Disclaimer

PERMIT module 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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**Document Information**

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<td>National Informatics Centre, Pune</td>
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**Amendment History**

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<td>Permit Print</td>
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</table>
LOGIN TO VAHAN 4.0

These services are available on https://parivahan.gov.in. For availing these services, RTO staff is supposed to contact office head to get user credentials of this Portal. RTO System administrator will create login credentials for all employees and give them necessary duties.

On Top Right corner you will find LOGIN option. Expand this and click on VAHAN LOGIN.

You will find LOGIN screen as given below. Login here with your own credentials as received from VAHAN administrator.
GOODS PERMIT - Workflow

Users may follow the steps given below for Issuance of Permit of vehicles.

1. Data Entry and Application Inward
2. Permit Fee Collection
3. Permit Verification
4. Permit Approval
5. Permit Print

Step 1> Data Entry and Application Inward

This will generate unique Application Inward Number for this transaction.

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

For New Permit Application, select the menu option ‘PERMIT-APPL-ENTRY’ and click on button ‘Show Form’.
Once you click on ‘Show Form’ button following form asking for vehicle number will open. Enter vehicle registration number and click on ‘Get Details’ button, it will fetch existing details of the same vehicle from central server.
Following snapshot showing the entire permit details fields.

On this form, Text with * (Star) mark is mandatory to enter.
Open the tab **Permit Details**. Select **Permit Action** then select permit type as “**Goods permit**” from **Permit Type** dropdown list.

Select appropriate permit mode as **monthly/yearly** from **Permit mode** dropdown list and according to that enter value of period in text field. Then select **Date of replacement** and finally select **Service type** from **service type** dropdown list.

Select ‘**Area-Details**’ and ‘**Route-details**’. After that we have three **optional details** fields enter those details. These details are not mandatory to enter.

You can check tax details of vehicle by clicking on **OTHER VEHICLE INFORMATION** tab. Then click on the **SAVE** button to generate unique application number. This will display following window, showing unique application number. Pl note down application number and click on **Exit for another application** button.

After clicking on **Exit for another application** again click on **HOME** button to redirect to home page and then click on **logout** button.

**Step 2> Permit Fee Collection**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting payments. 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 ‘PETMIT-FEE’ button to view the Permit fee form after that click on SAVE button for payment.

Once you click on ‘Yes’ button, the receipt will be generated. Print the receipt.
If you want to make changes click on **REVERT BACK FOR RECTIFICATION** button, it will redirect form to the **PERMIT_APPL_ENTRY** where you can make changes.

**Step 3> Permit Verification**

Data entered by the data entry operator in step 1 need to be verified by the RTO authority. User having data verification privileges need to login for data verification.

Data entered into the system is expected to be cross checked with the records on original papers submitted by the vehicle owner for Permit application.

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 ‘**PERMIT-VERIFICATION**’ button to proceed further and it will navigate to Permit Verification details form. Verify these details and click on ‘**File Movement**’ button to forward the application for final approval.

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 approve the verification and to forward the application for approval.
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.

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you. Click on ‘**Yes**’ button to confirm.
Step 4 > Permit Approval

This is the last step of Issuance of new permit transaction. The user having authority to approve the Permit should log into the system.

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 to get all pending applications for the approval.

Click on ‘PERMIT-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button to issue the New Permit.

After approval, system will navigate you to the home page and permit number will be displayed at home page.
**PERMIT APPROVE**

- **Application No:** MH16G0000033B
- **Permit Validity:** When you approve the permit

### Permit Details

<table>
<thead>
<tr>
<th>Permit Action</th>
<th>Permit Type</th>
<th>Permit Category</th>
<th>Select Permit Category</th>
<th>Permit Sub Type</th>
<th>Area/Sub Type</th>
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<tbody>
<tr>
<td>Fresh Permit</td>
<td>Goods Permit</td>
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<td></td>
<td></td>
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### Paid Fee Details

<table>
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<tr>
<th>S No.</th>
<th>Purpose</th>
<th>Vehicle No.</th>
<th>Receipt No.</th>
<th>Fee</th>
<th>Fine/Penalty</th>
<th>Receipt Date</th>
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<tbody>
<tr>
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<td>Fresh Permit</td>
<td>MH16G00020</td>
<td>MH16G16000000020</td>
<td>600</td>
<td>0</td>
<td>04-Aug-2016</td>
</tr>
</tbody>
</table>

### Area Details

- WITH IN PUNE DISTRICT

### Route Details

1. WITH IN PUNE DISTRICT

### Optional Details

- **Parking Place:** PUNE
- **Purpose of Journey:** TRIP
- **Goods to Carry:**
  - 96 characters remaining
  - 296 characters remaining
  - 40 characters remaining
When you approve the transaction the Permit number will be generated and it is displayed on home page.

**Step 5> Permit Print**

After Approval, you can print the Permit for the vehicle for which new permit is issued. For this you need to login with user having duty of permit-printing.

On home page select ‘Assigned Office’ and Action as ‘PERMIT-PRINT’ and click on ‘Show Form’ button.

You have to select **Print by purpose and permit type** and select permit purpose as Fresh Permit from **select any purpose** drop down list.

Then select Permit type as Goods permit from **SELECT ANY PERMIT TYPE** drop down list. Then select document type as **PART A** and click on **GET DETAILS** button. This will display the list of all Permits’ pending for printing.
You can print Permit either by entering the application number or Registration Number or Permit number. Then click on PRINT button to print the Permit.

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

When you click on Confirm Print button it will print the selected PERMIT.

If you click on Cancel button then it will redirect control to PERMIT PRINT form.
If you want to reprint the Permit then mark on ‘Re-Print your Permit’ radio button present at top of the form. Then you can reprint Permit either by entering the application number or Registration Number. Then click on RE-PRINT button to print the Permit again.
The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for Permit printing.

![Printed Confirmation Panel]

When you click on **Confirm Print** button it will print the selected PERMIT.
PASSENGER PERMIT - Workflow

Users may follow the steps given below to issue permit to goods and passenger vehicles.

1. Data Entry and Application Inward
2. Permit Fee Collection
3. Permit Verification
4. Permit Approval
5. Permit Print

Step 1> Data Entry and Application Inward

This will generate unique Application Inward Number for this transaction.

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

For New Permit Application, select the menu option ‘PERMIT-APPL-ENTRY’ and click on button ‘Show Form’.

Once you click on ‘Show Form’ button following form asking for vehicle number will open. Enter vehicle registration number and click on ‘Get Details’ button, it will fetch existing details of the same vehicle from central server.
Open the tab **Permit Details**. Select **Permit Action**, permit type will automatically fetch according to which type user selected during new registration of this vehicle.

On this form, Text with * (Star) mark is mandatory to enter.
Select appropriate permit mode as **monthly/yearly** from Permit mode dropdown list and according to that enter value of period in text field. Then select Date of replacement and finally select Service type from service type dropdown list.

Select ‘Area-Details’ and ‘Route-details’. After that we have three optional details fields enter those details. These details are not mandatory to enter.

You can check tax details of vehicle by clicking on OTHER VEHICLE INFORMATION tab.

Then click on the SAVE button to generate unique application number. This will display following window, showing unique application number. Pl note down application number and click on Exit for another application button.

![Application Number](image1)

Application Number generated :MH15080000000330. Please note down the Application No for future reference.

![Exit for Another Application](image2)

After clicking on Exit for another application again click on HOME button to redirect to home page and then click on logout button.

**Step 2> Permit Fee Collection**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting payments.

Once you login Enter Last 10 characters of application number or select pending Appls last 30 days radio button and click on ‘Get pending work’ Button.

![Previous 30 Days Pending Applications](image3)
Click on ‘PETMIT-FEE’ button to view the Permit fee form after that click on SAVE button for payment.

When you click on SAVE button following confirmation window appears.

Do you want to continue

Total Amount to paid in Cash

In Rupees: 400

✔ Yes  ❌ No
Once you click on ‘Yes’ button, the receipt will be generated. Print the receipt.

If you want to make changes click on REVERT BACK FOR RECTIFICATION button, it will redirect form to the PERMIT_APPL_ENTRY where you can make changes.

**Step 3> Permit Verification**

Data entered by the data entry operator in step 1 need to be verified by the RTO authority. User having data verification privileges need to login for data verification. Data entered into the system is expected to be cross checked with the records on original papers submitted by the vehicle owner for Permit application.

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 ‘PERMIT-VERIFICATION’ button to proceed further and it will navigate to Permit Verification details form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.

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 approval.
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.

Selecting Proceed to Next Seat will ask your confirmation and will forward application to the next seat, if confirmed by you. Click on ‘Yes’ button to confirm.
User Manual – Permit  
(For Authorized Users Only)  

Step 4> Permit Approval

This is the last step of Issuance of new permit transaction. The user having authority to approve the Permit should log into the system.

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 to get all pending applications for the approval.

Click on ‘PERMIT-APPROVAL’ button, to approve the desired application. This will display entire application details.
Click on ‘File Movement’ button to issue the New Permit.

After approval, system will navigate you to the home page and permit number will be displayed at home page.

When you approve the transaction the Permit number will be generated and it is displayed on home page.

**Step 5> Permit Print**

After Approval, you can print the Permit for the vehicle for which new permit is issued. For this you need to login with user having duty of permit-printing.

On home page select ‘**Assigned Office**’ and Action as ‘**PERMIT-PRINT**’ and click on ‘**Show Form**’ button.
You have to select **Print by Purpose and Permit Type** radio button and permit purpose as **Fresh Permit** from select any purpose drop down list. Then select **Permit type** from **SELECT ANY PERMIT TYPE** drop down list. Then select **document type** as **PART A** and click on **GET DETAILS** button. This will display the list of all Permits’ pending for printing.

You can print Permit either by entering the application number or Registration Number or Permit number. Then click on **PRINT** button to print the Permit.

The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for Permit printing.
When you click on **Confirm Print** button it will print the selected PERMIT.

If you click on Cancel button then it will redirect control to PERMIT PRINT form.

If you want to reprint the Permit then mark on ‘**Re-Print your Permit**’ radio button present at top of the form. Then you can reprint Permit either by entering the application number or Registration Number. Then click on **RE-PRINT** button to print the Permit again.
The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for Permit printing.

When you click on **Confirm Print** button, the selected PERMIT will be printed.
NATIONAL PERMIT - Workflow

Users may follow the steps given below for Issuance of Permit of vehicles.

1. Data Entry and Application Inward
2. Permit Fee Collection
3. Permit Verification
4. Permit Approval
5. Permit Print

Step 1> Data Entry and Application Inward

This will generate unique Application Inward Number for this transaction.

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

For New Permit Application, select the menu option ‘PERMIT-APPL-ENTRY’ and click on button ‘Show Form’.

Once you click on ‘Show Form’ button following form asking for vehicle number will open. Enter vehicle registration number and click on ‘Get Details’ button, it will fetch existing details of the same vehicle from central server.
On this form, Text with *(Star) mark is mandatory to enter.

Open the tab Permit Details. Select Permit Action then permit type NATIONAL PERMIT will automatically fetched as it is selected in new registration of this vehicle.

Select appropriate permit mode as **monthly/yearly** from Permit mode dropdown list and according to that enter value of period in text field. Then select **Date of replacement** and finally select **Service type** from **service type** dropdown list.
Select ‘Area-Details’ and ‘Route-details’. After that we have three optional details fields enter those details. These details are not mandatory to enter.

You can check tax details of vehicle by clicking on OTHER VEHICLE INFORMATION tab. Then click on the SAVE button to generate unique application number. This will display following window, showing unique application number. Pl note down application number and click on Exit for another application button.

After clicking on Exit for another application again click on HOME button to redirect to home page and then click on logout button.

**Step 2> Permit Fee Collection**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting payments. 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 ‘PETMIT-FEE’ button to view the Permit fee form after that click on SAVE button for payment.
Once you click on ‘Yes’ button, the receipt will be generated. Print the receipt.
If you want to make changes click on REVERT BACK FOR RECTIFICATION button, it will redirect form to the PERMIT_APPL_ENTRY where you can make changes.

**Step 3> Permit Verification**

Data entered by the data entry operator in step 1 need to be verified by the RTO authority. User having data verification privileges need to login for data verification. Data entered into the system is expected to be cross checked with the records on original papers submitted by the vehicle owner for Permit application.

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 ‘PERMIT-VERIFICATION’ button to proceed further and it will navigate to Permit Verification details form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.

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 approve the verification and to forward the application for approval.
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.
Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you. Click on ‘Yes’ button to confirm.

![Confirmation](image)

### Step 4> Permit Approval

This is the last step of Issuance of new permit transaction. The user having authority to approve the Permit should log into the system. Once you login, enter last 10 characters of application number or select ‘**Pending Appls Last 30 Days**’ radio button and click on ‘**Get Pending work**’ Button to get all pending applications for the approval.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Application No.</th>
<th>Application Date</th>
<th>Vehicle No.</th>
<th>Purpose</th>
<th>Last Remarks</th>
<th>Movement 1</th>
<th>Action</th>
</tr>
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<tr>
<td>1</td>
<td>MH16000000000344</td>
<td>04-Aug-2016</td>
<td>MH438960027</td>
<td>Fresh Permit</td>
<td></td>
<td>4</td>
<td>PERMIT-APPROVAL</td>
</tr>
</tbody>
</table>

Click on ‘**PERMIT-APPROVAL**’ button, to approve the desired application. This will display entire application details. Click on ‘**File Movement**’ button to issue the New Permit. After approval, system will navigate you to the home page and permit number will be displayed at home page.
When you approve the transaction the Permit number will be generated and it is displayed on home page.
Step 5> Permit Print

After Approval, you can print the Permit for the vehicle for which new permit is issued. For this you need to login with user having duty of permit-printing.

On home page select ‘Assigned Office’ and Action as ‘PERMIT-PRINT’ and click on ‘Show Form’ button.

You have to select print by purpose and permit type radio button then select permit purpose as Fresh Permit from select any purpose drop down list.
Then select Permit type as national Permit from SELECT ANY PERMIT TYPE drop down list. Then select document type as PART A and click on GET DETAILS button. This will display the list of all Permits’ pending for printing.

You can print Permit either by entering the application number or Registration Number or Permit number. Then click on PRINT button to print the Permit.
The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for Permit printing.

When you click on **Confirm Print** button it will print the selected PERMIT. If you click on Cancel button then it will redirect control to PERMIT PRINT form.

If you want to reprint the Permit then mark on ‘**Re-Print your Permit**’ radio button present at top of the form. Then you can reprint Permit either by entering the application number or Registration Number. Then click on **RE-PRINT** button to print the Permit again.
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