Disclaimer

Vehicle Registrations and Transactions 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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Project Background

About e-Transport MMP

Ministry of Road Transport and Highways (MoRTH) is the apex body under the Government of India which formulates and administers the policies related to Transport and Highway sector in coordination with the Transport departments of various states and UTs. The operations of the Road Transport sector in the country are carried out in accordance with the Central Motor Vehicle Acts and Rules (CMVA, CMVR). State Governments are responsible for formulating rules and acts related to Taxation matters. Computerization in Road Transport was conceived and initiated way back in 1992 with an aim to modernizing the functioning and services of the Regional Transport Offices (RTOs) spread across the districts and tehsils. In 2002, MoRTH launched the National Road Transport Project to bring all the 975 RTOs under a comprehensive and uniform computerization plan. In 2006, the project got a further boost when Road Transport was included as a Mission Mode Project (MMP) under National e-Governance Plan with a stated vision to improve the quality of service delivery to the citizen and the quality of work environment of the RTOs. National Informatics Center (NIC) was entrusted with the design, development, roll-out and maintenance of the project across all the states and UTs. Two applications - VAHAN & SARATHI were conceptualized to capture the functionalities as mandated by Central Motor Vehicle Act, 1988 as well as State motor vehicle Rules with customization in the core product to suit the requirements of 36 States and UTs.

As of now, NIC has achieved almost 100% success in terms of deployment of core schema/product for Vehicle Registration (VAHAN) and for Driving Licenses (SARATHI) across the country. As present, the core applications and databases of Vahan and Sarathi are implemented in distributed mode across 1006 RTO/ARTOs. The only exception is Jharkhand where a consolidation of the Vahan application and database up to the state level has been achieved in the current year. So far 110 million Vehicle Registration Certificates and 30 million Driving Licenses have been issued through these two applications. In the second phase, a project to consolidate the distributed to a State Registry (SR) and National Registry (NR) was undertaken in 2009. Replication mechanism based on Oracle Data Integrator (ODI) tool was utilized to achieve this objective. Currently a number of Citizen Centric and Business Centric applications are running on these consolidated databases. With the achievement of the primary task on implementing digital solution for the operations at the RTOs and offering a number of citizen-centric applications based on the SR/NR platform, now comes the time to take the next quantum leap towards full consolidation of the whole...
distributed system into a single entity with the twin objective of achieving proper control, security and manageability of the currently distributed systems and also extending the scope and quality of G-to-C, G-to-B and G-to-G services. This will also enable real time access of full set of data without need of any partial and periodic replication. The proposed architecture will consolidate the database and applications for all RTOs across all states into a common, centralized platform and deliver the core services of Vahan and another for Sarathi to all the RTOs across the country. The system will be built on the backbone of a robust data network with adequate bandwidth and built-in redundancy to facilitate highest acceptable standard of speed, information security and fault tolerance. The data and application for the whole country will be maintained in a national level data center backed up by a Disaster Recovery Center – both of which will have the latest hardware, software and control infrastructure to achieve optimum operational performance, safety and security. There will be emphasis on modern ICT tools like cloud infrastructure, Software as Service (SAAS), Single Sign On (SSO), Digital Signature and so on.

1.1 Objective of the New Application

The primary thrust of the endeavor is to bring the services to the doorstep of the citizens, to remove the hassles faced in obtaining any kind of services related to Transport Sector and to make the system secure, transparent, cost-effective and user-friendly. To achieve this goal, the existing system is being revamped by consolidating Core Application modules and the Online Service modules to a centralized platform, improving the range and quality of services, and making the processes more rational and citizen-friendly. The earlier citizen-centric applications that have been running on disparate platforms are being integrated into a common portal that connects to a Centralized database and provides a comprehensive set of G-to-C, G-to-B and G-to-G services from a single point. The information services offered through the portal are being enhanced through real-time data access and sophisticated presentation tools like dashboards, GIS-based spatial representation of data etc.

The online services running at the front end are being integrated with the back-end RTO applications to ensure that the need for the citizens to physically visit RTOs is eliminated or minimized. There is emphasis on the quality of data maintained and collected through this transport application, including removal of duplicates, inconsistencies, junks, invalid information etc. in the legacy data.

Going a step further, mobile based apps would be introduced to provide greater convenience to the citizens seeking services or information from the transport department. Also, Transport Department staffs like roaming enforcement teams will find the upcoming
android-based eChallan application very useful. APIs for sharing services and data are being built to create an eco system which supports creation of new distinct web services and data sets, not available earlier. This will not only facilitate quick roll-out of new citizen and business centric services under Transport Portal, but will also enable seamless integration of external service portals like SSDG, eTreasury, eDistrict etc.

**New Vahan-Sarathi Application**

This version of VAHAN application incorporates a host of features for increasing the user-friendliness of this application and would prove to a significant step towards development of a state – of the – art application for the transport operations. Some of the significant features of this application are:

- Web Enabled Architecture for provision of a large no. of G-G, G-B and G-C services
- Single Sign-On over single database and single application for the entire country
- Work Flow based responsive design
- API based integration with external applications
- Dashboard, MIS, Charts and Graphs, Mobile Apps
- Multi-device and multi-platform conformities
- Enhanced features
- Utilization of Open Source Software

Some of the Online Service Modules available through the new application are:

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This application, through its single-database-single-application-web-enabled architecture, provides some significant benefits to both the users (Government and support machinery) and the citizens. Besides reduced management time and cost for centrally supporting only a single version of application and database, the user-friendly application also facilitates conformity to standards and best practices, real time data availability, seamless integration with external/third party applications, sophisticated monitoring, improved performance (including security, integrity, transparency, cost – effectiveness and availability) and higher accountability of transport / related officials and staffs.

**General Guidelines for using the application**

This application is currently being accessed through URLs [https://parivahan.gov.in](https://parivahan.gov.in). Both VAHAN (Motor Vehicle registrations) and SARATHI (Driving Licenses) operations and activities can be carried out using this URL and it is also available on the websites of respective State/UT transport department. Mentioned below are the step by step procedures for managing the different types of transport related activities. The section ahead will share a screen by screen view of the work flows for the various Vehicles’ Registration, Licensing and other activities.
Vehicle - New Registration – RTO Side

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

1. **Application Inward**
2. **Fitness / Inspection Entry**
3. **Collection of IMV Fees and BMV Taxes (Single Receipt)**
4. **Data Verification**
5. **Approval and Allocation of Registration Mark**.
6. **RC Print**

**Step 1 > Application Inward**

Application Inward is basically data entry of the vehicle and owner details. It can be done using RTO login credentials or by the automobile dealers using Dealer Point Registration module. RTO System administrator can create login credentials for all dealers under his jurisdiction.

In both the cases, vehicle technical information is readily made available from the homologation portal of vehicle manufacturers. Dealer or RTO authority only has to enter owner details, hypothecation details and insurance details.

Application inward is supposed to be done by data entry clerk at RTO and by data entry operator in the dealer’s premises and should have privileges of the application inward entry.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out as given below.
For Application inward, select the menu option NEW-REGN-APPL and click on button ‘Show Form’

On this form you need to select registration type as NEW, 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.

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 to enter 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 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.

Form Information below is divided in three parts.

1. Owner Details
2. Vehicle Details
3. Hypothecation / Insurance Details.

Please enter owner details as given below.
Please enter vehicle details as given below, if required.
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.

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 as given below.
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.

```
Generated Application No

Application generated successfully. Application No. MH16080000000014
Vehicle Registration No will be Generated from the Series MH439E.

Ok  Print Disclaimer
```

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.
Step 2 > Fitness / Inspection Entry

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.
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-FITNES-INSPECTION.** 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 the button SAVE-OPTIONS. This will open following window to select any option from the three.

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 > Collection of IMV Fees and BMV Taxes**

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting payments. Fees and taxes can also be paid online by the dealers using SBIePay payment gateway integrated with dealers point registration module. Fees and taxes can also be paid in RTO premises by the cashier.
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 fee.

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

Choose the application and click on the button **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 **SAVE** button, if satisfied, which will ask you to confirm your payment.

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print.
Step 4 > Data 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 cross checked with the records on original papers submitted by the vehicle owner for registering his vehicle.

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 verification.

All the list of pending works for the selected office will be displayed as given below.
Click on the button **NEW-RC-VERIFICATION** for the desired RC application. This will take you to a page where all the details of vehicle owner, hypothecation, insurance etc are displayed. Please verify 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 earlier.

**Step 5 > Approval and Allocation of Registration Mark.**

This is the last step of new vehicle registration process. The user having authority to approve the vehicle 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 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 with it 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. In this you got **MH12AE0025** against your application number **MH1601000001234**.
Step 6 > RC Print

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

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.
Pending RC radio button will show you all RC’s pending for printing. Today Printed RC radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.

Registration of NON-TRANSPORT vehicle is completed successfully.
Vehicle - New Registration

Transport Category Vehicles

Users may follow the steps given below for the registration of Transport vehicles.

1. Application Inward
2. Fitness Fee Collection
3. Fitness / Inspection Details Entry
4. IMV Fees and BMV Taxes collection (Single Receipt)
5. Data Verification
6. Data Approval and Allocation of Registration Mark.
7. RC Print

Step 1 > Application Inward

Application Inward is basically data entry of the vehicle and owner details. It can be done using RTO login credentials or by the automobile dealers using Dealer Point Registration module. RTO System administrator can create login credentials for all dealers under his jurisdiction.

In both the cases, vehicle technical information is readily made available from the homologation portal of vehicle manufacturers. Dealer or RTO authority only has to enter owner details, hypothecation details and insurance details.

Application inward is supposed to be done by data entry clerk at RTO and by data entry operator in the dealer’s premises and should have privileges of the application inward entry.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.
For Application inward, select the menu option **NEW-REGN-APPL** and click on button ‘Show Form’

Select ‘Registration Type’ as **NEW** from dropdown, and then enter ‘**Chassis Number**’ and ‘**Engine Number**’ *(Last 5 Chars)*

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.
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.

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 and this will ask you to enter advance registration number receipt. Please ensure to enter (attach) this receipt here in order to avoid allocation of wrong (Currently running) registration number.

Form Information is divided in three parts as follows:

- Owner Details
- Vehicle Details
- Hypothecation / Insurance Details.

Please enter owner details as given below. If Current Address of owner is same as that of permanent address then just fill the Current Address and Click on check Box (Same as Current Address).

After Filling Owner details, click on Vehicle details tab.

Please enter vehicle details as given below, if required.
### Vehicle Information

- **Make:** ASHOK LEYLAND LTD
- **Chassis No.:** RRBI123456
- **Vehicle Category:** MEDIUM GOODS VEHICLE
- **Model:** DECEMBER 2015
- **Engine No.:** 123456
- **Fuel:** DIESEL
- **Unladen Weight (Kg.):** 3920
- **Standing Capacity:** 5
- **Production Month:** 1
- **Width (mm):** 2027
- **Height (mm):** 2700
- **Spare Tyre:** No
- **Make Model:** 123456
- **Model Available:** No
- **Dealer:** B.K. WHEELS PVT LTD, TURBHE
- **Vehicle Claim:** Service Center
- **Engine No.:** 123456
- **Laden Weight (Kg.):** 11000
- **Purchase As:** Drive Away Cheque
- **Cubic Capacity:** 3809
- **Manufacture Year:** 2011
- **Other Details:** Not Applicable
- **Imported Vehicle:** No

### Permit Details

- **Permit Details:** NOT APPLICABLE
- **Tax Mode Details:**
  - **Tax Type:** YEARLY
  - **Tax Mode:** YEARLY

### Axle Details

- **Number Description and Size of Tyres:**
  - **Front:** 4
  - **Tandem:**
  - **Registered Axle Weight:**
    - **Front:** 1200
    - **Rear:** 2400
    - **Other:**

---

**Permit Details will be Used for Calculation of Tax and Registration No. Generation (If Required)**
After entering 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, 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 newly registering vehicle.

This will also show message of successful application generation and also show you the 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.
Step 2 > Fitness Fee Collection

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

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.

Click on ‘NEW-FIT-FEE’ button to view the fitness fee form and then click on SAVE button for payment.
The confirmation alert box will be shown as below click on ‘**Confirm Payment**’ to confirm the payment.

![Confirmation Alert Box]

After this, payment receipt is generated as shown below. Print the receipt.

![Payment Receipt]

**Step 3 > Fitness / Inspection Details Entry**

For Fitness/Inspection details entry, login with user having authority to enter vehicles fitness details. Once you login, enter Last 10 characters of application number or select ‘**Pending Appls Last 30 Days**’ radio button and then click on ‘**Get Pending work**’ Button. Pending applications will be displayed below.
Click on ‘NEW-RC-FITNESS-INSPECTION’ button for the respective application number to view the fitness/inspection data entry form as shown below. Enter fitness details with test result (PASS / FAIL) and also check all the checkbox’s for passing the fitness test.
If all the details are correct and you are satisfied with it then click on the button 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 approve the inspection and to forward the application for payment of fees and taxes.
- 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 payment of fees and taxes.
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 4 > IMV Fees and BMV Taxes collection (Single Receipt)

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

Fees and taxes can also be paid online by the dealers using SBI e-payment gateway integrated with dealers point registration module.

Fees and taxes can also be paid in RTO premises by the cashier. Once login to portal 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 NEW-REGN-FEE button against your application no. It will take you to fee and taxpaying page where you need to select tax mode as Life Time.

From the dropdown select Permit Type and other details as shown below and click on Get Fee-Tax Details.
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 SAVE button, if satisfied.

The alert box for confirmation will be shown, clicks on ‘Confirm Payment’ to proceed further.

After click on confirm payment, receipt is generated along with QR code as given below and you can print the receipt.
Step 5 > Data 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 cross checked with the records on original papers submitted by the vehicle owner for registering his vehicle.

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.
Click on ‘NEW-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 for final approval and allocation of new registration number.

Step 6: Data Approval

This is the last step of new vehicle registration process. The user having authority to approve the vehicle registration 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 ‘NEW-RC-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button for number allocation.

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.

**Step 7 > RC Print**

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

On home page select **Assigned Office** and **Action** as **NEW-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. 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.

Pending RC radio button will show you all RC’s pending for printing. Today Printed RC radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.
Registration of Transport Vehicle is completed successfully.
Temporary Registration (CRTEMP) - RTO Premises Work Flow for both Non-Transport and Transport category Vehicles

Temporary registration (CRTEMP) can be done in RTO premises and also from dealers premises as well. Following is the workflow for RTO Premises registration.

Users may follow the steps given below for the temporary registration of motor vehicles.

1. Application Inward (Data Entry)
2. Temporary Registration - Fees Collection
3. Data Verification
4. Data Approval and Allocation of Temporary Registration Mark.
5. Temporary RC Print

Step 1 > Application Inward

Application Inward is basically data entry of the vehicle and owner details. It can be done using RTO login credentials or by the automobile dealers using Dealer Point Registration module. RTO System administrator can create login credentials for all dealers under his jurisdiction.

In both the cases, vehicle technical information is readily made available from the homologation portal of vehicle manufacturers. Dealer or RTO authority only has to enter owner details, hypothecation details and insurance details.

Application inward is supposed to be done by data entry clerk at RTO and by data entry operator in the dealer’s premises and should have privileges of the application inward entry.
Once you are logged into the system, you need to select assigned office and ACTION to be carried out.

For Application inward, select the menu option ‘TEMP-REGN-APPL’ 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) 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.

The form with Owner Details, Vehicle Details and Hypothecation/Insurance Information will be shown as given below. Please click on respective tab to enter details.
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.

You can enter all these details as given below. Text with * (Star) mark is mandatory for entry.

If advance registration number is booked for this vehicle, select YES and this will ask you to enter advance registration number receipt. Please ensure to enter (attach) this receipt, in order to avoid allocation of wrong (Currently running) registration number.

Form information below is divided in three parts.

- **Owner Details**
Vehicle Details

Hypothecation / Insurance Details.

Please enter owner details as given below. If Current Address of owner is same as that of permanent address then just fill the Current Address and Click on check Box (Same as Current Address).

After Filling Owner details, click on Vehicle details tab.

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 respect then confirm the same to save this application inward entry of temporary registering vehicle.

This will also show message of successful application generation.

**Step 2 > Registration Fee Collection**

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

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.

Click on ‘TEMP-REGN-FEE’ button to view the fee form and then click on SAVE button for payment.
The confirmation alert box will be shown as below click on ‘Confirm Payment’ to confirm the payment.

After this, payment receipt is generated as shown below. Print the receipt.
Step 3 > Data 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 cross checked 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 ‘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 for final approval.

Step 4 > Data Approval

This is the last step of temporary vehicle registration process. The user having authority to approve the temporary registration 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 ‘**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.
Step 5 > Temporary RC Printing

After Approval, you can print temporary registration certificate of the vehicle. For this you need to login with user having duty of RC-PRINTING. On home page select **Assigned Office** and **Action** as **TMP-RC-PRINT** and click on **Show Form** button.

![Image of form](image)

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.

![Image of form](image)

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.

![Temporary Certificate of Registration](image)
Vehicle Transactions

Alteration of Motor Vehicle

Users may follow the steps given below for Alteration of Motor vehicle.

1. Application Inward
2. Collection of Fees
3. Data Entry / Scrutiny
4. Data Verification
5. Data Approval
6. RC Print

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned OFFICE and ACTION to be carried out.
For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on ‘Show Form’ button.

Enter the Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Alteration of Motor Vehicle’ and Click on Inward Application button.

Once you click on ‘Inward Application’ button, you will be redirected to page where fee payment of alteration can be paid.
Step 2 > Collection of Fees

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

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

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

Choose the application and click on the button REGISTERED-VEH-FEE. This will take you to fee payment page.
Once you click on the **SAVE** button, you will receive an alert box as shown below. Please click on ‘Yes’ button to proceed further.

Click on **YES** to print the receipt of the transaction amount.
Step 3 > Data Entry / Scrutiny

The user having authority for vehicle scrutiny, need to log into the system. Vehicle scrutiny is just the data entry of the registered vehicle required for alteration.

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.’

Then Click on ‘ALT-ENTRY-SCRUTINY’ button to view the vehicle details form as shown below, enter the details required for alteration of vehicle.

In alteration, you are not allowed to change VEHICLE CLASS and VEHICLE CATEGORY. That can be changed with other transaction called Conversion of Vehicle.

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 verification.
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.

**Revert Back for Rectification** button will not work here.

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.

Once you click on ‘**Yes**’ button, an alert box with application and registration number will be shown as below. To print the Disclaimer, click on ‘**Print Disclaimer**’ button.
Step 4 > Data Verification

Data entered by the data entry operator in step 2 needs 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 alteration of 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 ‘ALT-VERIFICATION’ button to proceed further and it will navigate to Vehicle Alteration form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.
Step 5 > Data Approval

This is the last step of alteration of vehicle process. The user having authority to approve the alteration of vehicle 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 ‘ALT-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button for final approval.

After approval, system will navigate you to the home page.
Step 6 > RC Print

After Approval, you can print Registration Certificate (RC) for the vehicle for which alteration of vehicle process is done.

For this you need to login with user having duty of RC-PRINTING.

On home page select ‘Assigned Office’ and Action as ‘NEW-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. You can print multiple RC’s at a time by multiple selections.

![RC PRINT FORM]

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

![Printed Confirmation Panel]

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

**Pending RC** radio button will show you all RC’s pending for printing. **Today Printed RC** radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.
Click on Yes button of the Alert box to push printed RC’s records to the history tables for audit purpose.

Your transaction of alteration of Motor vehicle is completed here successfully.
Cancellation of RC by Authority

Users may follow the steps given below for cancellation of RC by Authority:

1. Application Inward
2. Data Entry / Scrutiny
3. Data Verification
4. Data Approval

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction and also allow data entry for reason of cancellation of RC details.
For Application inward, select the menu option APPLICATION-INWARD-REGISTERED-VEHICLE and click on button ‘Show Form’

On this form you need to enter Registration number as given below.

After this click on the button ‘SHOW DETAILS’. This will take you to a new page, where you have to check on Cancellation of RC by Authority in the check box list.
Once you click on ‘Inward Application’ button, you will be redirected to page where application details, Vehicle details are shown and allow entering cancellation details of RC.

**Step 2 > Data Entry / Scrutiny**

The user having authority for data entry of RC cancellation is required to 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.

The list of pending applications for the selected office will be shown as given below.
Choose the application and click on the button **RC-CANCELLATION-ENTRY**. This will take you to page where you need to enter reason for cancellation of RC.

If you have entered cancellation details and you are satisfied with it then click on ‘**File Movement**’ button as explained earlier

This will take your application to the next step of verification.
Step 3 > Data Verification

The user having authority to verify cancellation of RC by Authority details need to 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.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **RC-CANCELLATION-VERIFICATION**. This will take you to a page where cancellation details are displayed as below.

If all the details are correct and you are satisfied with it then click on button **Save-Options** and then ‘File Movement’ button as explained earlier.

Select radio button **Proceed to Next Seat** and then button **Save**.

This will take your application to the next step of approval.
**Step 4 > Data Approval**

The user having authority to approve cancellation of RC by authority is required to log into the system.

Now check radio button **APPLICATION NO** and enter your application number and click on the button **Get pending work**, to get your pending applications for cancellation of RC approval.

List of pending application for the selected office will be shown as given below.
Choose the application and click on the button **RC-CANCELLATION-APPROVAL**. This will take you to a page where cancellation details are displayed as below. 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 earlier.

Your transaction of Cancellation of RC by Authority is completed successfully.
Cancellation of NOC by Owner

Users may follow the steps given below for Cancel of NOC by owner transaction:

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of Fee
4. Data Verification
5. Data Approval

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction and also allow for data entry for cancellation of NOC.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.
For Application inward, select the menu option **APPLICATION-INWARD-REGISTERED-VEHICLE** and click on button ‘Show Form’.

On this form you need to enter Registration number as given below.

![Image of INWARD APPLICATION form]

After this click on the button ‘SHOW DETAILS’. This will take you to a new page, where you have to check on **Cancel of NOC by Owner** in the check box list.

![Image of INWARD APPLICATION form with filled details]

Transfer of Ownership to Insurance Company: Vehicle must be black listed with reason Theft/Destroyed/Accident Vehicle.
Once you click on ‘Inward Application’ button, you will be redirected to page where application details, NOC vehicle details are shown and allow entering cancellation details of NOC.

**Step 2 > Data Entry / Scrutiny**

The user having authority for data entry of NOC cancellation, need to 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.

The list of pending applications for the selected office will be shown as given below.
Choose the application and click on the button **NOC-CANCEL-ENTRY**, this will take you to a page where you need to enter reason for cancellation of NOC under tab **Cancellation Details**.

If you have entered cancellation details and you are satisfied with it then click on ‘**File Movement**’ button as explained earlier.

This will take your application to the next step for collection of fees.
Step 3 > Collection of Fees

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

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

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

![FEE - REGISTERED VEHICLE](image)

Click on **SAVE** button which will ask you to confirm your payment.

![Do You Want to Continue?](image)

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print it.
Step 4 > Data Verification

The user having authority to verify cancellation of NOC need to 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.

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

Choose the application and click on the button **NOC-CANCEL-VERIFICATION**. This will take you to a page where cancellation details are displayed as below.

If all the details are correct and you are satisfied with it then click on button **Save-Options** and then ‘File Movement’ button as explained earlier.
Select radio button **Proceed to Next Seat** and then button **Save**.

This will take your application to the next step of approval.
Step 5 > Data Approval

The user having authority to approve cancellation of NOC need to 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 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 **NOC-CANCEL-APPROVAL**. This will take you to a page where cancellation details are displayed as below. 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 earlier.

![File Movement](image)

Your transaction of Cancellation of NOC by owner is completed successfully.
Change of Address in RC

Users may follow the steps given below for Change of Address in RC:

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of fees
4. Data Verification
5. Data Approval
6. RC Print

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to Select Assigned office and ACTION to be carried out.
For Application inward, select the menu option **APPLICATION-INWARD-REGISTERED-VEHICLE** and click on button ‘Show Form’

On this form you need to enter Registration number as given below.

After this, click on the button ‘SHOW DETAILS’. This will take you to a new page, where you have to check on Change of Address in RC in the check box list.

Once you click on ‘Inward Application’ button, you will be redirected to page where application details, existing address details are shown and allow to enter new address of the vehicle owner.
Step 2 > Data Entry / Scrutiny

The user having authority for data entry of Change of Address, need to login 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.

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

Choose the application and click on the button **CA-ENTRY-SCRUTINY**. This will take you to page where you need to enter new address under the tab **Address Details**.
If all the details are correct and you are satisfied with it then click on **File Movement** button as explained earlier.

If data entered is correct in all respects then confirm the same to save this application inward.

This will also show message of Print Owner Disclaimer as below.
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.

![Image of the disclaimer form]

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**GOVERNMENT OF MAHARASHTRA**

[VASHI (NEW MUMBAI)]

**DISCLAIMER**

REGISTRATION NO: MH439E065

VEHICLE REGN NO WILL BE GENERATED FROM THE RUNNING SERIES

Printed Date: 24-08-2016 13:25:29

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**Change of Address: W.e.f. 09-Aug-2016**

**Insurance Details:** COMPREHENSIVE Insurance From ADH/VANI INDIA INSURANCE ude policy certificate/cover note AEWASDAS is valid from 08-Aug-2016 to 07-Aug-2017.

Date: [Signature of Acceptor]
Step 3 > Collection of Fees

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

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

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

![Image of fee payment screen]

Click on **SAVE** button which will ask you to confirm your payment.

![Image of payment confirmation screen]

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print it.
Step 4 > Data Verification

The user having authority to verify change of address in RC details need to 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.

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

Choose the application and click on the button **CA-VERIFICATION**. This will take you to a page where all the details are displayed. Please verify 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 earlier.

**Step 5 > Data Approval**

The user having authority to approve change of address in RC need to 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.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **CA-APPROVAL**. This will take you to a page where all the details 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 earlier.

**Step 6 > RC Print**

RC Print is basically action of printing RC of registered vehicles. It can be done using RTO login credentials.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.
For RC Print, select the menu option **NEW-RC-PRINT** and click on button ‘Show Form’

Tick mark to your registered vehicle number and then click on the **Print RC** button

It will ask for your confirmation, click **Confirm Print** if you are satisfied.
Print format of RC is given below.

**Pending RC** radio button will show you all RC’s pending for printing. **Today Printed RC** radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.

This completes change of address in RC transaction.
Conversion of Vehicle

Users may follow the steps given below for Conversion of vehicle.

1. Application Inward
2. Collection of Fee
3. Data Entry / Scrutiny
4. Data Verification
5. Data Approval
6. RC Print

**Step 1 > Application Inward**

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned Office and ACTION to be carried out.
For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’

Enter the Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Conversion of Vehicle’ and Click on Inward Application button.

Once you will click on ‘Inward Application’ button, you will be redirected to home page.
Step 2 > Collection of Fee

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

Fees and taxes can be paid online by the applicants using SBI e-payment gateway. Fees and taxes can also be paid in RTO premises by the applicants.

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 ‘REGISTERED-VEH-FEE’ button to redirect to fee form. Just check the details and click on SAVE button for vehicle conversion fee payment.
Once you click on SAVE button to pay the fee you will receive alert box for confirmation of payment then click on ‘Yes’ button to proceed further.

After this, payment receipt is generated as shown below. Print the receipt.
Step 3 > Data Entry / Scrutiny

The user having authority for vehicle scrutiny, need to log into the system. Vehicle scrutiny is data entry of the registered vehicle needed for conversion of 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 ‘**CONV-ENTRY-SCRUTINY**’ button, it will redirect you to the vehicle conversion form. Just fill the details required for conversion of vehicle as shown below.

If all the details are correct and you are satisfied with it then click on the button **SAVE-OPTIONS**. 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 verification.

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.

Once you click on ‘**Yes**’ button, you will receive an alert box with application and registration number as shown below. To print the Disclaimer, click on ‘**Print Disclaimer**’ button.
**Step 4 > Data Verification**

Data entered by the data entry operator in step 2 needs 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 conversion of 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 ‘**CONV-VERIFICATION**’ button to proceed further and it will navigate to Vehicle Alteration form. Verify these details and click on ‘**File Movement**’ button to forward the application for final approval.
Step 5 > Data Approval

This is the last step of conversion of vehicle process. The user having authority to approve the conversion of vehicle 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 ‘CONV-APPROVAL’ button. This will navigate to form filled with all vehicle details and Insurance Details, just verify the details for and to approve Click on ‘File Movement’ button as explained earlier.

**Step 6>RC Print**

After Approval, you can print Registration Certificate (RC) for the vehicle for which conversion of vehicle process is done.

For this you need to login with user having duty of RC-PRINTING.

On home page select ‘Assigned Office’ and Action as ‘NEW-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. 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.

**Pending RC** radio button will show you all RC’s pending for printing. **Today Printed RC** radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.
This completes Conversion of Vehicle transaction.
Duplicate FC

Users may follow the steps given below for Duplicate FC of vehicle.

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of Fees
4. Data Verification
5. Data Approval
6. Print FC

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.

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

For Application inward, select the menu option ‘APPLICATION-INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’
On the form below enter Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Duplicate FC’ and Click on ‘Inward Application’ button.

Once you click on ‘Inward Application’ button, Application inward number is generated.
Step 2 > Data Entry

The user having authority for data entry should login to 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.

Click on ‘DUP FC-ENTRY-SCRUTINY’ button, you will be redirected to page where application, vehicle and insurance details are shown and ask for REASON, FIR Number, FIR Date etc. If required. Select the reason from dropdown and enter the details required for the Duplicate FC as FIR number, FIR date, etc.

You can enter all these details as given below. Text with * (Star) mark is mandatory.
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.

![Menu Options](image)

**File Movement**: Clicking on this will open one more window as given below. Select **Proceed to Next Seat**, forward the application for duplicate FC 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.

![Additional Options](image)

**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.
Step 3 > Collection of Fees

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

Fees and taxes can be paid online by the applicants using SBI e-payment gateway. Fees and taxes can also be paid in RTO premises by the applicants.

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 ‘REGISTERED-VEH-FEE’ button to view the Duplicate FC fee form after that click on SAVE button for payment.
The confirmation alert box will be shown as below, click on ‘YES’ to confirm the payment.

Once you click on ‘Yes’ button, the receipt will be generated. Print the receipt.

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**Step 4 – Data Verification**

Data entered by the data entry operator in step 2 needs 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 duplicate FC.

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 ‘DUP FC-VERIFICATION’ button to proceed further and it will navigate to duplicate FC form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.
Step 5 > Data Approval

This is the last step of duplicate FC process. The user having authority to approve duplicate FC details 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 ‘DUP FC-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button to issue the duplicate FC.

After approval, system will navigate you to the home page.
**Step 6 > Print FC**

After Approval, you can print Fitness Certificate (RC) for the vehicle for which duplicate FC is issued. For this you need to login with user having duty of FITNESS-CERTIFICATE-PRINT.

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

This will display, the list of all FCs pending for printing. You can print FC either by entering the application number or Registration Number.
The Alert box will be shown for printing confirmation. Click on ‘Confirm Print’ button for RC printing.

This will generate FC on the screen as shown below, which you can print.

This completes Duplicate FC transaction.
Fitness Inspection + Certificate

Users may follow the steps given below for Fitness Inspection + Certificate.

1. Application Inward
2. Collection of Fees
3. Data Entry / Scrutiny
4. Data Verification
5. Data Approval
6. FC Print

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned Office and ACTION to be carried out.
For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’

Enter the Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Fitness Inspection + Certificate’ and Click on Inward Application button.
Once you will click on ‘Inward Application’ button, you will be redirected to home page.

**Step 2 > Collection of Fees**

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

Fees and taxes can be paid online by the applicants using SBI e-payment gateway. Fees and taxes can also be paid in RTO premises by the applicants.

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

Click on ‘REGISTERED-VEH-FEE’ button to view the Fee details form as shown below.

Click on SAVE button to pay the fee. Once you click on the SAVE button, you will receive confirmation box. Click on ‘Yes’ to confirm the payment.
Step 3> Data Entry / Scrutiny

The user having authority for vehicle scrutiny, need to log into the system. Vehicle scrutiny is just the data entry of the registered vehicle needed for Fitness Inspection and Certificate.

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

Click on ‘FIT-ENTRY-SCRUTINY’ button to view the vehicle details form as shown below, enter the details required for Fitness Inspection and Certificate.
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 verification.
- **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.
- **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.

### Step 4: Data Verification

Data entered by the data entry operator in step 3 needs 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 Fitness Inspection and Certificate.

Once you login, enter Last 10 characters of application number or select ‘All’ radio button and click on ‘Get Pending work’ Button.
Click on ‘FIT-VERIFICATION’ button to proceed further and it will navigate to Vehicle Fitness Inspection and Certificate form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.

**Step 5> Data Approval**

This is the last step of Fitness Inspection and Certificate of vehicle process. The user having authority to approve the Fitness Inspection and Certificate of vehicle should log into the system.

Once you login, enter last 10 characters of application number or select ‘ALL’ radio button and click on ‘Get Pending work’ Button to get all pending applications for the approval.

Click on ‘FIT-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button for final approval.
Step 6>FC PRINT

After Approval, you can print Fitness Certificate (FC) for the vehicle for which Fitness Inspection and Certificate process is done.

For this you need to login with user having duty of FC-PRINTING.

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

This will display, the list of all FC’s pending for printing. You can search vehicle for printing FC either by entering the application number or Registration Number.

Click on ‘FC Print’ button to print the Fitness Certificate for that vehicle as shown below.
The Alert box will be shown for printing confirmation. Click on ‘Confirm Print’ button for FC printing.

This will generate FC on the screen as shown below, which you can print.

After Printing FC successfully, click on ‘IsPrintedFC’ button. This is confirmation to the system that FC is actually printed on the paper. After marking this, you cannot print this FC again and application number will be removed from the list of FC’s pending for printing.
Click on **Yes** button of the Alert box to push printed FC’s records to the history tables for audit purpose.
Fresh RC to Financier

Users may follow the steps given below for Fresh RC to Financier.

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of Fees
4. Data Verification
5. Data Approval
6. RC Print

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned Office and ACTION to be carried out.
For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’. Enter the Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Fresh RC to financier’, ‘Hypothecation Termination’ and Click on Inward Application button.

Once you will click on ‘Inward Application’ button, you will be redirected to home page.
Step 2> Data Entry / Scrutiny

The user having authority for vehicle scrutiny, need to log into the system. Vehicle scrutiny is just the data entry of the registered vehicle needed for conversion of 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 ‘**HPT-ENTRY-SCRUTINY**’ button, it will redirect you to the data entry form of hypothecation. Just fill the details required for hypothecation termination as shown below.

After entering the details just click on ‘**Terminate**’ button.
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 fees 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.

**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.
Once you click on ‘Yes’ button, you will receive an alert box with application and registration number as shown below. To print the Disclaimer, click on ‘Print Disclaimer’ button.

Once data entry of hypothecation termination is done, click on ‘ISSUE OF FRC-ENTRY-SCRUTINY’ button, it will redirect you to the data entry form of fresh RC. Just fill the details required for Fresh RC as shown below. Click on ‘File Movement’ button to forward the application for Fee collection.
Step 3 > Collection of Fees

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

Fees and taxes can be paid online by the applicants using SBI e-payment gateway. Fees and taxes can also be paid in RTO premises by the applicants.

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 ‘REGISTERED-VEH-FEE’ button to redirect to fee form. Just check the details and click on SAVE button for Hypothecation termination, Fresh RC Fee.

You will receive an alert box, just click on ‘Yes’ to confirm the payment.

After confirmation the receipt will be generated as shown below. Print the receipt.
Step 4 > Data Verification

Data entered by the data entry operator in step 2 needs 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 Hypothecation termination and Fresh RC.

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 ‘HPT-VERIFICATION’ button to proceed further and it will navigate to Hypothecation termination details form. Verify these details and click on ‘File Movement’ button to forward the application for final approval. After that you will be redirected to home page.
Click on ‘ISSUE OF FRC (Fresh RC)-VERIFICATION’ button to proceed further and it will navigate to Fresh RC form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.
Step 5> Data Approval

This is the last step of Fresh RC of vehicle process. The user having authority to approve the Fresh RC of vehicle 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 Remark</th>
<th>Movement Sr No</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MH16B00000001221</td>
<td>25-Aug-2016</td>
<td>WH43AR0772</td>
<td>Fresh RC to financier</td>
<td>4</td>
<td></td>
<td>ISSUE OF FRC-APPROVAL</td>
</tr>
<tr>
<td>2</td>
<td>MH16B00000001221</td>
<td>25-Aug-2016</td>
<td>WH43AR0772</td>
<td>Repossession Termination</td>
<td>4</td>
<td></td>
<td>HPT-APPROVAL</td>
</tr>
</tbody>
</table>
Click on ‘HPT-APPROVAL’ button. This will navigate to form filled with Hypothecation termination details, just verify the details and to approve Click on ‘File Movement’ button as explained earlier. This will redirect you to home page.

Click on ‘ISSUE OF FRC-APPROVAL’ button to proceed further and it will navigate to Fresh RC form. Verify these details and click on ‘File Movement’ button to forward the application for approval. After approval it will be redirected to home page.
Step 6> RC Print

After Approval, you can print Registration Certificate (RC) for the vehicle for which Fresh RC process is done.

For this you need to login with user having duty of RC-PRINTING.

On home page select ‘Assigned Office’ and Action as ‘NEW-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. 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.

**Pending RC** radio button will show you all RC’s pending for printing. **Today Printed RC** radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.
This completes Fresh RC to Financier transaction.
Hypothecation Addition

Users may follow the steps given below for Hypothecation Addition:

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of fees
4. Data Verification
5. Data Approval

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.
For Application inward, select the menu option **APPLICATION-INWARD-REGISTERED-VEHICLE** and click on button ‘Show Form’

On this form you need to enter Registration number as given below.

After this click on the button ‘SHOW DETAILS’. This will take you to a new page, where you have to check on Hypothecation Addition in the check box list.
Once you click on ‘Inward Application’ button, you will be redirected to page where application details, insurance details are shown and allow adding hypothecation.

**Step 2 > Data Entry / Scrutiny**

The user having authority for data entry of addition of Hypothecation, need to log into the system.

![Login page](image)

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

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **HPA-ENTRY-SCRUTINY**, this will take you to a page where you need to enter your hypothecation details.

Click on + sign under hypothecation details tab and enter the details of hypothecation.

Click on button Save which will save hypothecation details.
If all the details are correct and you are satisfied with it then click on ‘File Movement’ button as explained earlier.

If data entered is correct in all respects then confirm the same to save this application inward. This will also show message of Print Owner Disclaimer as below.

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.
Step 3 > Collection of Fees

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

Now check radio button **Pending Appls Last 30 Days** and click on the button **Get pending work**, to get list of all pending applications.

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

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.
Click on **SAVE** button which will ask you to confirm your payment.

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print it.
Step 4 > Data Verification

The user having authority to verify hypothecation addition details and its fee need to 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.

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

Choose the application and click on the button **HPA-VERIFICATION**. This will take you to a page where all the details are displayed. Please verify 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 earlier.
Step 5 > Data Approval

The user having authority to approve hypothecation addition details need to 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.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **HPA-APPROVAL**. This will take you to a page where all the details 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 earlier.

Your hypothecation addition transaction is completed successfully.
Issue of NOC & Hypothecation Continuation

Users may follow the steps given below for Issue of NOC:

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of fee
4. Data Verification
5. Data Approval

**Step 1 > Application Inward**

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.
For Application inward, select the menu option APPLICATION-INWARD-REGISTERED-VEHICLE and click on button ‘Show Form’.

On this form you need to enter Registration number as given below.

After this click on the button ‘SHOW DETAILS’. This will take you to a new page, where you have to check on Hypothecation Continuation and Issue of NOC in the check box list.

Once you click on ‘Inward Application’ button, you will be redirected to page where application details, NOC vehicle details are shown and allow entering details of NOC.
Step 2 > Data Entry / Scrutiny

The user having authority for data entry of NOC details need to 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.

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

Choose the application and click on the button **NOC-ENTRY-SCRUTINY**. This will take you to page where you need to enter NOC details under tab **NOC Vehicle Details**.
If all the details are correct and you are satisfied with it then click on ‘File Movement’ button as explained earlier.

This will forward your file to next step of payment of fees and tax.
Step 3 > Collection of Fees

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

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

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

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Application No</th>
<th>Application Date</th>
<th>Vehicle No</th>
<th>Purpose</th>
<th>Last Remark</th>
<th>Movement St.No</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M1500000001264</td>
<td>25-Aug-2016</td>
<td>M143AR7099</td>
<td>Issue of NOC</td>
<td>2</td>
<td></td>
<td>NOC-VERIFICATION</td>
</tr>
<tr>
<td>2</td>
<td>M1500000001264</td>
<td>25-Aug-2016</td>
<td>M143AR7099</td>
<td>Hypothecation Continuation</td>
<td>1</td>
<td></td>
<td>REGISTERED-VCH-FEE</td>
</tr>
</tbody>
</table>
Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee and taxpaying page. Click on ‘Save’ button which will ask you to confirm your payment.

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print it.
Step 4 > Data Verification

The user having authority to verify NOC details need to 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.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **NOC-VERIFICATION**. This will take you to a page where all the details are displayed. Please verify 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 earlier.

This will forward your application to next step of approval.
Step 5 > Data Approval

The user having authority to approve NOC details need to 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.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **NOC-APPROVAL**. This will take you to a page where all the details 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 earlier.

Your transaction of issue of NOC is completed successfully.
Hypothecation Termination

Users may follow the steps given below for Hypothecation Termination:

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of fee
4. Data Verification
5. Data Approval

**Step 1 > Application Inward**

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.
For Application inward, select the menu option **APPLICATION-INWARD-REGISTERED-VEHICLE** and click on button ‘Show Form’

On this form you need to enter Registration number as given below.

![INWARD APPLICATION form](image)

After this click on the button ‘**SHOW DETAILS**’. This will take you to a new page, where you have to check on **Hypothecation Termination** in the check box list.

![INWARD APPLICATION form](image)
Once you click on ‘Inward Application’ button, you will be redirected to page where application details, insurance details are shown and allow terminating Hypothecation.

**Step 2 > Data Entry / Scrutiny**

The user having authority, to do Hypothecation Termination is required to log into the system.

Now check radio button **Pending Appls Last 30 Days** and click on the button **Get pending work**, to get list of all pending applications.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **HPT-ENTRY-SCRUTINY**. This will take you to page where you need to click on button **Terminate** under the tab **Hypothecation Details**.

Select **Up to Date** and click on button **save**.

It will ask for confirmation of termination. If you are satisfied, click on **Yes** button.
If all the details are correct and you are satisfied with it then click on ‘File Movement’ button as explained earlier.

If data entered is correct in all respects then confirm the same to save this application inward. This will also show message of Print Owner Disclaimer as below.

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.
Step 3 > Collection of Fees

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

Now check radio button Pending Appls Last 30 Days and click on the button Get pending work, to get list of all pending applications.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

Click on **SAVE** button which will ask you to confirm your payment.

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print it as follows.
Step 4 > Data Verification

The user having authority to verify hypothecation termination details need to 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.

The list of pending applications for the selected office will be displayed as given below.
Choose the application and click on the button **HPA-VERIFICATION**. This will take you to a page where all the details are displayed. Please verify 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 earlier.
Step 5 > Data Approval

The user having authority to approve hypothecation termination is required to 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.

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

Choose the application and click on the button HPA-APPROVAL. This will take you to a page where all the details 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 earlier.

Your vehicle hypothecation is terminated successfully.
Issue of Duplicate RC

Users may follow the steps given below for Duplicate RC of vehicle.

1. **Application Inward**
2. **Data Entry / Scrutiny**
3. **Collection of fees**
4. **Data Verification**
5. **Data Approval**
6. **RC Print**

**Step 1 > 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 Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’.

On the form below enter Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Issue of Duplicate RC’ and Click on ‘Inward Application’ button. Once you click on ‘Inward Application’ button unique application inward number will be generated.
**Step 2> Data Entry / Scrutiny**

The user having authority for data entry should login to 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.

Click on ‘**DUP RC-ENTRY-SCRUTINY**’ button you will be redirected to page where application, vehicle and insurance details are shown and ask for REASON, FIR Number, FIR Date etc. If required. Select the reason from dropdown and enter the details required for the Duplicate RC as FIR number, FIR date, etc.

You can enter all these details as given below. Text with *(Star)* mark is mandatory.
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]

**File Movement**: Clicking on this will open one more window as given below.

Select **Proceed to Next Seat**, to forward the application for fee.

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.

![File Movement Window]

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 3 > Collection of fees

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

Fees and taxes can be paid online by the applicants using SBI e-payment gateway. Fees and taxes can also be paid in RTO premises by the applicants.

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 ‘REGISTERED-VEH-FEE’ button to view the Duplicate FC fee form after that click on SAVE button for payment.
Once you click on ‘Yes’ button, the receipt will be generated. Print the receipt.

**Step 4 > Data Verification**

Data entered by the data entry operator in step 2 needs 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 duplicate RC.

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

**Step 5 > Data Approval**

This is the last step of duplicate RC transaction. The user having authority to approve the duplicate RC 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 ‘DUP RC-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button to issue the duplicate RC.

After approval, system will navigate you to the home page.

Step 6>RC Print

After Approval, you can print Registration Certificate (RC) for the vehicle for which duplicate RC is issued. For this you need to login with user having duty of RC-PRINTING.

On home page select ‘Assigned Office’ and Action as ‘NEW-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. You can print multiple RC’s at a time by multiple selections.

### RC PRINT FORM

<table>
<thead>
<tr>
<th>S.No</th>
<th>Application No.</th>
<th>Registration No.</th>
<th>Select To Print RC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MH16000000000000355</td>
<td>MH62A1111</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MH16000000000000716</td>
<td>MH63AA1252</td>
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</tr>
<tr>
<td>3</td>
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<td>4</td>
<td>MH16000000000001088</td>
<td>MH43AR2015</td>
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</tr>
<tr>
<td>5</td>
<td>MH16000000000000951</td>
<td>MH44AR14002</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MH16000000000000929</td>
<td>MH45BG0638</td>
<td></td>
</tr>
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<td>7</td>
<td>MH16000000000001280</td>
<td>MH45AR7081</td>
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<td>MH16000000000001275</td>
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<td></td>
</tr>
<tr>
<td>9</td>
<td>MH16000000000000888</td>
<td>MH43AR8595</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>MH16000000000000729</td>
<td>MH44BR8089</td>
<td></td>
</tr>
</tbody>
</table>

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.

**Pending RC** radio button will show you all RC’s pending for printing. **Today Printed RC** radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.
This completes Duplicate RC transaction.
RC Particulars against fee
Users may follow the steps given below for RC Particulars against Fee:

1. Application Inward
2. Collection of fees
3. Print RC

Step 1 > Application Inward

This will generate unique Application Inward Number for this transaction.
For Application inward, select the menu option APPLICATION-INWARD-REGISTERED-VEHICLE and click on button ‘Show Form’

On this form you need to enter Registration number as given below.

After this click on the button ‘SHOW DETAILS’. This will take you to a new page, where you have to check on RC Particulars against fee in the check box list.
Click on button **Inward Application**, this will generate **Application Number generated successfully**.

Note down the application number.

**Step 2 > Collection of Fees**

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

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

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

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.
Click on SAVE button which will ask you to confirm your payment. Once you press Confirm Payment button, receipt for paid fee and tax is generated as follows which you can print it.

Click on SAVE button which will ask you to confirm your payment. Once you press Confirm Payment button, receipt for paid fee and tax is generated as follows which you can print it.
Step 3 > Print RC

When we collect the fee, check radio button **Pending Apps Last 30 Days** and click on the button Get pending work, to get list of all pending applications. The RC for print will be available there click on Particular of RC Print to print the RC.

Following RC will be generated.
RC Particulars for Office Purpose

Users may follow the steps given below for RC Particulars for office purpose.

1. Application Inward
2. RC Printing

**Step 1> Application Inward**

This will generate unique Application Inward Number for this transaction.

For Application inward, select the menu option ‘APPLICATION INWARD REGISTERED VEHICLE’ and click on button ‘Show Form’
Enter the Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘RC Particulars for office Purpose’ and Click on ‘Inward Application’ button.

Once you click on ‘Inward Application’ button, you will receive a RC as shown below. To print the RC click on ‘Print’ button.
Step 2 > RC Print

The user with authority for printing can login to 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.
Click on ‘PARTICULAR OF RC-PRINT’ button to proceed further and it will navigate to printing RC form, Click on ‘Print’ button as explained earlier.

This completes your transaction.
RC Surrender

Users may follow the steps given below for RC Surrender of vehicle.

1. Application Inward
2. Data Entry / Scrutiny
3. Data Verification
4. Data Approval

Step 1> Application Inward

This will generate unique Application Inward Number for this transaction.

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

For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’.

The Integrated Solution for Vehicle Registration

VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in the year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole country. The project has achieved many successes and crossed significant milestones in the past years.

In 2009, another major initiative was undertaken to consolidate the RTO data to State and Central levels in the form of State Registry (SR) and National Registry (NR) databases through periodic replication mechanism. A number of National and State level online applications are running on these consolidated databases. These include citizen-centric applications.
On the form below enter Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘RC Surrender’ and Click on Inward Application button.

Once you click on ‘Inward Application’ button, unique inward application number will be generated.
Step2> Data Entry / Scrutiny

The user having authority for data entry should login to 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.

Click on ‘RC-SURRENDER-ENTRY’ button, you will be redirected to page where owner, vehicle details are shown and ask for surrender Date, Approved By, File Reference No. etc.

You can enter all these details as given below. Text with * (Star) mark is mandatory.
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 data verification. 
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 3 > Data Verification**

Data entered by the data entry operator in step 2 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 RC surrender.

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 **RC-SURRENDER-VERIFICATION** button to proceed further and it will navigate to RC surrender details form. Verify these details and click on **File Movement** button to forward the application for final approval.
Step 4: Data Approval

This is the last step of RC Surrender process. The user having authority to approve the RC surrender of vehicle 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 ‘RC-SURRENDER-APPROVAL’ button, to approve the desired application. This will display entire application details. Click on ‘File Movement’ button for approval.

After approval, system will navigate you to the home page.

This completes your transaction.
RC Release

Users may follow the steps given below for RC Release.

1. Application Inward
2. Data Entry / Scrutiny
3. Data Verification
4. Data Approval

Step 1> Application Inward

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned OFFICE and ACTION to be carried out.
For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’.

Enter the Registration Number and click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘RC Release’ and click on Inward Application button.

Once you click on ‘Inward Application’ button, unique inward application number will be generated.
Step 2 > Data Entry

The user having authority for data entry should login to 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.

Click on ‘RC-RELEASE-ENTRY’ button you will be redirected to page where vehicle details are shown and ask for release details, document surrendered. Enter release date, approved by, File reference number etc Text with * (Star) mark is mandatory.

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 verification.
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 3> Data Verification

Data entered by the data entry operator in step 2 needs 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 RC release.

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 ‘RC-RELEASE-VERIFICATION’ button to proceed further and it will navigate to Vehicle verification form. Verify these details and click on ‘File Movement’ button to forward the application for final approval.

Step 4> Data Approval

This is the last step of RC release process. The user having authority to approve the RC release of vehicle 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 ‘RC-RELEASE-APPROVAL’ button, to approve the desired application. This will display vehicle details, release details and document surrendered. Click on ‘File Movement’ button for approval of RC release.

After approval, system will navigate you to the home page.

This completes your transaction.
Transfer of Ownership

Users may follow the steps given below for Transfer of Ownership of vehicle.

1. Application Inward
2. Data Entry / Scrutiny
3. Collection of Fees
4. Data Verification
5. Data Approval

**Step 1> Application Inward**

This will generate unique Application Inward Number for this transaction.

Once you are logged into the system, you need to select assigned OFFICE and ACTION to be carried out.
For Application inward, select the menu option ‘APPLICATION- INWARD-REGISTERED-VEHICLE’ and click on button ‘Show Form’.

Enter the Registration Number and Click on ‘Show Details’ button to navigate to inward application form.

Select Check box ‘Transfer of Ownership’ and Click on ‘Inward Application’ button.

Once you click on ‘Inward Application’ button, it will generate unique inward application number.
**Step 2> Data Entry / Scrutiny**

The user having authority for data entry should login to 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.

![Data Entry Form](image)

Click on ’**TO-ENTRY-SCRUTINY**’ button you will be redirected to page where existing owner details, address details and insurance details are shown. Enter new Owner details required for transfer of ownership as shown below.

Text with * (Star) mark is mandatory.
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 approve the inspection and to forward the application for payment of fees and taxes. 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 payment of fees and taxes. 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.
Once you confirm it by click on ‘Yes’ button then alert box for printing Disclaimer will be shown. To print Disclaimer, click on ‘Print Disclaimer’ button.

**Step 3 > Collection of Fees**

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

Fees and taxes can be paid online by the applicants using SBI e-payment gateway. Fees and taxes can also be paid in RTO premises by the applicants.

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 ‘**REGISTERED-VEH-FEE**’ button to view the transfer of ownership fee form after that click on SAVE button for payment.
Once you click on the **SAVE** button, you will receive confirmation alert box. Click on ‘**Yes**’ button, to confirm the payment.

After this, payment receipt is generated as shown below. Print the receipt.
Step 4 > Data Verification

Data entered by the data entry operator in step 2 needs 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 Transfer of ownership.

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 ‘TO-VERIFICATION’ button to proceed further and it will redirected to the page where application, existing owners and new owner’s details are shown. Verify these details and click on ‘File Movement’ button to forward the application for final approval.

Step 5>Data Approval

This is the last step of transfer of ownership process. The user having authority to approve the transfer of ownership 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 ‘TO-APPROVAL’ button, to approve the desired application. This will display application, existing owners and new owner’s details. Click on ‘File Movement’ button for number transfer of ownership.

After approval, system will navigate you to the home page.
Step 5> RC Print

After Approval, you can print Registration Certificate (RC) for the vehicle for which transfer of ownership process is done.

For this you need to login with user having duty of RC-PRINTING.

On home page select Assigned Office and Action as NEW-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. 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.

Pending RC radio button will show you all RC’s pending for printing. Today Printed RC radio button will show you list of RC’s printed today.

You can print multiple copies of RC’s on the same day. But you can’t take re-print of the RC on next day, once it is printed today.

This completes your transaction.
ANNEXURE 1

VAHAN 4.0 TRANSACTIONS FLOW:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dealer side New registration LMV</td>
</tr>
<tr>
<td></td>
<td>1. Dealer side data entry</td>
</tr>
<tr>
<td></td>
<td>2. RTO inspection(verification)</td>
</tr>
<tr>
<td></td>
<td>3. Dealer fee &amp; tax collection (add to cart)</td>
</tr>
<tr>
<td></td>
<td>4. Dealer cart payment</td>
</tr>
<tr>
<td></td>
<td>5. RTO approval</td>
</tr>
<tr>
<td></td>
<td>6. New RC print</td>
</tr>
<tr>
<td>2</td>
<td>Dealer side Temporary Registration</td>
</tr>
<tr>
<td></td>
<td>1. Dealer temporary data entry</td>
</tr>
<tr>
<td></td>
<td>2. Dealer temp RC verification</td>
</tr>
<tr>
<td></td>
<td>3. Dealer Temp registration fee (Add to cart)</td>
</tr>
<tr>
<td></td>
<td>4. Dealer cart payment</td>
</tr>
<tr>
<td></td>
<td>5. RTO temp RC approval</td>
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<tr>
<td></td>
<td>6. Dealer temp RC print</td>
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<tr>
<td>3</td>
<td>New Registration LMV RTO premises</td>
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<tr>
<td></td>
<td>1. Data entry</td>
</tr>
<tr>
<td></td>
<td>2. Fitness inspection</td>
</tr>
<tr>
<td></td>
<td>3. Collection of Fee + Taxes</td>
</tr>
<tr>
<td></td>
<td>4. Verification</td>
</tr>
<tr>
<td></td>
<td>5. Approval</td>
</tr>
<tr>
<td></td>
<td>6. RC print</td>
</tr>
<tr>
<td>4</td>
<td>New registration TWO WHEELER RTO premises</td>
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<tr>
<td></td>
<td>1. Data entry</td>
</tr>
<tr>
<td></td>
<td>2. Fitness inspection</td>
</tr>
<tr>
<td></td>
<td>3. Collection of Fee + Taxes</td>
</tr>
<tr>
<td></td>
<td>4. Verification</td>
</tr>
<tr>
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<td>5. Approval</td>
</tr>
<tr>
<td></td>
<td>6. Print</td>
</tr>
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<td>5</td>
<td>New registration Transport Goods RTO premises</td>
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<td></td>
<td>1. Data entry</td>
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<td></td>
<td>2. Fitness fee</td>
</tr>
<tr>
<td></td>
<td>3. Fitness inspection</td>
</tr>
<tr>
<td></td>
<td>4. Collection of Fee + Taxes</td>
</tr>
<tr>
<td></td>
<td>5. Verification</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>6.</td>
<td>Approval</td>
</tr>
<tr>
<td>7.</td>
<td>RC print + Fitness certificate print</td>
</tr>
</tbody>
</table>

### New registration passenger RTO premises

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Data entry</td>
</tr>
<tr>
<td>2.</td>
<td>Fitness fee</td>
</tr>
<tr>
<td>3.</td>
<td>Fitness inspection</td>
</tr>
<tr>
<td>4.</td>
<td>Collection of Fee + Taxes</td>
</tr>
<tr>
<td>5.</td>
<td>Verification</td>
</tr>
<tr>
<td>6.</td>
<td>Approval</td>
</tr>
<tr>
<td>7.</td>
<td>RC Print+ Fitness certificate print</td>
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</tbody>
</table>

### New registration motor cab RTO premises

<table>
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<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Data entry</td>
</tr>
<tr>
<td>2.</td>
<td>Fitness fee</td>
</tr>
<tr>
<td>3.</td>
<td>Fitness inspection</td>
</tr>
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### PERMIT

- **Goods permit**
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- **National goods permit**
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**16 Fitness inspection certificate**

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**17 Transfer of ownership**

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**18 Hypothecation addition**

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**19 RC surrender**

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**20 RC release**

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**21 Issue of duplicate RC**

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**22 Issue of NOC**
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**23 Cancellation of NOC**

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**24 RC particular against fee**

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**25 Renewal of registration**

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**26 Hypothecation continuation**

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**27 Duplicate FC**

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**28 Fresh RC to financer**

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**29 Cancellation of RC by authority**

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## Abbreviations

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<td>Central Motor Vehicle Act</td>
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<tr>
<td>CMVR</td>
<td>Central Motor Vehicle Rules</td>
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<td>Database</td>
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