Disclaimer

Dealer Point Registration is a part of revamped applications for National MMP - Transport Computerization Project. As the applications are still under development, the content of this user manual is subject to change and upgradation. All future modifications and updates in the software modules shall be included in a subsequent version of the manual time to time.

This documentation is always under active development and as such there may be mistakes and omissions. Watch out for these and please report any you find to NIC. Contributions of material, suggestions and corrections are welcome.

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# Amendment History

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About Dealer Point Registration

This process flow is applicable to all the dealers who are registered with and authorized by RTOs to carry out certain RTO related functionalities at their end. Details of registered dealers are provided by their corresponding RTOs to be updated in the master data of Vahan application along with access to functionalities which these dealers are allowed to perform through this application. Each of these registered dealers is mapped to one RTO from where it will get the final approvals for permanent / temporary vehicle registration applications submitted at and verified by it.

New / Permanent Registration – Dealer Premises Work Flow - (for Non-Transport Vehicles)

Non-Transport Vehicles

These services are available for automobile dealers on https://parivahan.gov.in. For availing these services, dealer is supposed to contact RTO authorities along with valid trade certificate, to get user credentials of this Portal. RTO System administrator will create login credentials for all those dealers under his office jurisdiction.

On Top Right corner you will find LOGIN option. Expand this and click on DEALER LOGIN.
You will find LOGIN screen as given below. Login here with your own credentials as received from RTO authorities.

After successful login, dealer may follow the steps given below for the registration of Non-Transport and Special Purpose category vehicles.

New Vehicle Registration Work Flow – Dealer Premises

1. Application Inward (Data entry) - Using Dealers own user-id and Password
2. RTO side inspection – By RTO Inspector
3. ADD TO CART by dealer – For IMV Fees and BMV Taxes e-Payment
4. Dealer cart payment – Consolidated payment of CART by dealer
5. Printing of Form-20, Form-21, Disclaimer and Fee and Tax receipt – By Dealer
6. File/Papers Submission to RTO – By dealer
7. Approval / Allocation of Registration Mark – By RTO Authority
8. New RC Print – By RTO
9. Dispatch RC by Speed Post – By RTO
Step 1 > Application Inward (Data entry) - Using Dealers own user-id and Password

Application Inward for new registration is basically data entry of the vehicle and owner details. It is to be carried out by automobile dealers using their own credentials with Dealer Point Registration module.

As a fallback option, application inward can also be carried out in RTO premises. In this case fees and taxes have to be paid either in cash or by Demand Draft. System also supports for the mixed mode payment option i.e. Partial Cash + Demand Draft. For dealer side registration, e-Payment is mandatory.

In both these cases, technical information of the vehicle being registered, is readily made available from the homologation portal of vehicle manufacturers and dealer authorities is required to enter owner details, hypothecation details and insurance details only.

Application inward is supposed to be done by data entry operator of the dealer in dealer’s premises. Dealer can register / create, required data entry operators as his own.

In application inward, user will enter (i) Chassis no. and (ii) Last 5 digits of the engine no. to get the complete vehicle specifications from Homologation portal. This is a mandatory step for dealer point vehicle registration.

In case the vehicle details have not been uploaded by the vehicle manufacturer corresponding to the entered chassis and engine number then the same would be informed to the user through a message box. In such case dealer is supposed to contact the manufacturer for necessary corrections, else the user will be presented with vehicle registration application form across three tabs: Owner details, Vehicle details, Hypothecation and insurance details.

Vehicle details would come pre-populated from the Homologation portal of manufacturers.

In some states, where it is mandatory for the manufacturers to update the sale price in the homologation portal, the same too comes pre-populated in the vehicle details.

Dealer user will have to fill in the owner details, insurance information and hypothecation details (if the vehicle is bought against a loan). All the fields, marked with red asterisk (*), are mandatory to fill. Once the information in all the three tabs is filled, the user can save the application. A unique application number is generated once the application is successfully saved.
Once you are logged into the system, you need to select ACTION to be carried out from the *select action* drop down as given below.

For Application inward, select the menu option **DEALER-NEW-RC-ENTRY** and click on button ‘Show Form’

On this form you need to enter **Chassis no** and **last 5 characters of engine number** as given below.
After this click on the button ‘Get Details from Homologation Portal’. This will take you to a new page, where you have to enter owner details, hypothecation and insurance details only. Vehicle technical data is readily made available here from the manufacturers homologation portal and you need not enter the same again.

If vehicle data is not available on Homologation portal, dealer will not be allowed to register that motor vehicle. At the same time, in such cases, where vehicle data is not available on homologation portal, same can be registered using RTO login credentials and in this case system will allow entering vehicle technical details.

You can enter all these details as given below. Text with * (Star) mark is mandatory.
If advance registration number is booked for this vehicle, select as YES in the drop down above and this will ask you to enter advance registration number receipt in the new window as given below. Please ensure to enter details of this receipt here, in order to avoid allocation of wrong (Currently running) registration number.
After click on Yes option following form opens asking for fancy number receipt.

Information on the Form displayed is divided in three parts.

1. Owner Details
2. Vehicle Details
3. Hypothecation / Insurance Details
Please enter owner details as given below

Vehicle details as given below are made available from manufacturer homologation portal. Dealer has to enter Vehicle Type, vehicle category and sale amount only.
### Vehicle Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maker</td>
<td>HONDA MOTORCYCLE AND SCOOTER</td>
</tr>
<tr>
<td>Chassis No</td>
<td>MCBJ651EGT264851</td>
</tr>
<tr>
<td>Vehicle Category</td>
<td>TWO WHEELER(NT)</td>
</tr>
<tr>
<td>Seating Capacity</td>
<td>2</td>
</tr>
<tr>
<td>No of Cylinders</td>
<td>1</td>
</tr>
<tr>
<td>Horse Power</td>
<td>10.5592</td>
</tr>
<tr>
<td>Colour</td>
<td>BLACK...</td>
</tr>
<tr>
<td>Engine Capacity</td>
<td>1266</td>
</tr>
<tr>
<td>AC Fitted</td>
<td>NO</td>
</tr>
<tr>
<td>Manufacture Month</td>
<td>5</td>
</tr>
<tr>
<td>Length(mm)</td>
<td>0</td>
</tr>
<tr>
<td>Garage Address</td>
<td>0</td>
</tr>
<tr>
<td>Parking Area(LSQM)</td>
<td>0</td>
</tr>
<tr>
<td>Video Fitted</td>
<td>NO</td>
</tr>
<tr>
<td>Unladen Weight (kg)</td>
<td>120</td>
</tr>
<tr>
<td>Nominal Power</td>
<td>200</td>
</tr>
<tr>
<td>Boundary</td>
<td>0</td>
</tr>
<tr>
<td>Annual Income</td>
<td>0</td>
</tr>
<tr>
<td>Imported Vehicle</td>
<td>No</td>
</tr>
<tr>
<td>Tax Mode Details</td>
<td></td>
</tr>
<tr>
<td>Tax Type</td>
<td>LIFE TIME</td>
</tr>
<tr>
<td>Tax Mode</td>
<td></td>
</tr>
<tr>
<td>Environment Tax</td>
<td>Lux/Sum Five Year</td>
</tr>
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</table>

### Owner Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealer</td>
<td>AMS YAMAHA</td>
</tr>
<tr>
<td>Vehicle Type</td>
<td>Non-Transport</td>
</tr>
<tr>
<td>Fuel</td>
<td>PETROL</td>
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<tr>
<td>Standing Capacity</td>
<td>0</td>
</tr>
<tr>
<td>Unladen Weight (kg)</td>
<td>120</td>
</tr>
<tr>
<td>Nominal Weight (kg)</td>
<td>200</td>
</tr>
<tr>
<td>Purchase As</td>
<td>Fully Built</td>
</tr>
<tr>
<td>Cubic Capacity</td>
<td>124.73</td>
</tr>
<tr>
<td>Height(mm)</td>
<td>0</td>
</tr>
<tr>
<td>Sale Amount</td>
<td>552000</td>
</tr>
<tr>
<td>Body Type</td>
<td>FULLY BUILD</td>
</tr>
</tbody>
</table>

### Hypothecation/Insurance Information

- Advance Registration No Allotment: NO

### Other Criteria

- Other Criteria: Not Applicable

- Tax Mode Details: [Save] [Back]
Please enter hypothecation details and insurance details as given below.

If vehicle is hypothecated, you have to check the box **IS VEHICLE HYPOTHICATED?**

After this check, system will allow you to enter hypothecation details, otherwise not.

Click on **SAVE** button to save this application of new registration. System will ask for the confirmation of sale amount, vehicle category, and vehicle class and vehicle type.
If data entered is correct in all respect then confirm the same to save this application inward entry of newly registering vehicle.

This will also show message of successful application generation and also show you the **NUMBER SERIES** from which registration mark will be allotted to this vehicle, at the time of approval.

If Fancy/Choice number receipt is attached to this application, this message will also show you the actual registration mark to be allotted to this vehicle by the system itself. Now click on button **Print Disclaimer** to print entered data. Get the disclaimer signed by the vehicle owner or his/her representative.
Print format of the disclaimer is as given below.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Description</th>
<th>Amount</th>
<th>Fine</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Registration</td>
<td>60</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>Hypothecation Addition</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Inspection of Dealer Regn</td>
<td>50</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Pedestrian Fee</td>
<td>50</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>MV Tax</td>
<td>599.40</td>
<td>0</td>
<td>599.40</td>
</tr>
</tbody>
</table>

Grand Total Rs: 599.40/-
Step 2 > RTO side inspection/Verification – by RTO Inspector

The user having authority to do inspection entries need to log into the system and it has to be carried out the inspector himself/herself who has actually inspected the vehicle.

Inspector at RTO would login using his credentials and would search for the application using application/registration/vehicle number and would verify the application details.

In case there is any modification required, it can still be done at this stage.

Once the application is verified, updated and successfully saved, it is moved to the next stage.

Now check radio button ‘Pending Apps Last 30 Days’ and click on the button ‘Get pending work’, to get list of all pending applications for inspection.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **NEW-RC-VERIFICATION**. This will take you to a page where all the details of vehicle owner, hypothecation, insurance etc are displayed. Please check all details for its correctness.
If all the details are correct and you are satisfied with it then click on **File Movement** button as explained below.
1. **File Movement**: Clicking on this will open one more window as given below.
   
   a. Select **Proceed to Next Seat**, to approve the inspection and to forward the application for payment of fees and taxes.
   
   b. Select **Hold Due to Incomplete Application**, if application is incomplete and missing some required documents. This will allow selecting the missing documents from the list. This will generate and print **disapproval** notice to be given to the vehicle owner which also contains remark of the inspecting authority.
   
   c. Select **Revert Back for Rectification** button to send application back to the data entry operator for required **corrections**.

2. Click on **SAVE** button to save the application without forwarding to the next seat for payment of fees and taxes.

3. Click on **Homepage** to navigate to the home page without saving the changes made in the application.

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.
Step 3 > ADD TO CART by dealer – For IMV Fees and BMV Taxes e-Payment

After Inspection / Verification (Step 2 above) by RTO inspector, dealer can see same vehicle record pending to him, for adding it in a CART.

Dealer is required to add it in a cart for fees and tax payments using ADD TO CART option available to him.

A dealer can collect fees and tax amount from the vehicle owner in cash/DD etc. while it can make online payments to the RTO for all its transactions.

The dealer user can view the fees and tax details against any application through Dealer Cart Payment option and can add the application to the payment cart.

The user can add a single or multiple application transactions to a single New Cart

On clicking the New Cart, the dealer user will be able to see payment details of all the transactions added in the cart.

The user can also roll back the transactions from the cart in case the vehicle owner has not made the full fees payment.

Now check radio button **Pending Appls Last 30 Days** and click on the button **Get pending work**, to get list of all applications pending for fee and tax payments.
The list of pending applications for the selected office will be displayed as given below.

Choose the application and click on the button **DEALER-NEW-REGN-FEE**. This will take you to fee and tax payment page where you need to select tax mode as Life Time.

Check for the fees calculated by default and then select ‘Tax Mode’ as appropriate. On **tax mode** selection road tax will get calculated along with penalty, rebate and interest if any.
Check for the taxes calculated and then click on **ADD TO CART** button, if satisfied, which will add total payable amount into the CART.
Step 4 > Dealer cart payment – Consolidated payment of CART by dealer

User who has added vehicle record in the CART, is required to make actual e-payment of fees and taxes. Means duty of ADD TO CART and DEALER CART PAYMENT should be assigned to same person/user.

Once you are logged into the system, you need to select action to be carried out as given below.

For dealer cart payment, select the menu option **DEALER-CART-PAYMENT** and click on button ‘**Show Form**’

Here user can make online payment through a payment gateway. Once the payment is successful, a payment receipt is generated which has payment transaction details and the chassis numbers (comma separated) for all the registration applications which were added on that cart.

All the pending payments will continue to reflect in the cart. These are payments that have not successfully gone through the payment gateway. This may sometime happen due to slow network, however, the payment status can be manually verified by the user to know whether the payment has been processed by the bank or not.

![Payment Form](image.png)

A dealer can collect fees and tax amount from the vehicle owner in cash/DD etc. while dealer can pay fees and taxes to RTO for by e-payment using this option.

Dealer user can view fees and tax details against any application through **Dealer Cart Payment** option.

Dealer can add a single or multiple applications of registrations to a single New Cart. On clicking the New Cart, dealer users can see payment details of any of the transactions added in the cart.

User can roll back the transactions from the cart, in case the vehicle owner has not made the full payment. To make e-payment mentioned in the CART, click on ‘**Make Payment**’ button at
bottom of the page.

**MAKE PAYMENT** button will allow selecting payment gateway. Select SBIEPAY payment gateway for the e-payment.
Accept terms and conditions by selecting the checkbox and Click on button **Payment**. This will open new page containing list of banks associated with SBlePAY. Select your bank and then click on ‘**proceed**’ button.

Rest process of e-payment is same as usual. You need to enter your e-banking credentials along with transaction password and make payment.

Once the payment is successful, a payment receipt is generated. Receipt contains payment details and chassis number of all vehicles for which payment is made from that cart.
Current configuration of e-payment reconciliation as implemented in VAHAN 4.0 is as below

1. Response received from Payment gateway is printed as STATUS on the receipt generated. If STATUS is ‘SUCCESS’ then transaction get approved and proceeds for further steps.
2. If STATUS is other than ‘SUCCESS’ like FAIL, ABORT, REJECT, CLOSED, EXPIRED, NO RECORDS FOUND, BOOKED, then transaction will be terminated immediately and the user can go for fresh payment again immediately. No need to double verify it.
3. In case of 'PENDING' status received from Payment Gateway, Vahan 4 system will wait endlessly till the status changes to 'SUCCESS', 'FAILED' etc.
4. In case of 'FAILED' status, the transaction will be terminated immediately and the user can go for fresh payment again.

After payment is made successfully, receipt is generated as given below. Receipt will be same for chassis numbers in the CART, for which payment is made. However all Chassis numbers are mentioned in the receipts. Dealer can print receipts of individual vehicles later by using option “DEALER-PRINT-FORM-20-21-DISCLAIMER-RCPT”. Status “Y” indicates successful transaction.

All the pending payments will continue to reflect in the cart. These are payments that have not successfully gone through the payment gateway.
Step 5 > Printing of Form-20, Form-21, Disclaimer and Fee and Tax receipt (By automobile Dealer)

To submit the vehicle registration application at RTO, the dealer user can print forms 20-21, disclaimer and payment receipt for the applications.

For dealer cart payment, select the menu option DEALER-PRINT-FORM-20-21-DISCLAIMER-RCPT and click on button Show Form. Then we have to select appropriate check box for what to print then click on Get details button. Then list of pending transaction appears select appropriate transaction and click on Print button.

The payment receipt for each application will have two parts.

1. Department Copy
2. Customer Copy.

You can print individual vehicle receipt as given below.
To print payment receipt clicks on **Print** button provided against that transaction.
Follow the same process above to print **Form-20** and **Form-21**.

Form 20 and 21 can be printed by clicking on **Print** button provided against that transaction.
Step 6 > File/Papers Submission to RTO (By automobile dealer)

By this time following activities are completed.

1. Application Inward (Data entry) is done
2. RTO side inspection is done
3. ADD TO CART by dealer is done
4. Dealer Cart Payment(e-Payment) is done
5. Printing of Form-20, Form-21, Disclaimer and Fee and Tax receipt is done

Now dealer is required to prepare a file of each motor vehicle and submit the same to RTO for further scrutiny and approval.

Step 7 > Approval / Allocation of Registration Mark – By RTO Authority

This is the last step of new vehicle registration process. The user having authority to approve the vehicle registration should log into the system.

In this stage the Inspector can either approve the application or put it on hold.

If the application is put on hold, inspector will have to select the appropriate reason for doing so from a list of given options.

The application will then continue to show in the pending list unless it gets the final approval.

If all the criteria are satisfied, the Inspector will approve the application which will be then ready for R.C.printing.
Now check radio button ‘Pending Apps Last 30 Days’ and click on the button Get pending work, to get list of all pending applications for new registration approval.

The list of pending applications for the selected office will be displayed as given below.

Choose the application and click on the button NEW-RC-APPROVAL. This will take you to a page where all the details of vehicle owner, hypothecation, insurance etc are displayed. Please check all details for its correctness.
If all the details are correct and you are satisfied then mark the ‘I verify that Fee/Tax paid Details are correct’ check box and then click on ‘File Movement’ button as explained earlier.
Once all the steps are completed you are redirected to a **Homepage** where at top left corner you can see currently allotted vehicle registration number.

Vehicle registration process is completed here.

**Vehicle number MH42BD0057 (as shown above) is generated against application number MH16070000010245.**
Step 8 > New RC Print – By RTO Authorities

After Approval, RTO authority can print Registration Certificate (RC) of the newly registered vehicle. For this you need to login with user having duty of RC-PRINTING.

Once the payment has been successful and approval is done, a registration number is assigned to the vehicle and a RC can be printed against this number through New RC print option.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.

For RC Printing, select the menu option NEW-RC-PRINT and click on button ‘Show Form’
This will display, the list of all RC’s pending for printing. You can print RC either by entering the application number or Registration Number. Select Check boxes of the applications for which RC is to be printed. You can print multiple RC’s at a time by multiple selections.

The Alert box will be shown for printing confirmation. Click on Confirm Print button for RC printing.

This will generate RC on the screen as shown below, which you can print.
After Printing RC Successfully, select check box of printed RC and click on `isPrintedRC` button. This is confirmation to the system that RC is actually printed on the paper. After marking this, you cannot print this RC again and application number will be removed from the list of RC’s pending for printing.

If RC is not marked as printed (even it is actually printed), system will not allow accepting any of the subsequent transactions.
Click on Yes button of the Alert box to push printed RC’s records to the history tables for audit purpose.

Once you click yes it is moved to the history table.

Registration of NON-TRANSPORT vehicle is completed successfully.

**Case 9 > Dispatch RC by Speed Post - By RTO**

After RC is printed successfully, RTO authority can generate excel sheets and provide the same to Department of Post along with RC for speed post delivery of the RC. Detail procedure is given separately in the RTO’s VAHAN 4.0 manual.
**Temporary Vehicle Registrations – Dealer Premises Work Flow - (for Non-Transport Vehicles)**

Automobile Dealer may follow steps given below for temporary registration of motor vehicles.

1. Application Inward (Data entry) - Using Dealers own user-id and Password
2. Dealer verification – Using Dealers own user-id and Password
3. ADD TO CART by dealer – For IMV Fees e-Payment
4. DEALER CART PAYMENT – Consolidated payment of entire CART by dealer.
5. Printing of Form-20, Form-21, Fee receipt – By Dealer
6. File/Papers Submission to RTO – By dealer
7. Approval of temporary registration – By RTO Authority
8. New Temp RC Print – By Dealer

**Step 1 > Application Inward (Data entry) - Using Dealers own user-id and Password**

Application Inward for temporary registration is basically data entry of the vehicle and owner details. It is to be carried out by automobile dealers using their own credentials with Dealer Point Registration module.

As a fallback option, application inward can also be carried out in RTO premises. In this case fees have to be paid either in cash or by Demand Draft. System also supports for the mixed mode payment option i.e. Partial Cash + Demand Draft. For dealer side registration, e-Payment is mandatory.

In both these cases, technical information of the vehicle being registered, is readily made available from the homologation portal of vehicle manufacturers and dealer authorities is required to enter owner details, hypothecation details and insurance details only.

Application inward is supposed to be done by data entry operator of the dealer in dealer’s premises. Dealer can register / create, required data entry operators as his own.
Once you are logged into the system, you need to select ACTION to be carried out from the select action drop down as given below.

For Application inward, select the menu option ‘DEALER-TEMP-RC-ENTRY’ and click on button ‘Show Form’.

Select ‘Registration Type’ as ‘Temporary Registration’ from dropdown, and then enter ‘Chassis Number’ and ‘Engine Number’ (Last 5 Chars only).
After this click on the button ‘Get Details from Homologation Portal’. This will take you to a new page, where you have to enter owner details, hypothecation and insurance details.

The form with **Owner Details, Vehicle Details** and **Hypothecation/Insurance Information** will be as shown below, please click on respective tab to fill the details. Please enter owner details as given below. Vehicle technical data is readily made available here from the manufacturer’s homologation portal and you need not enter the same again.

If Current Address of owner is same as that of permanent address then enter only Current Address and Click on check Box namely **Same as current address.**
After Filling **Owner details**, click on **Vehicle details** tab.

Vehicle details as given below are made available from manufacturer homologation portal. Dealer has to enter Vehicle Type, vehicle category and sale amount only.
If vehicle data is not available on Homologation portal, dealer is not allowed to register that motor vehicle.

At the same time, in such cases, where vehicle data is not available on homologation portal, same can be registered using RTO login credentials and in this case system will allow entering vehicle technical details.

Please enter vehicle details as given below, if required.
After Filling **Vehicle details**, click on **Hypothecation/Insurance Information** Tab. Please enter hypothecation details and or insurance details as given below.
If vehicle is hypothecated, you have to check the box **IS VEHICLE HYPOTHICATED?** After this check, system will allow you to enter hypothecation details, otherwise not.

After filling Hypothecation and Insurance details, click on **SAVE** button, you will receive Confirmation Alert box. Click on ‘**Yes**’, if really want to save.

After confirmation, system will ask for the confirmation of sale amount, vehicle category, and vehicle class and vehicle type as given below
If data entered is correct in all respects, then confirm the same to save this application inward entry of temporary registration vehicle. This will also show message of successful application generation.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sale Amount</td>
<td>75000</td>
</tr>
<tr>
<td>2.</td>
<td>Vehicle Category</td>
<td>TWO WHEELER(NT)</td>
</tr>
<tr>
<td>3.</td>
<td>Vehicle Class</td>
<td>Motor Cycle/Scooter</td>
</tr>
<tr>
<td>4.</td>
<td>Vehicle Type</td>
<td>Non-Transport</td>
</tr>
</tbody>
</table>

Application generated successfully. Application No.: MH16080000000478
Step 2 > Dealer verification – Using Dealers own user-id and Password

Data entered by the data entry operator in step 1 need to be verified. Data entered into the system is expected to cross check with the records on original papers submitted by the vehicle owner for temporary registering his vehicle.

Once you login, enter Last 10 characters of application number or select ‘Pending Apps Last 30 Days’ radio button and click on ‘Get Pending work’ Button.

Click on ‘DEALER-TMP-RC-VERIFICATION’ button, to verify the desired application.

This will display entire application details. Verify these details and click on ‘File Movement’ button to forward the application to cashier for fee collection as shown below.
If all the details are correct and you are satisfied with it then click on the **SAVE-OPTIONS** button.

This will open following window to select any option from the three.
File Movement: Clicking on this will open one more window as given below.
Select Proceed to Next Seat, to forward the application for fee collection.
Select Hold Due to Incomplete Application, if application is incomplete and missing some required documents. This will allow selecting the missing documents from the list. This will generate and print disapproval notice to be given to the vehicle owner which also contains remark of the inspecting authority.
Select Revert Back for Rectification button to send application back to the data entry operator for required corrections.
Click on SAVE button to save the application without forwarding to the next seat for verification.
Click on Homepage to navigate to the home page without saving the changes made in the application.

Dealer has verified his transaction now and application is now ready for e-payment of fees.
Step 3 > ADD TO CART by dealer – For IMV Fees e-Payment

After Verification (Step 2 above), dealer can see same vehicle record pending to him, for adding it in a CART.

Dealer is required to add this record in a cart for fees payments using ADD TO CART option available to him.

Now check radio button Pending Apps Last 30 Days and click on the button Get pending work, to get list of all applications pending for fee and tax payments.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **DEALER-NEW-REGN-FEE**. This will take you to fee payment page. Check for the fees calculated by default.

![Fee Collection Information](image)

- **Owner Name:** RAHUL KALE
- **Chassis No.:** ME4JF505FGU179287
- **Vehicle:** (Non-Transport) Motor Cycle/Scooter (PETROL)
- **Engine No.:** JF56EU3178517 (TEMPORARY REGISTERED VEHICLE)
- **Sale Amount:** Rs. 75000/- (Purchase Date: 06-Aug-2016)

**Fee Selection Panel**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Fee Amount</th>
<th>Fine Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Temporary Registr</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

**Grand Total:**

100

**TOTAL PAYABLE AMOUNT:** Rs. 100/-

Check for the fees calculated and if satisfied then click on **ADD TO CART** button, which will add total payable amount into the CART.
Step 4 > DEALER CART PAYMENT – Consolidated payment of CART by dealer.

User, who has added vehicle record in the CART, is required to make actual e-payment of fees. Means duty of ADD TO CART and DEALER CART PAYMENT should be assigned to same person/user.

Once you are logged into the system, you need to select action to be carried out as given below.

To make e-Payment, select the menu option DEALER-CART-PAYMENT and click on button ‘Show Form’

A dealer can collect fees from the vehicle owner in cash/DD etc. while dealer can pay fees to RTO electronically by using this option.

Dealer user can view fees details against any application through Dealer Cart Payment option.

Dealer can add a single or multiple applications of registrations to a single New Cart. On clicking the any of the Cart record, dealer users can see payment details of any of the transactions added in the cart.

User can roll back the transactions from the cart, in case the vehicle owner has not made the full payment. To make e-payment mentioned in the CART, click on ‘Make Payment’ button at bottom of the page.
MAKE PAYMENT button will allow you to select payment gateway. Select SBiPAY payment gateway for the e-payment.
Accept terms and conditions by selecting the checkbox and Click on button **Payment**. This will open new page containing list of banks associated with SBIePAY. Select your bank and then click on ‘proceed’ button.

Rest process of e-payment is same as usual. You need to enter your e-banking credentials along with transaction password and make payment.

Once the payment is successful, a payment receipt is generated. Receipt contains payment details and chassis number of all vehicles for which payment is made from that cart.
Current configuration of e-payment reconciliation as implemented in VAHAN 4.0 is as below

1. Response received from Payment gateway is printed as STATUS on the receipt generated. If STATUS is ‘SUCCESS’ then transaction get approved and proceeds for further steps.
2. If STATUS is other than ‘SUCCESS’ like FAIL, ABORT, REJECT, CLOSED, EXPIRED, NO RECORDS FOUND, BOOKED, then transaction will be terminated immediately and the user can go for fresh payment again immediately. No need to double verify it. For this dealer need to verify the transaction using VERIFY button.
3. In case of 'PENDING' status received from Payment Gateway, Vahan 4 system will wait endlessly till the status changes to 'SUCCESS', 'FAILED' etc.
4. In case of 'FAILED' status, the transaction will be terminated immediately and the user can go for fresh payment again.

After payment is made successfully, receipt is generated as given below. Receipt will be same for chassis numbers in the CART, for which payment is made. However all Chassis numbers are mentioned in the receipts. Dealer can print receipts of individual vehicles later by using option “DEALER-PRINT-FORM-20-21-DISCLAIMER-RCPT”. Status “Y” indicates successful transaction.

All the pending payments will continue to reflect in the cart. These are payments that have not successfully gone through the payment gateway.

If STATUS is other than ‘SUCCESS’ like FAIL, ABORT, REJECT, CLOSED, EXPIRED, NO RECORDS FOUND, BOOKED, then transaction will be terminated immediately and the user can go for fresh payment again immediately. No need to double verify it. For this dealer need to verify the transaction using VERIFY button.
Step 5 > Printing of Form-20, Form-21 and Fee receipt – by Dealer

To submit application of temporary registration to RTO, dealer user is required to print Form-20, Form-21 and fees receipt. Same can be printed using this menu option.

For dealer cart payment, select the menu option DEALER-PRINT-FORM-20-21-DISCLAIMER-RCPT and click on button Show Form. Then we have to select appropriate check box for Form 20-21/Disclaimer/Receipt and then click on Get details button. Then list of pending transaction will appear. Select appropriate transaction and click on Print button.

The payment receipt for each application will have two parts.

3. Department Copy
4. Customer Copy. You can print individual vehicle receipt as given below.

![Image of e-Vahan system interface](image-url)
To print payment receipt clicks on **Print** button provided against that transaction.

Same process can follow to print form no 20 and form no 21.
Form 20 and 21 can be printed by clicking on **Print** button provided against that transaction.
Step 6 > File/Papers Submission to RTO – By dealer

By this time following activities are completed.

1. Application Inward (Data entry) is done
2. Dealer verification is done
3. ADD TO CART by dealer is done
4. DEALER CART PAYMENT (e-Payment) is done
5. Printing of Form-20, Form-21 and Fee Receipt is done

Now dealer is required to prepare a file of each motor vehicle and submit the same to RTO for further scrutiny and approval to temporary registration.
Step 7 > Approval of temporary registration – by RTO Authority

This is the last step of vehicles temporary registration process. The user having authority to approve the temporary registration should log into the system.

Now check radio button ‘Pending Apps Last 30 Days’ and click on the button Get pending work, to get list of all pending applications temporary registration approval.

The list of pending applications for the selected office will be displayed as given below.

Click on ‘TMP-RC-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button for number allocation.
After approval, system will navigate you on the home page. The system will generate Temporary Registration Number as shown below. Number generated is **MH/43/TMP/2016/12**

Here RTO approval process is completed.
Step 8 > New Temp RC Print – By Dealer

After Approval, you can print temporary registration certificate of the vehicle. For this, you need to login with dealer user having duty of TEMP-RC-PRINTING.

Once the payment has been successful and approval is done, a temporary registration number is assigned to the vehicle and temporary RC can be printed against this number through TMP-RC-PRINT option.

This temporary RC is valid for one month and can be taken to the RTO for applying for permanent RC.

On home page select **Assigned Office** and **Action as TMP-RC-PRINT** and click on **Show Form** button.

This will display, the list of all RC’s pending for printing. You can print RC either by entering the application number or Registration Number. Select Check boxes of the applications for which RC is to be printed.
Click on **Print Temp RC** button to print selected RC.

You can print multiple RC’s at a time by multiple selections. Click on **Print temp RC**. The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for RC printing.

This will generate RC on the screen as shown below, which you can print.
**GOVERNMENT OF MAHARASHTRA**

**Motor Vehicle Department**

**VASHI (NEW MUMBAI), MAHARASHTRA**

**TEMPORARY CERTIFICATE OF REGISTRATION**

<table>
<thead>
<tr>
<th>Description of Vehicle</th>
<th>Name of Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOTOR CYCLE/SCOOTER</td>
<td>HONDA MOTORCYCLE AND SCOOTER INDIA (P) LTD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Vehicle</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model</td>
<td>FULLYBUILD</td>
</tr>
<tr>
<td>Colour</td>
<td>PEARL AMAZING WHITE</td>
</tr>
<tr>
<td>Chassis Number</td>
<td>JF50EU3178617</td>
</tr>
<tr>
<td>Place where vehicle shall be Permanently Registered</td>
<td>PUNE, Maharashtra</td>
</tr>
</tbody>
</table>

**Temporary Registration Mark**

<table>
<thead>
<tr>
<th>Mark</th>
<th>RAHUL KALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial Number</td>
<td>SATISH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAHUL KALE</td>
<td>SATISH</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Owner Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>SATISH</td>
<td>RAHUL KALE</td>
</tr>
</tbody>
</table>

**Note:** The Motor Vehicle above described is Hire-Purchase/Lease/Agreement/Hypothecation in favor of.

Under the provisions of section 43 of the Motor Vehicles Act 1988, the vehicle described above has been temporarily registered by me and the registration is valid from 08-Aug-2016 to 07-Sep-2016.

**Fee Paid Details:**

- **Fees - Rs 100/-**
- **VIDE CH No MH43D1608000005**
- **Dated 06-Aug-2016**

**Tax Paid Details:**

- **Printed on:** 08-Aug-2016 11:25:42

**Signature of the Owner**

**Signature of Registering Authority**
Report – Dealer Application Dispose

The dealer user can dispose or cancel the registration application before the payment is made against the application number.

There may be two reasons for the application to be cancelled.

1. Error by data entry operator in filling the application details.
2. The applicant may withdraw his application for some random reasons.

While disposing the application the user will have to fill in the valid reason for disposal.

Once the application is disposed, the vehicle corresponding to the chassis number entered in the application will be again available for sale.
Reports – Dealer Collection

The dealer user can view his monthly collection through two report views as shown below. These reports are also available to the RTO login.

1. Summary collection: This will show overall collection during a certain month against the total sale.

2. Transaction wise collection: This will show transaction wise details for the selected month.

![DEALER COLLECTION]

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Office Name</th>
<th>Transaction No</th>
<th>Application No</th>
<th>Receipt No</th>
<th>Registration No</th>
<th>Chassis No</th>
<th>Sale Amount</th>
<th>Fees</th>
<th>MR Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>VAISHI (NEW MUMBAI)</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>MH45T199999</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>051000</td>
<td>100</td>
<td>76900</td>
<td>26750</td>
</tr>
<tr>
<td>2</td>
<td>VAISHI (NEW MUMBAI)</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>MH45T199999</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>051000</td>
<td>100</td>
<td>76900</td>
<td>26750</td>
</tr>
<tr>
<td>3</td>
<td>VAISHI (NEW MUMBAI)</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>MH45T199999</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>051000</td>
<td>100</td>
<td>76900</td>
<td>26750</td>
</tr>
<tr>
<td>4</td>
<td>VAISHI (NEW MUMBAI)</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>MH45T199999</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>051000</td>
<td>100</td>
<td>76900</td>
<td>26750</td>
</tr>
<tr>
<td>5</td>
<td>VAISHI (NEW MUMBAI)</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>MH45T199999</td>
<td>MH45T199999</td>
<td>00000000</td>
<td>051000</td>
<td>100</td>
<td>76900</td>
<td>26750</td>
</tr>
</tbody>
</table>

(Total 1)
Report – Dealer Account Statement

The dealer user can view his collection for a certain period between any two dates through two report views as given below.

1. Summary collection: This will show overall collection between the selected dates against the total sales.
2. Transaction wise collection: Shows transaction wise details between the two selected dates.

![Transaction Wise Consolidated Statement]

![Detailed Table]

******************************************************************