VAHAN on Web

Fancy Number Online Auction And Booking

(User Manual)
Version 1.0.0,
Release Date: 18-August-2016

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Disclaimer

Fancy Number Online Auction and Booking 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 up gradation. 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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</tr>
<tr>
<td>Version</td>
<td>1.0.0</td>
</tr>
<tr>
<td>Release Date</td>
<td>18-August-2016</td>
</tr>
<tr>
<td>Owner</td>
<td>National Informatics Centre</td>
</tr>
<tr>
<td>Author</td>
<td>National Informatics Centre, Pune</td>
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Amendment History

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<td>18-August-2016</td>
<td>New Document</td>
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Fancy Number online auction process

Users may follow the steps given below for Number allocation.

1. RTO User - Select / Create Auction
2. Public User - Number Selection
3. Demand Draft Approval
4. Auction Process
5. Auction Result
6. Balance Draft Entry
7. Assign / Reject Number Allocation

**Step 1 > Select / Create Auction (By RTO)**

RTO User has authority to create auction on the portal. To create auction, RTO user have to login to fancy number allocation portal using his/her login credentials.

Once RTO User is logged into the system, then he has to select the ‘RTO’ office from Select RTO and also need to select ‘AUCTION DATE UPDATE’ from Select Action. Then click on ‘Show Form’ button.
Once you click on ‘Show Form’ button, the **Auction date update** form will be displayed as shown below. Please fill the details like RTO Code, Vehicle type, category etc. You also need to enter series for which auction is to be started, Application start date and end date and auction start date and time and auction closing date and time. Finally click on ‘Update’ button to save auction details as given below.

![Auction date update form](image)

Once you click on ‘Update’ button and if everything is fine then system will generate an alert box ‘**Auction Date Update successfully**’.

![Alert box](image)
Step 2 > Fancy Number Selection (By Public User)

The Public Users need to login to fancy number allocation portal for number selection process. For public login, just click on ‘Public Login’ label which is given at the top right corner of your screen.

Once you click on ‘Public Login’, user registration form will be displayed as shown below. Just fill your details and click on ‘Sign Up’ button to get yourself registered.

Once user is registered then it will be redirected to login page or the registered user will click on ‘Already Registered?’ link to display the login form.

User need to enter User Id, password and Verification code which is displayed below. Click on ‘Login’ button to proceed further.
Once user login to the system, then he/she can select the number of his/her choice. The user needs to click on ‘Number Selection’ button. The Applicant home page will be displayed. Select the RTO, Vehicle Type, and Vehicle Category. All available fancy numbers will be displayed as shown below. To check availability of any jumping number, you need to enter that number and click on ‘Check availability’ button.

You may select the respective checkbox for number selection and click on ‘Continue to Register’ button.

Once you click on ‘Continue To Register’ button, the applicant registration form will be displayed. Fill the applicant details like, owner name, address etc and click on ‘Submit’ button.
Once you click on ‘Submit’ button, the online payment form will be displayed, just fill the verification code as shown below and click on ‘Complete Registration’ button.

It will be redirected to online payment details form, click on ‘Print Receipt’ button to generate the receipt.
It will generate the receipt as shown below, click on ‘Print’ button to print the receipt.

![Receipt Image]

Note: Kindly visit respective RTO/ARTO office for final registration of your vehicle along with this receipt. The number reserved shall be allotted on production of the vehicle along with the Application in FORM-2 of the Central Motor Vehicles Rules, 1989. The reservation of the registration number shall be CANCELLED if the vehicle is not produced within 30 days from the date reserving the registration number. The address proof given above is to be produced at the time of registration. This is system-generated receipt. Signature is not required.

After registration process is done, fill the draft details using option FILL DRAFT DETAILS and click on ‘Submit’ button.

![Fill Draft Details Image]

The system will generate alert box as shown below, click on ‘Ok’ button.

![Alert Box Image]
Step 3 > Demand Draft Approval

On successful submission of DD details, one has to approach RTO along with physical copy of DD and the receipt printed for booking the number. RTO user is expected to login and approve the demand draft details entered by the user and collect original demand draft of base amount.

Once RTO User is logged into the system, then he have to select the ‘RTO’ office from Select RTO and also need to select ‘EMD/DEMAND DRAFT APPROVAL’ from Select Action. Then click on ‘Show Form’ button.

The demand draft approval form will be shown as below. Click on ‘Approve’ button to approve the demand draft.
It will generate alert box with success message as shown below.

After DD approval, one can participate in the online bidding process, otherwise not.

**Step 4 > Online Auctioning/Biding (By Public User)**

Public users need to login to fancy number allocation portal for auction process. For public login, just click on ‘Public Login’ label. This label is shown at right side of screen.

Once you login to the system, select ‘Auctioning’ from other Services dropdown menu. The auction process form will be displayed as shown below.
The form will contain your registration mark, reserve price, your bid amount and highest bid till now. To increase/decrease the bid amount click on ‘Up’ and ‘down’ button respectively. Once you change your bid amount please click on ‘Submit’ button to submit your new bid amount to auction. Bid amount can be increased or decreased by Rs. 1000 using Up or Down button.

**Step 5 > Auction Result**

Auction results will be displayed only after online bidding process is closed. It is closed as per the date and time specified by RTO user for that auction. Once public user is done with his bidding, then he just needs to wait for the result. The result is displayed on the fancy number portal. To see the result, select ‘Final Auction Result’ from Other Services drop down. The result will be displayed as shown below.
Step 6 > Balance Draft Entry (By RTO)

Once results are out, bid winner is supposed to submit demand draft of the balance bid amount to respective RTO office. RTO user is requiring entering this draft details. Once the RTO user login to the system, he has to select the ‘RTO’ and select Action ‘Balance Draft Entry’ from respective dropdowns. Click on ‘Show Form’ button.

Once you click on the ‘Show Form’ button, the balance amount draft entry form will be displayed as shown below. Select the UAN number and click on ‘Submit’ button.

This will generate an alert box as shown below click on ‘Ok’ button.
Once you click on ‘Ok’ button, receipt will be generated as shown below. Print the receipt.

```
Receipt

Received fresh Demand Draft in favour of Mr / Ms. SACHIN s/o, w/o, d/o sh. BHAU
R/o AIRPORT ROAD NAGPURCHAL
YERWADA - 411006 on account of reserve price / Bidding price of
allotment of registration mark of choice by e-auction.

Draft Details:

Draft Number 234234
Bank Name Bank of India (Bol)
Branch Name PUNE
Draft Amount 10000
Draft Date 2016-01-30

This fresh Demand Draft Has submitted in lieu of old Demand Draft No.
date received vide Receipt No...........................................date......................which
Been Returned to Sh. / Smt. SACHIN

Slip Generated Date: 30/01/2016 5.28

Sign
Desk Clerk
```
Step 7> Assign / Reject Number

Once balance is cleared, RTO has to assign that number to that person. To assign or reject the number, select RTO and Select Action ‘Assign/Reject’ from dropdown then click on ‘Show Form’ button. It will redirect you to highest bidders list.

Once you select vehicle type and vehicle category from the dropdown, then list of numbers selected by various public users will be displayed as shown below. Click on ‘Details’ link to view the details of public user once details are displayed click on ‘Assign’ button to assign the number, ‘Reject’ button to reject the application and to keep in pending list click on ‘Send to Pending List’ button. All numbers should be assigned, before you start for the next auction process. In case it is not possible to assign the numbers then you can send those numbers in pending list using ‘Send to Pending List’ button.

You can reassign that number to the person from pending list using menu option ‘Assign/Reject from Pending List’

If you click on ‘Assign’ button, then the alert box shown below will be generated.
Step 8> Print Assigned Number Report

Once assigned number process is done, last step will be to print the report of assigned number. The RTO user can print this report. To print the report, select RTO and Select Action ‘PRINT ASSIGNED NUMBER REPORT’ from dropdown then click on ‘Show Form’ button.

This will download the report in pdf format as shown below.
Fancy Number Booking - In RTO Premises

Users may follow the steps given below for Number allocation.

1. Fancy Number selection and payment details entry
2. Print assigned number report
3. Attach receipt to new registration transaction

Step 1> Number selection and payment details entry

When user wants to book any fancy number he will come to the RTO with demand draft of a particular amount.\n
RTO User has authority to create users on the portal. For the number selection RTO user has to login to fancy number allocation portal using his/her login credentials.

Once RTO User is logged into the system, then he has to select the ‘RTO’ office from Select RTO and also need to select ‘FANCY FEE IN ADVANCE’ from Select Action. Then click on ‘Show Form’ button
Once you click on ‘Show Form’ button, the **Fancy Number fee in cash** form will be displayed as shown below. Please select the series from **Select Series** drop down then alert message will generate indicating for which vehicle type this series is open. Then you also need to select vehicle category. After this system will refresh and shows available number of selected series. Then enter all the owner details, and select payment mode.

Select appropriate payment mode, after payment click on **SAVE** button to process next.
Also you can select **mixed mode** payment mode for the demand draft entry.

When you click on **SAVE** button **ONLINE PAYMENT** E-receipt will be generate. Note down unique **ACKNOWLEDGEMENT NUMBER** this number is important for generation of Assigned number report. Check all the details in E-receipt and click on **Proceed** button for printing e-receipt.
When you click on Proceed button system will generate following RESERVATION FEE RECEIPT take print of this receipt.
Step 2> Print assigned number report

For the Printing assigned number report RTO user having authority of printing reports has to login to fancy number allocation portal using his/her login credentials.

Once RTO User is logged into the system, then he has to select the ‘RTO’ office from Select RTO and also need to select ‘PRINT ASSIGNED NUMBER REPORT’ from Select Action. Then click on ‘Show Form’ button
This will open following form. Then enter acknowledgement number and click on PRINT button.

![Print Form](image)

After click on PRINT button following report will be generated.
Receipt Ref Number  FN160800040
TRANSPORT DEPARTMENT, MAHARASHTRA
GOVERNMENT OF MAHARASHTRA

F.No.  Dated 05/08/2016

ALLOTMENT OF SPECIAL REGISTRATION NUMBER

With reference to your request number  FNMH16080000491 dated 05/08/2016, this is to inform you that being the successful bidder the number  MH43BE1001  is allotted for your personal car as a special case, subject to fulfilment of the provisions laid down under CMVR, 1989 and orders issued by the Department for registration of new vehicles from time to time.

You are therefore requested to contact the RTO authority for further necessary action.

This allotment slip is valid for 90 days only from the date of issue.

For and on behalf of Transport Department

To
RAHUL KADAM
VASHI
THANE
32612

Copy to:

RTO for information and direction to comply with instructions issued by this office for registration of vehicles from time to time.

Slip Generated Date  05/08/2016 12:21 PM

For and on behalf of Transport Department

National Informatics Centre
Step 3 > Attaching receipt to new registration transaction

Fancy number receipt can be attached to new registration transaction in following stages

a. New registration data entry
b. New registration verification
c. New registration approval

Fancy number can attach during data entry of new registration, verification or at approval level. Here user needs to login to system using login credential.

For Application inward, select the menu option NEW-REGN-APPL and click on button ‘Show Form’. Then you need to select registration type as NEW, Chassis no and last 5 characters of engine number.

For attaching advance registration number, at any of these three stages select Advance Registration No Allotted drop down as YES and this will ask you to enter advance
registration number receipt. Please ensure to enter details of this receipt here, in order to avoid allocation of wrong (Currently running) registration number.

Enter appropriate receipt number into Receipt No text field and click on SAVE button; it will attach receipt to this transaction.

When we approve this transaction, Fancy number will be allocated to the vehicle.