application forms	Service Delivery Timeline	List of documents to be enclosed with the application forms	Fee	Appellate Authority	Designated Public Servant (DPS)
<p>1</p> <p>3.Loss, Destruction or Mutilation of Certificate of Registration and issuance of duplicate registration certificate</p>	<p>2</p> <p>Loss, Destruction of Certificate of Registration and issuance of duplicate registration certificate is provided to any eligible applicant owner of an inland mechanically propelled vessel whose certificate of registration is lost, destroyed or mutilated and intends to apply for a duplicate certificate as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.</p>	<p>3</p> <p>Any applicant who is the owner or master of any inland mechanically propelled vessel and whose certificate of registration is lost, destroyed or mutilated and intends to apply for a duplicate certificate as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.</p>	<p>4</p> <p>i. If at any time a certificate of registration is lost, destroyed or mutilated, the owner shall forthwith intimate the facts in written to the Registering Authority by whom the certificate was issued and shall apply in Form IX, the said authority for the issue of a duplicate certificate.</p> <p>ii. The application for the duplicate certificate should be accompanied by the prescribed fee and the mutilated certificate if the duplicate is required in place of a mutilated one.</p> <p>iii. On receipt of such an application, the Registering Authority shall issue a duplicate certificate with the word "Duplicate" clearly stamped in red ink on it.</p> <p>iv. When a duplicate certificate of registration has been issued because the original has been lost or destroyed, the original is subsequently found by the holder, the original shall be delivered forthwith to the Registering Authority.</p>	<p>5</p> <p>Form no. IX (See Rule 11(1)) (as per the Inland Steam Vessels Registration Rules, 1951 and Registration of Barge Rules, 1963)</p>	<p>6</p> <p>15 days</p>	<p>7</p> <ul style="list-style-type: none"> o Duly filled up application Form No. IX o Original Registration certificate in case of damage or mutilation o Police report with (General Diary Entry (GDE) no. and date (in case of loss)) o Address Proof of applicant - Passport, Bank Passbook, Voter ID, Electricity Bill, Aadhaar, Driving License etc. ID o Proof of applicant - Passport, PAN Card, Voter ID, Bank Passbook, Driving License, etc. o Affidavit by the applicant on the specification of the vessel/boat and Hull and Passenger Insurance copy of certificate of competency (for crews) 	<p>8</p> <p>Rs.5</p>	<p>9</p> <p>Director, Assam IWT,</p>	<p>10</p> <p>Joint Director, IWT, Assam.</p>

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1 4.Registration of Alteration of Vessel	2 Registration of Alteration is provided to any eligible applicant owner of an inland mechanically propelled vessel whose vessel is so altered as not to correspond with the particulars relating to its tonnage and description as shown in the book of registrations and the alteration need to be recorded by the Registering Authority or the vessel to be re-registered if it so directs as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	3 Any applicant who is the owner or master of any inland mechanically propelled vessel and whose vessel is so altered as not to correspond with the particulars relating to its tonnage and description as shown in the book of registrations. The alterations need to be recorded by the Registering Authority either in the Certificate of Registration or a new vessel registration to be done as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	4 i. When a registered Inland Stream Vessel is so altered as not to correspond with the particulars relating to its tonnage and description as shown in the book of registrations the alteration shall be got recorded by the Registering Authority or the vessel shall be re-registered if it so directs. In exercising the discretion as to whether the alteration should be made in the certificate of registration or whether the vessel should be registered anew, the Registering Authority shall be guided by the following principles:- (a) It shall require registry anew, (i) whenever any material alteration is made in the hull affecting the length, breadth or the depth of the vessel, and (ii) whenever there is an alteration in the means of propulsion, for instance, a change from steam to motor or vice-versa or the addition or removal of an auxiliary engine. (b) It will not be required to register anew if the alteration consist merely of (i) a change in the dimension of the engine rooms or other closed in spaces, (ii) the addition or removal of a poop or deck houses, etc, (iii) an allowance or	5 Form no V (See Rule 8(2)) (as per the Inland Stream Vessels Registration Rules, 1951 and Registration of Barge Rules, 1963)	6 30 days	7 Duly filled up application Form No V Address Proof of applicant Passport, Bank Passbook, Voter ID, Electricity Bill, Aadhaar, Driving License etc. ID Proof of applicant PAN Card, Voter ID, Bank Passbook, Driving License, etc. Affidavit by the applicant on the specification of the vessel/boat Hull and Passenger Insurance Copy Certificate of Competency (for Crews)	8 Rs. 5	9 Director, W.T, Assam	10 Joint Director, W.T, Assam

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disallowance of crew space or other similar change or (iv) an alteration from motor screw to steam screw or the reverse.

ii. Within one month of any such alteration, the owner or his agent shall report in Form V to the Registering Authority of the place where the vessel is registered giving full particulars regarding alteration made together with the prescribed fee and the certificate in force for the vessel at the time of report and other supporting documents for recording the alterations made or for registering anew as the case may be.

iii. On receipt of the report of the alterations the Registering Authority may, without any further enquiry, or after satisfying itself that the alterations, if any, relating to the hull, boiler, engine and other machinery or equipment of the Inland Steam Vessel have been duly inspected by Surveyor and incorporated in the Certificate of Survey - (a) issue a fresh certificate of registration; or (b) make such alterations in the certificate of registration as the Registering Authority may consider necessary.

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1	2	3	4	5	6	7	8	8	9
Transfer of Registry	Transfer of Registry is provided to any eligible applicant owner of an inland mechanically propelled vessel whose vessel registration may be transferred from one place in a State to another place in another State as per the Inland Vessel Act, 1917 from Inland Water Transport Directorate.	Any applicant who is the owner or master of any inland mechanically propelled vessel and desires to transfer the vessel registration from one place in a State to another place in another State as per the Inland Vessel Act, 1917 from Inland Water Transport.	<ol style="list-style-type: none"> i. Owner or master of the vessel who intends to transfer the registry of a vessel from one place in a State to another place in another State needs to make an application to the registering authority of the State in which the vessel is kept along with the original certificate of registration. ii. On receipt of such application, the registering authority shall transmit notice thereof to the registering authority of the place where the vessel is registered. iii. On receipt of the application and the prescribed fee, the registering authority of the intended place of registry shall enter in its register book all the particulars relating to the vessel and grant a fresh certificate of registration in respect of the vessel and henceforth such vessel shall be considered as registered at the new place of registry. 	Form no. VI	30 days	<ul style="list-style-type: none"> o Duly filled up application Form No. VI o Original Registration Certificate of the Vessel o Address Proof of applicant - Passport, Bank Passbook, Voter ID, Electricity Bill, Aadhaar, Driving License etc. o ID Proof of applicant - Passport, PAN Card, Voter ID, Bank Passbook, Driving License, etc. o Affidavit by the applicant on the specification of the vessel/ boat o Hull and Passenger Insurance Copy o Certificate of Competency (for Crews) 	Rs. 100/-	Director, IWT, Assam.	Joint Director, IWT, Assam