

Prepared for : Maharashtra Motor Vehicle Department , Government of Maharashtra

## **VAHAN on Web**

# Vehicle Registrations and Transactions

## (User Manual)

Version 1.0.0, Release Date: 18-August-2016

**Prepared by :** 

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## **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 up gradation. All future modifications and updates in the software modules shall be included in a subsequent version of the manual time to time.

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

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## **Document Information**

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#### **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 National informatics center Page: 2

(For Authorized Users Only)

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 citizencentric 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 National informatics center Page: 3

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 userfriendliness 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
- o API based integration with external applications
- o Dashboard, MIS, Charts and Graphs, Mobile Apps
- o Multi-device and multi-platform conformities
- o Enhanced features
- Utilization of Open Source Software

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

• Dealer Point Application	• Vehicle Manufacturers' Homologation Application	• Online Check-post
• Online Fancy Number Registration	• Online Road Tax	• Vehicle Information Service
• Online National Permit	• Online e-Challan	• Vahan Request Submission
<ul> <li>Comprehensive Information Services</li> </ul>	• Online Fancy number Auction	• Vehicle Backlog

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 <u>https://parivahan.gov.in</u>. 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 <u>https://parivahan.gov.in</u>. 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.

🗋 @gov.in	×	VAHAN 4.0 ×	VAHAN 4.0	×			Person 2	_ 0 ×
← → C	🔒 https://parivahar	n.gov.in/vahan/vahan/ui/l	ogin/login.xhtml					전 11
🥑 Getting Started	🕃 INTRANIC 🔚 MM	/D-WEBSITE 🗋 KBS 🗋 e-HRAD	M 🗋 FireWall Request 🗋 (	eSubmision VAHAN 4.0 (Beta)	🔀 SARATHI 4.0 fr	om 31-07 👌 Apps   e-Gov AppStore 🛛 My Spectranet	» (	Other bookmarks
<u>ж</u> е.	Vahan clied	MINIS		AD TRANSPO overnment of I		HIGHWAYS		★ A A <sup>*</sup> Language ▼
🔒 🔒 Home	Know Your MV Tax							D Login
								ne flagship e
form of St number of	nother major initiative ate Registry (SR) an	VAHAN is the flagship e- Project, a Mission Mode F application was to auto Registration, Permit, Taxati has achieved a many suc e was undertaken to consolid d National Registry (NR) dat level online applications are	Sovernance application roject initiated in year 2 nate the RTO operat on, Enforcement in the v cesses and crossed sig ate the RTO data to Stat abases through periodic	1006. The purpose of the ions related to Vehicle whole country. The project inificant milestones in the e and Central levels in the replication mechanism. A	HICLE REC	HSTRATION Login User ID • Password • Enter Verification Code: • O35543 Login		
🐉 start	🧿 VAHAN 4.0 - Google	💈 SatyajeetShared on s	FINAL MANUALS - VA	VehicleDealetreg.doc	VAHAN 4.0 - FI	NAL.d	8	)SI 1:00 PM
Nationa	l informa	tics center						Page: 6

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.

← → C 🗋	164.100.78.110/	vahan/vahan/ui/login/login.xhtml	
е- ((айча जयते	Vahan clied	MINISTRY OF ROAD TRANSPO HIGHWAYS Government of India	ORT AND A* A English Langu
🔒 Home 🗐 k	<now mv="" tax<="" th="" your=""><th>Online Cash Payment</th><th>•</th></now>	Online Cash Payment	•
			VAHAN is the flagship e-
project has a the past year In 2009, and State and C Registry (NR National and	istration, Permit, Ta achieved a many s rs. ther major initiative Central levels in th e) databases throug I State level online	E INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION Login User ID • Stest2 Password • Center Verification Code: • 26550 26550
		Read More	

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

#### (For Authorized Users Only)

C-Vahan AHome OReport - LUpdate Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 🗋
Current Running Registration No: Vehicle No MH43BE0089 generated against Application No MH16080000000729	MH43BD0061   MH43BEC
Select Assigned Office & Action         Select Assigned Office:         VASHI (NEW MUMBAI)         Select Action:         NEW-REGN-APPL         Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>Appls Last</li> <li>Appl No</li> <li>30 Days</li> </ul> Application No:           Part 1 (First Six Chars)           MH1608           Get Pending Work           Pull Back Application           Output

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.

e-Vahan Ar Home	🛛 Report 👻	👤 Update Profile 👻	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞
Chassis/Engine Number			
Registration Type -	•	Chassis No * RTYS123456	Engine No (Last 5 Chars) *
		Get Details from Homologation Portal	

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.

Receipt No	Advance Regn No
Owner Name	Mobile No
House No. & Street Name	Village/Town/City
andmark/Police Station	State
Lanumain/Funce Station	
	Bihar
District	Pin Tin

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.

(For Authorized Users Only)

mer Details	Vehicle Details	Hypothecation/I	nsurance Information				
Owner Informat	ion						
Registration Typ	)e		Purchase/Delivery Date *		Owner Nam		
NEW		•	11-Aug-2016		DILIP PAV	VAR	
Ownership Type	) <b>*</b>		Son/Wife/Daughter of *		Ownership	Serial *	
INDIVIDUAL		•	SURESH PAWAR	]	1		
Owner Identi	fication/Contacts D	etails					
Owner Categ	ory *		Mobile No *		Email ID		
GENERAL		-	1545456465				
PAN No			Aadhar No		Passport No		
Ration Card	NO		Voter ID	]	DL No		
		)					J
Current Addr	ess			Permanent Address		Same as Current Address	
House No. &	Street Name *	Village/Tow	/n/City *	House No. & Street N	ame *	Village/Town/City *	
12 FC		VASHI		12 FC		VASHI	
Landmark/Po	lice Station	State *		Landmark/Police Stat	tion	State *	
		Maharash	tra 🔹			Maharashtra 💌	
District *		PIN Code * 234752		District *		PIN Code *	
Thane		234752		Thane	•	234752	

Please enter vehicle details as given below, if required.

/ehicle Inform	ation					
/laker*			Maker Model * Model M	lot Available: 🔲		Dealer*
MARUTI SUZI	UKI INDIA LTD	-	GRAND VITARA	•	-	SONIYA ROYAL ENFIELD, BHANDUP
Chassis No *			Vehicle Type *			Vehicle Class •
RTYS123456	6		Non-Transport	•	-	Motor Car 🗸
/ehicle Categ	ory *		Fuel *		_	Engine No *
LIGHT MOTOR	R VEHICLE(NT)	•	PETROL	•	-	64DSF65S
Beating Capac	city *		Standing Capacity		_	Sleeper Capacity
5			0			0
No of Cylinder	s *		Unladen Weight (Kg.) *			Laden Weight (Kg.) *
4			1614			2100
Horse Power			Norms *			Purchase As *
163.6			BHARAT STAGE IV	•	-	Fully Built
Color *			Wheelbase		_	Cubic Capacity*
RED			2640			2393.0
loor Area(sqr	n)		AC Fitted *			Audio Fitted *
0.0			NO	•	-	NO
/ideo Fitted *			Manufacture Month *		_	Manufacture Year*
NO		-	1			2011
_ength(mm)			Width(mm)			Height(mm)
0			0			0
Garage's Addr	ress		Annual Income			Sale Amount*
						652000
Other Criteria			Imported Vehicle *			Body Type *
Not Applicable	e	•	No	•	-	RIGID (PASSENGER CAR)
			Tax Mo	ide Details		
			Тах Туре	Tax Mode		1
			MV Tax		-	-
			in a rook	Leve me		

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.

gistration Type *	Chassis No *	Engine No (Last 5 Chars) *
-W	RTYS123456	12345
	Get Details from Homologation Portal	
	Advance Registration No Alloted *	
	NO	
vner Details Vehicle Details Hypothecati	on/Insurance Information	
Insurance Details		
Insurance Type *	Insurance Company *	Policy No *
COMPREHENSIVE	AARVI GENERAL INS.	SDFEWRWER
Insurance from (DD-MMM-YYYY) *	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *
11-Aug-2016	10-Aug-2017	0
Vehicle Hypothecated? 🗹		
Hypothecation Details		
Hypothecation Type: *	Financer Name: *	From Date (DD-MMM-YYYY) *
Hire-Purchase	SDASD	11-Aug-2016
House No. & Street Name *	Village/Town/City	Landmark/Police Station
SADAS	SD VASHI	VASHI
State *	District *	PIN Code *
Maharashtra	Thane 🔹	434823

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.

I	Entry Detail	S	×
	Sr.No	Category	Value
	1.	Sale Amount	652000
	2.	Vehicle Category	LIGHT MOTOR VEHICLE(NT)
	3.	Vehicle Class	Motor Car
	4.	Vehicle Type	Non-Transport
		📑 Are You Su	re?

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. :MH1608000000814 Vehicle Registration No will be Generated from the Series MH43BE.
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.

(For Authorized Users Only)

		NEW MUMBAI)] CLAIMER		
	REGISTRATION NO	: REGN NO NOT ASSIGN		
VEHICI	LE REGN NO WILL BE GEN	NERATED FROM THE RUNNIN	IG SERIES	
		Printe	d Date: 11-08-	2016 15:15:19
Application No:	MH1608000000814		<b>■</b> 2	5. <del></del> E
Ownership Type:	INDIVIDUAL			13-1-5-6
Applicant Name:	DILIP PAWAR		25-14	
Son/wife/daughter of:	SURESH PAWAR		353	
Purchase Date:	11-Aug-2016			17 6 2012
Chassis No:	RTYS123456		= 5	
Engine No:	64DSF65S			
Passport No:		Pan No:		
Aadhar No:		Voter Id:		
	t): 12 FC, VASHI, , THANE,			
	): 12 FC, VASHI, , THANE-			
MILTON SHOWROOM,		ELD, BHANDUP, SHOP NO.5,	NEAR PANCH	YATI GURUD,
Maker's Name: MARUTI				
Maker's Classification: C				
Sale Amount:	Rs. 652000/-	Registration Type:	NEW	
Norms:	BHARAT STAGE IV	Month/Year of Manuf:	1/2011	
Seating Cap(inc. driver):		Standing Cap:	0	
Horse Power(B.H.P.):	163.60	Cubic Capacity:	2393.00	
No of Cylinders:	4	Wheel base:	2640	
Class of Vehicle:	MOTOR CAR	Type of Body:		SENGER CAR
Fuel used in engine:	PETROL	Colour:	RED	
Unladen Weight(in kgs): AC Fitted:	1614 N	GVW(in kgs): Audio Fitted:	2100 N	
Video Fitted:	N		0	
Width (in mm):	0	Length (in mm): Height (in mm):	0	
Kit Manufacturer:	0	Kit Type:	0	
Kit Serial No:		Workshop Name:		
Hydro Validity:		Installation Date:		
Approval Date:		Cylinder Serial No:		
Approval Letter No:		Owner Serial No:	1	
	SUAS SADAS SUVAS	HI, VASHI, 517, Thane, MH, M	Jaharashtra 43	4823
		From AARVI GENERAL INS. v		
	id from 11-Aug-2016 to 10-A			
Taxation / Fees Partic	•			
Sr.No	Description	Amount	Fine	Total
	egistration	200	0	200
	ecation Addition	100	0	100
	tion of Dealer Regn	200	0	200
4 Postal		50	0	50
5 MV Ta:	ĸ	58680	0	58680

## **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.

#### (For Authorized Users Only)

← → C ♠ 🗋 164.100.78.110/	vahan/vahan/ui/login/login.xhtml			iny =
e-Vahan	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS	A* A English Lang	A A guage
A Home Know Your MV Tax				🕤 Logii
In 2009, another major initiative was State Registry (SR) and National	THE INTEGRATED SOLUTION FOR VEHICLE What is the flagship e-Governance application under National Transport Project, a sion Mode Project initiated in year 2006. The purpose of the application was to torate the RTO operations related to Vehicle Registration, Permit, Taxation, docement in the whole country. The project has achieved a many successes and seed significant milestones in the past years. Is undertaken to consolidate the RTO data to State and Central levels in the form of Registry (NR) databases through periodic replication mechanism. A number of oplications are running on these consolidated databases. These include citizen-	VATAN is the Ragship e-Governance application under Nation REGISTRATION Login User ID Sft7 Password · Enter Venfication Code · 78213 Tegin	al Transport Project	
256 BIT	Powered by National Informatics Centre. All Rights Rese Copyright @2015	nved.		DNAL RMATIC RE

Now check radio button '**Pending Appls 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.

se	<u>_Vahan</u> AHor diEd	ne 🗿 Report 👻 👤 I	Jpdate Profile +			Welcome ALL R	OLES , U D C, Maharashtra 🛛 🕒 LOG
Curr	ent Running Registra	tion No:					MH43BD0061   Mł
Vehi	cle No MH43BE0089 ge	nerated against Applica	tion No MH1608000000	0729	× HSRP	× Smart	Card 💿 Cash Counter
Selec	t Assigned Office & Actio	on		Get Pending	) Work		
	t Assigned Office: HI (NEW MUMBAI)	•		O #	Application 🔵 Old So No Appl	····· · · ·	egistration 💿 Pending Appls No Last 30 Days
	t Action:	•			Ge	et Pending Wor	ĸ
	Show I						
Previ	ious 30 Days Pending A	ppls Pending W	ork(S) For The S From [ 13-Ju	Selected Office [ l-2016 ] To [11-Au	VASHI (NEW MU) 1g-2016 ]	MBAI)]	
			14	123 🕨	4		
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH1608000000814	11-Aug-2016	NEW	New Registration		2	NEW-RC-FITNESS-INSPEC
2.	MH1608000000805	11-Aug-2016	MH43AR5420	Alteration of Motor Vehi cle		2	ALT-ENTRY-SCRUTINY

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.

(For Authorized Users Only)

lication No.		Application Date			Re	gistration No	
H1608000000814		11-AUG-2016				EW	
ner Name		Chassis No					
LIP PAWAR		RTYS123456				EW REGISTRATION	
			າ				
vner Details Vehicle Details Hy	pothecation/Ins	surance Information	Attach	ed Trailer Details			
Owner Information							
Registration Type		Purchase/Delivery	Date *		Own	ner Name *	
NEW	•	11-Aug-2016			DIL	IP PAWAR	
Ownership Type *		Son/Wife/Daughter	of*		Own	nership Serial *	
INDIVIDUAL	•	SURESH PAWA	R		1		
Owner Category* GENERAL PAN No Ration Card No	• •	Mobile No * 1545456465 Aadhar No Voter ID				sport No	
Current Address				Permanent Address			
House No. & Street Name * 12 FC	Village/Town	n/City *		House No. & Street	Name *	Village/Town/City *	
Landmark/Police Station	State *			Landmark/Police St	ation	State *	
	Maharashti	a	•			Maharashtra 💌	
District *	PIN Code *		_	District *		PIN Code *	
Thane 🔹	234752			Thane		• 234752	
				· · · · · · · · · · · · · · · · · · ·			_

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	
🖬 Save	
▲ Homepage	-H
▼ Save-Options	🕈 Back

- 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 <u>disapproval</u> 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 <u>corrections</u>.
- 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.

File Movement		×
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>	
Save Compare Changes	)	

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes X No	

### **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.

e-Vahan	MINISTRY OF ROAD TRANSPOR Government of In		A* A A
a waa	X THE INTEGRATED SOLUTION FOR VEF	VAHAN is the flagship e-Governance application under Nationa	E.o al Transport Project
State Registry (SR) and Nat	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of ional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen-	Login User ID - scash12 Password - Enter Verification Code - Tree Verification Code - Trees R7863	
Sealer Vieton	Powered by National Informatics Centre All R Copyright @2015	ghts Reserved.	NIC MATCHAAT
ational inform	atics center		Page: 16

Now check radio button **Pending Appls 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.

e	Nahan A Hom	ne 🧿 Report 👻 👤 U	pdate Profile 👻				Welcome ALL F	ROLES , U D C, Maharashtra 🛛 🕒 L
	ent Running Registra cle No MH43BE0089 ger	tion No:	on No MH16080000007	29	MH43BD00	061   MH43BE0090   MH HSRP	43BF0001   Mi	
Selec VASH Selec	tAssigned Office & Actio tAssigned Office: II (NEW MUMBAI) tAction: OUNT-STATEMENT Show I	•			Get Pending	Work  Application Old Soft No Appl I  Application No:  Part 1 (First Six Chars) MH1608  Get Pending Work	No Part 2 (Ne 0000000	rgistration Pending Apple No Last 30 Days ext Ten Chars) 1814 ack Application
Sr.N o 1.	Application No ¢	Application Date	Vehicle No		Purpose	Last Remark	Movement Sr.No	Action

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.

e-Vah	ाताः 👘	Home 🗿	Report	- 💄	Update Pi	rofile +					Welcome	ALL ROLES .	U D C, Maharashtra	🕒 🕒 Log
					NE	W VEHIC	CLE FEE	/ TAX CO	OLLEC'				Receipt N	
		Vehicle No	n:					Application N	No:		MH4	3816	08000	0005
		NEW						MH160800						
Fee Collectio	on Informatio	n Owne	r Inform	ation	Vehicle	Information	7							
			,	Vehic	le Regist	tration No	will be Ge	nerated f	rom the	Series MH4	3BE			
	Chassi	Name: DII s No: RTY e: ( Non-Tr	S1234	56	otor Car			Engine No Sale Amou )	o: 64DSF unt: Rs. (	r of: SURES 65S ( NEW ) 652000/-( Pu		ate: 11-Au	g-2016	
S.No.	De	escription			Fee Am	ount	F	Fine Amount		Total	Amount			
1.	New Regist	tration	-			200			0		2	• 00	-	
2.	Hypothecati	ion Addition	-			100					1	•	-	
З.	Inspection of	of Dealer Re	-			200	200		0		2	•	-	
4.	Postal Fee		-		50					50		50 +	-	
		Grand	Total:			550			0			550		
Tax Details	-	I												
Tax Hea d	Tax Mod e	No Of U nits	Tax F m		Tax Upto	Tax Amo unt	Addi Tax 1	Addi Tax 2	Penalty	, Surchar ge	Rebate	Interest	Prev Adj	Total
MV Tax		1	11-Aug 16	9-20		58680	0	0		0 0	0	C	0 0	58680
										ΤΟΤΑ	L PAYABLE	AMOUNT	Rs. 59230/-	
Payment Col	llection Panel	1												
Select Payme														
Cash				-	)									
						Save	lack R	evert Back Fo	or Rectifica	tion				
ional ir	nforma	tics cer	nter										Pa	nge: 1

Check for the taxes calculated and then click on **SAVE** button, if satisfied, which will ask you to confirm your payment.

Total Amount to pai	id in Cash
In Rupees: 10	6684
Confirm Payment	× Cancel

Once you press **Confirm Payment** button, receipt for paid fee and tax is generated as follows which you can print.

		(NEW MUMBAI),MH		6 0
RECEIPT/APPL No:	MH43R16080000051	/MH1608000000814	1	92.24 S
Vehicle Class:	Motor Car		1	34-38
Received From:	DILIP PAWAR		<b>田</b> 645	- 19-18 - F.
Date:	11-Aug-2016			
Vehicle No:	NEW	Chassis No:	RTYS123456	
Sale Amount : Particular	652000/-	Amount		Total
			Penalty	1010
MV Tax(11-Aug-2016 to		58680	0	58680
Inspection of Dealer Re	egn	200	0	200
Postal Fee		50 100	0	50 100
Hypothecation Addition	1	200	0	200
New Registration	50220/ (EIETY NINE TH	200 OUSAND TWO HUNDRED AND	-	200
				ROLES
	GOVERNME	f signature.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	- NOLES
NoteThis is computer ( Customer Copy RECEIPT/APPL No:	GOVERNME Motor V VASHI (			ROLES
Customer Copy	GOVERNME Motor V VASHI (	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH		
Customer Copy RECEIPT/APPL No:	GOVERNME Motor V VASHI ( MH43R16080000051	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH		NOLES -
Customer Copy RECEIPT/APPL No: Vehicle Class:	GOVERNME Motor V VASHI MH43R16080000051 Motor Car	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH		
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From:	GOVERNME Motor V VASHI ( MH43R16080000051 Motor Car DILIP PAWAR	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH	RTYS123456	R. J.
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount :	GOVERNME Motor V VASHI ( MH43R1608000051) Motor Car DILIP PAWAR 11-Aug-2016	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH //MH1608000000814		
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular	GOVERNME Motor V VASHI ( MH43R1608000051, Motor Car DILIP PAWAR 11-Aug-2016 NEW 652000'-	NT OF MAHARASHTRA /ehicle Department (NEW MUM BAI), MH //MH1608000000814 Chassis No: Amount		Total
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular MV Tax(11-Aug-2016 to	GOVERNME Motor V VASHI ( MH43R16080000051, Motor Car DILIP PAWAR 11Aug-2016 NEW 652000'-	NT OF MAHARASHTRA Vehicle Department (NEW MUM BAI),MH //MH1608000000814 Chassis No: Amount 58680	RTYS123456 Penalty 0	
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular MV Tax(11-Aug-2016 tr Inspection of Dealer Re	GOVERNME Motor V VASHI ( MH43R16080000051, Motor Car DILIP PAWAR 11Aug-2016 NEW 652000'-	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH //MH1608000000814 Chassis No: <u>Amount</u> 58680 200	RTYS123456 Penalty 0 0	Total 58680 200
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular MV Tax(11-Aug-2016 to Inspection of Dealer Re Postal Fee	GOVERNMEI Motor V VASHI ( MH43R16080000051, Motor Car DILIP PAWAR 11-Aug-2016 NEW 652000'-	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH //MH1608000000814 Chassis No: <u>Amount</u> 58680 200 50	RTYS123456 Penalty 0 0 0	Total 58680 200 50
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular MV Tax(11-Aug-2016 tr Inspection of Dealer Re Postal Fee Hypothecation Addition	GOVERNMEI Motor V VASHI ( MH43R16080000051, Motor Car DILIP PAWAR 11-Aug-2016 NEW 652000'-	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH //MH1608000000814 Chassis No: <u>Amount</u> 58680 200 50 100	RTYS123456 Penalty 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total 58680 200 50 100
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular MV Tax(11-Aug-2016 to Inspection of Dealer Re Postal Fee Hypothecation Addition New Registration	GOVERNME Motor V VASHI ( MH43R16080000051, Motor Car DILIP PAWAR 11-Aug-2016 NEW 652000'-	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH //MH1608000000814 Chassis No: <u>Amount</u> 58680 200 50 100 200	RTYS123456 Penalty 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total 58680 200 50
Customer Copy RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Sale Amount : Particular MV Tax(11-Aug-2016 to Inspection of Dealer Re Postal Fee Hypothecation Addition New Registration	GOVERNME Motor V VASHI ( MH43R16080000051, Motor Car DILIP PAWAR 11-Aug-2016 NEW 652000'-	NT OF MAHARASHTRA /ehicle Department (NEW MUMBAI),MH //MH1608000000814 Chassis No: <u>Amount</u> 58680 200 50 100	RTYS123456 Penalty 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total 58680 200 50 100

#### **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.

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	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS	A* A A <sup>-</sup> English Language ▼
A Home 🔲 Know Your MV Ta			🕤 Login
	VAHAN is the flagship e-	Governance application under National Transport Project	
	THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION	
State Registry (SR) and Nation	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole county. The project has achieved a many successes and crossed significant milestones in the past years. a was undertaken to consolidate the RTO data to State and Central levels in the form of onal Registry (NR) databases through periodic replication mechanism. A number of e applications are running on these consolidated databases. These include citizen-	Login User ID · Sverity 12 Password · Enter Verification Code · Editor Solution Editor Solutio	
SECURE Norton	Powered by National Informatics Centre. All Rights Res Copyright @2015	served.	NIC INFORMATICS

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

<u>s</u> e	e-Vahan A Home © Report - L Update Profile - Welcome ALL ROLES , U D C, Maharashtra Welcome ALL ROLES , U D C, Maharashtra					ΘL			
Current Running Registration No:						MH43			
Vehi	cle No MH43BE0089 ger	nerated against Applicati	on No MH16080000007	/29		× HSRP	× Smart	t Card 💿 Cash	Counte
Selec	t Assigned Office & Actio	n			Get Pending	Work			
VASH Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	Form			•	Application Old Soft No Appl I Application No: Part 1 (First Six Chars) MH1608 Get Pending Wor	No Part 2 (Ne 0000000	No Last 3 ext Ten Chars)	ng Appis 30 Days
Sr.N 0	Application No 🗢	Application Date	Vehicle No	F	Purpose	Last Remark	Movement Sr.No	Action	
1.	MH1608000000814	11-Aug-2016	NEW	New Re	gistration		4	NEW-RC-VERIFIC	ATION
	1	1	1	1		1		1	

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.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗙 No	

## **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.

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e-Vahan used else	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS
🕈 Home 🗐 Know Your MV Ta	ах	Login
		VAHAN is the flagship e-Governance application under National Transport Project
State Registry (SR) and Nati	THE INTEGRATED SOLUTION FOR VEHICLE VAHAN is the flagship e-Governance application under National Transport Project, a fusion Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of ine applications are running on these consolidated databases. These include citizen- <b>Read More</b>	E REGISTRATION
SECURE SICURE	Powered by National Informatics Centre. All Rights Res Copyright @2015	served. NEC INFORMATICS

Now check radio button **Pending Appls 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.

हिन् तिन € Report - 10	Ipdate Profile 🔸			Welcome ALL R	COLES , U D C, Maharashtra 🛛 🕒 🗋
Current Running Registration No:					N
Vehicle No MH43BE0089 generated against Applicati	on No MH16080000007	29	× HSRP	× Smart	t Card 💿 Cash Count
Select Assigned Office & Action		Get Pending	Work		
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form		•	Application Old Soft No Appl Application No: Part 1 (First Six Chars) (MH1608 Get Pending Wor	Part 2 (Ne 0000000	egistration Pending Appls No Last 30 Days ext Ten Chars) 814 ack Application
Sr.N Application No O Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1. MH1608000000814 11-Aug-2016	NEW	New Registration		5	NEW-RC-APPROVAL
			·		

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.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗶 No	

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 **MH16010000001234**.

#### (For Authorized Users Only)

e-Vahan A Home O Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽 🗋
Current Running Registration No: Vehicle No MH43BE0090 generated against Application No MH1608000000814	MH43BD0061   M HSRP X Smart Card 👁 Cash Count
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Appls</li> <li>No</li> <li>Appl No</li> <li>No</li> <li>Last 30 Days</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>0000000814</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

#### 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.

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	MINISTRY OF ROAD TRANSPORT AN Government of India	D HIGHWAYS	A* A A* English Language *
A Home 🔤 Know Your MV Ta	x		+D Login
upplication under National Transpo	rt Project		
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLER	EGISTRATION Login Usor ID - sopr12 Password - Enter Venification Code: - Z1057 21057	
225 BIT Vinton	Powered by National Informatics Centre. All Rights Reserve Copyright @2015	sd.	NKC CENTRE

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

(For Authorized Users Only)

e - Vahan A Home	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 L
Current Running Registr#38E0091: MH43BF0001   MH43BG0028 Vehicle No MH43BE0090 generated against Application No MH16080000000814	🗶 HSRP 🗶 Smart Card 💿 Cash Count
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Appls</li> <li>Last 30 Days</li> <li>Application No:</li> </ul> Part 1 (First Six Chars)     Part 2 (Next Ten Chars)           MH1608         0000000814           Get Pending Work         Pull Back Application

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.

	<u>RC PRINT FORM</u> Or Pending RC Or Today Printed RC					
Print Reg	Print Registration Certificate					
SI.No	Application No ©	Registration No ©	Select To Print RC			
1	MH1608000000729	MH43BE0089				
2	MH1608000000814	MH43BE0090				
3	MH1608000000686	MH43AR6585				
4	MH1608000000716	MH03AA1252				
	Print RC					

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



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

**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.

	Motor Vehicle Departm	ent VASHI (NEW M	UMBAI)				
FORM 23							
CERTIFICATE OF REGISTRATION							
Registration No	: MH43BE0090	Registration Date	: 11-Aug-2016				
Description of Vehicle	: MOTOR CAR	Purpose For Printing					
Dealer's Name & Address			NEAR PANCHYATI GURUD, MILTO				
Owner Name	SHOWROOM,L.B.S.MARG,B DILIP PAWAR	HA Son/wife/daughter of	: SURESH PAWAR				
	: 12 FC, VASHI, , THANE, MA		. JUREON PANAR				
Full Address: (Temporary)							
Fitness UpTo	: 10-Aug-2031	Tax UpTo	: One Time				
Owner Serial No	:1						
Detailed Description							
Class of Vehicle	: MOTOR CAR	Link Vehicle No	:				
Ownership	: INDMDUAL	Norms	BHARAT STAGE IV				
Maker's Name	: MARUTI SUZUKI INDIA LTD						
Front HSRP No	÷	Rear HSRP No	:				
Type of Body	: RIGID (PASSENGER CAR)						
No of Cylinders	:4	Chassis No	: RTYS123456				
Engine No	:64DSF65S	Fuel	: PETROL				
Horse Power(B.H.P.)	: 163.60 : GRAND VITARA	Cubic Capacity	: 2393.00				
Maker's Classification	: GRAND VITARA	Wheel base	: 2640				
Seating Cap(in all) Sleepar Cap	:0	Standing Cap Unladen Wt (kgs)	:0				
Colour	:RED	Laden/GV Wt (kgs)	:2100				
Other Criteria	:	AC Fitted	: NO				
Additional Particulars	of all transport vehicles of	her than motor cabs	(Gross Vehicle Weight)				
By Manuf.	:	As Regd.	:				
a) Frank	Description	w	eight(in kgs)				
a) Front: b) Rear:							
c) Other:							
d) Tandem:							
	ve described is subject to H	vpothecation in favo	UT OF SDASD SADAS SD				
	aharashtra-434823 w.e.f. 11-/						
Purchase dt	: 11-Aug-2016	Sale Amt	: 652000/-				
OTT Date	: 11-Aug-2016	Amount/Rept No	: 58680 /				
	_		MH43R16080000051				
ТахUpTo	: One Time	Vehicle is Govt./ Pvt.	: PRIVATE				
Tax Exempted or Not	: NOT EXEMPTED	Date of Approval	: 11-Aug-2016				
Other State/Transfer/Co	nversion Details						
Previous Owner	1	Previous RegNo	1				
Old State	-	Entry Date	:				
Transfer Date	:	Conversion Date	:				
This certificate is valid fro	m 11-Aug-2016 to 10-Aug-2031						
ate : 11-Aug-2016 16:13:47			Signature of Registering Authority				
axation Particulars / Advance	e Registration Mark Fee Details		Date : 11-Aug-2016				

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.

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A Home	<ul> <li>Online Cash Payment</li> </ul>	
		VAHAN is the flagship
<u></u>	HE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION
many successes and crossed In 2009, another major initiativ State and Central levels in the (NR) databases through perio	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, in the whole country. The project has achieved a significant milestones in the past years. was undertaken to consolidate the RTO data to form of State Registry (SR) and National Registry doin replication mechanism. A number of National ons are running on these consolidated databases. pplications	Login User ID * Stest2 Password * Enter Verification Code: * SSSIDO
	Powered by National Informatics Centre. All Rights Res Copyright @2015	served.

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

(For Authorized Users Only)

e_Vahan A Home	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 🗋 C
Current Running Reg0029tion No: Vehicle No MH43BD0061 generated against Application No MH043AA116131	X HSRP X Smart Card Cash Counter
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-REGN-APPL Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>Appls Last</li> <li>Appl No</li> <li>30 Days</li> </ul> Application No:           Part 1 (First Six Chars)           MH1608           Get Pending Work           Pull Back Application           Output

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)

e-Vahan diga	<b>☆</b> Home	🗿 Report 👻	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧲
Chassis/Engine Num	ber			
Registration Type *			Chassis No *	Engine No (Last 5 Chars) *
NEW		•	RBB123456	12345
			Get Details from Homologation Portal	

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.

#### (For Authorized Users Only)

accier Englise i	Number						
gistration Type	×		Chassis No *		Engine N	o (Last 5 Chars) *	
EW		•	RBB123456		12345		
			Get Details from	m Homologation Portal			
			Advance Registration No /	Alloted *			
			NO	•	)		
vner Details	Vehicle Details	Hypotheca	ation/Insurance Information				
Owner Inform							
Registration T	уре	•	Purchase/Delivery Date	· *	Owner Nan RAVIKAN		
INEW		·	18-Aug-2016				
Ownership Ty	rpe *		Son/Wife/Daughter of *	)	Ownership	Serial *	
				1			
	ntification/Contacts [	Details	Makila Na -		Email ID		
Owner Ide Owner Cat GENERA PAN No Ration Car	egory * L	Details	Mobile No * 2837462387 Aadhar No Voter ID		Email ID Passport Ne DL No	0 	
Owner Cat GENERA PAN No	egory * L		<ul> <li>2837462387</li> <li>Aadhar No</li> </ul>		Passport No	0	
Owner Cat GENERA PAN No	egory * L d No		<ul> <li>2837462387</li> <li>Aadhar No</li> </ul>	Permanent Address	Passport No DL No	o ⊃ 	ess
Owner Cat GENERA PAN No Ration Car Current Ac House No. 123 FCC	egory * L d No idress & Street Name *	Village/ VASHI State *	2837462387     Aadhar No     Voter ID     Town/City *	Permanent Address House No. & Street 123 FCC Landmark/Police St	Passport Ne DL No	✓Same as Current Addr Village/Town/City * VASHI State *	ess
Owner Cat GENERA PAN No Ration Car Current Ac House No. 123 FCC	egory * L d No Idress & Street Name *	Village/		House No. & Street 123 FCC Landmark/Police St	Passport Ne DL No	✓Same as Current Addr Village/Town/City * VASHI State * Maharashtra	ess
Owner Cat GENERA PAN No Ration Car Current Ac House No. 123 FCC Landmark/	egory * L d No ddress & Street Name * Dolice Station	Village/ VASHI State *		House No. & Street	Passport Ne DL No	✓Same as Current Addr Village/Town/City * VASHI State *	ess
Owner Cat GENERA PAN No Ration Car Current Ac House No. 123 FCC Landmark/ District *	egory * L d No ddress & Street Name * Dolice Station	Village/ VASHI State * Mahara PIN Coc		House No. & Street 123 FCC Landmark/Police St District *	Passport No DL No Name *	✓Same as Current Addr Village/Town/City * VASHI State * Maharashtra PIN Code *	ess
Owner Cat GENERA PAN No Ration Car Current Ac House No. 123 FCC Landmark/ District *	egory * L d No ddress & Street Name * Dolice Station	Village/ VASHI State * Mahara PIN Coc		House No. & Street 123 FCC Landmark/Police St District *	Passport No DL No Name *	✓Same as Current Addr Village/Town/City * VASHI State * Maharashtra PIN Code *	ess ) )

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.

#### (For Authorized Users Only)

tegory PLICABLE Tax Mode D	Available:		Engine No (Last 5 Chars) • 12345 Dealer * S.K.WHEELS PVT.LTD.TURBHE Vehicle Class • Goods Carrier Engine No * 123456 Sleeper Capacity 0 Laden Weight (Kg.) * 11900 Purchase As • Drive Away Chasis Cubic Capacity * 8839.0 Audio Fitted * NO Manufacture Year * 2011 Height(mm) 2780 Sale Amount * 1452000 Body Type * NA DN O Generation (if Required)	
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			Other:	
				Other:

#### 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.

legistration Type *	Chassis No *	Engine No (Last 5 Chars) *
NEW	RBB123456	12345
	Get Details from Homologation Portal	
	Advance Registration No Alloted *	
Owner Details Vehicle Details Hypothecation	on/Insurance Information	
Insurance Details		
Insurance Turner	Insurance Company *	Policy No *
Insurance Type *		2135465
COMPREHENSIVE	ADINATH AUTO FIN	
	ADINATH AUTO FIN	Insurance Declared Value *
		Insurance Declared Value *
COMPREHENSIVE	Insurance upto (DD-MMM-YYYY) *	
COMPREHENSIVE	Insurance upto (DD-MMM-YYYY) *	
COMPREHENSIVE	Insurance upto (DD-MMM-YYYY) *	

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.

Generated Application No
Application generated successfully. Application No. :MH1608000000877 Vehicle Registration No will be Generated from the Series MH43BG.
🗸 Ok 📮 Print Disclaimer

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.

	[ VASHI (I	NEW MUMBAI)]	
	DIS	CLAIMER	
	REGISTRATION NO :	REGN NO NOT ASSIGN	
VEHICLE	E REGN NO WILL BE GEN	ERATED FROM THE RUNN	ING SERIES
		Prin	ted Date: 18-08-2016 12:06:57
Application No:	MH1608000000877		
Ownership Type:	INDIVIDUAL		
Applicant Name:	RAVIKANT MANE		
Son/wife/daughter of:	SUJAY MANE		他沿线的方面
Purchase Date:	18-Aug-2016		
Chassis No:	RBB123456		
Engine No:	123456		
Passport No:		Pan No:	
Aadhar No:		Voter Id:	
		E, MAHARASHTRA-328476	
		E-MAHARASHTRA-328476	
	SS: S.K.WHEELS PVT.LTC	D. TURBHE, PLOT D-405 TTC	IND. AREA, MIDC, TURBHE
NAVIMUMBAI,,, Maker's Name: ASHOK LI			
Maker's Name: ASHOK L Maker's Classification: 12			
Makers Classification: 12 Sale Amount:	Rs. 1452000/-	Decisional Trans	NEW
Sale Amount: Norms:	RS. 1452000/- RHARAT STAGE III	Registration Type: Month/Year of Manuf:	NEW 1/2011
	2		0
Seating Cap(inc. driver):	2 118.01	Standing Cap:	3839.00
Horse Power(B.H.P.): No of Cylinders:	118.01	Cubic Capacity: Wheel base:	4200
Class of Vehicle:	GOODS CARRIER	Type of Body:	NA
Fuel used in engine:	DIESEL	Colour:	BD
Unladen Weight (in kgs):	3980	GVW(in kas):	11900
AC Fitted	N	Audio Fitted:	N
Video Fitted:	N	Length (in mm):	7563
Width (in mm):	2207	Height (in mm):	2780
Owner Serial No:	1	Permit Type:	Goods Permit
		r and description of types	
	asie weight and humbe	and description of types	fur case of transport
vehicle)	Deceder		the locals
a) Erecti	Description:		t(in kgs):
a) Front: b) Rear:	2	1200	
c) Other:	0	2400	
d) Tandem:	v	•	
		U ADBIATU AUTO FRUM	a pollou podificato (assessed
insurance Details: COM			e policy certificate/covernote
	8-Aug-2016 to 17-Aug-201	7.	
no 2135465 is valid from 1			
no 2135465 is valid from 1			

## **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.

e-Vahan A Home O Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 LOGI						
Current Running Registration No:	MH43BD0062   MH43BE0092   MH43BF						
Vehicle No MH43BD0061 generated against Application No MH043AA116131	× HSRP × Smart Card © Cash Counter						
Select Assigned Office & Action	Get Pending Work						
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT	Application Old Registration Pending No Software No Appls Last Appl No 30 Days Get Pending Work						
Show Form         Previous 30 Days Pending Appls         ing Work(S) For The Selected Office [ VASHI (NEW MUMBAI) ]         From [ 20-Jul-2016 ] To [18-Aug-2016 ]							
III III III III III III III III III II	34 -						
Sr.N     Application No ◆     Application     Vehicle No       o     Date	Purpose Last Remark T Action						
1. MH1608000000877 18-Aug-2016 NEW New R	egistration 2 NEW-FIT-FEE						

Click on '**NEW-FIT-FEE**' button to view the fitness fee form and then click on **SAVE** button for payment.

			ECTIO Curre	ent Receipt No						
	MH43R16080000									
		Vehic	cle No:							
		NEV	N		MH16080000008	77				
F	Fee Collection Information Owner Information Vehicle Information									
	Vehicle Registration No will be Generated from the Series MH43BG.									
	Owner Name: RAVIKANT MANE       Son/Wife/Daughter of: SUJAY MANE         Chassis No: RBB123456       Engine No: 123456 (NEW)         Vehicle: (Transport) Goods Carrier (MGV) (       Sale Amount: Rs. 1452000/-(Purchase Date: 18-         DIESEL)       Aug-2016 )         Fee Selection Panel									
	S.No.	Total Amount								
	1.	Fitness Inspect	tion+C -	400	0	400	+ -			
	TOTAL PAYABLE AMOUNT: Rs. 400/-									
F	Payment Collection Panel									
s	Select Payment Mode:									
	Cash		•							
	Save Back Revert Back For Rectification									
The confirmation alert box will be shown as below click on '**Confirm Payment'** to confirm the payment.

Do You Want to Continue?
Total Amount to paid in Cash In Rupees: 400
Confirm Payment Cancel

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

RECEIPT/APPL No:	MH43R1608000056/M	H1608000000877	63 6	6425
Vehicle Class:	Goods Carrier		11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	- C
Received From:	RAVIKANT MANE			2.1167/542.112
Date:	18-Aug-2016			
Vehicle No:	NEW	Chassis No:	RBB123456	
Particular		Amount	Penalty	Total
Fitness Inspection+Ce	rtificate	400	0	400
NoteThis is computer	generated slip, no need of s	ignature.	AL	L ROLES
Customer Copy				
			E-1 (1740.)	
	GOVERNMEN	T OF MAHARASHTRA		
	Motor Ve	T OF MAHARASHTRA hicle Department EW MUMBAI),MH	対理	
RECEIPT/APPL No:	Motor Ve	hicle Department EW MUMBAI),MH	読をいて	
Vehicle Class:	Motor Ve VASHI (N	hicle Department EW MUMBAI),MH		
Vehicle Class: Received From:	Motor Vel VASHI (N MH43R16080000056/M Goods Carrier RAVIKANT MANE	hicle Department EW MUMBAI),MH		
Vehicle Class: Received From: Date:	Motor Ve VASHI (N MH43R16080000056/M Goods Carrier RAVIKANT MANE 18-Aug-2016	hicle Department EW M UM BAI), M H H16080000000877		
Vehicle Class: Received From: Date:	Motor Vel VASHI (N MH43R16080000056/M Goods Carrier RAVIKANT MANE	hicle Department EW MUMBAI),MH	RBB123456	
Vehicle Class: Received From: Date:	Motor Ve VASHI (N MH43R16080000056/M Goods Carrier RAVIKANT MANE 18-Aug-2016	hicle Department EW M UM BAI), M H H16080000000877	RBB123456 Penalty	Total
Vehicle Class: Received From: Date: Vehicle No:	Motor Ve VASHI (N MH43R1608000056/M Goods Carrier RAVIKANT MANE 18-Aug-2016 NEW	hicle Department EW M UM BAI), M H H16080000000877 Chassis No:		Total 400
Vehicle Class: Received From: Date: Vehicle No: Particular Fitness Inspection+Ce	Motor Ve VASHI (N MH43R1608000056/M Goods Carrier RAVIKANT MANE 18-Aug-2016 NEW	hicle Department EW M UM BAI), M H H1608000000877 Chassis No: Amount 400	Penalty	
Fitness Inspection+Ce GRAND TOTAL (in Rs):	Motor Ve VASHI (N MH43R16080000056/M Goods Carrier RAVIKANT MANE 18-Aug-2016 NEW	hicle Department EW MUM BAI), MH H1608000000877 Chassis No: Amount 400 NLY)	Penalty 0	
Vehicle Class: Received From: Date: Vehicle No: Particular Fitness Inspection+Ce GRAND TOTAL (in Rs):	Motor Vei VASHI (N MH43R1608000055/M Goods Carrier RAVIKANT MANE 18-Aug-2016 NEW tificate 400'- (FOUR HUNDRED O	hicle Department EW MUM BAI), MH H1608000000877 Chassis No: Amount 400 NLY)	Penalty 0	400
Vehicle Class: Received From: Date: Vehicle No: Particular Fitness Inspection+Ce GRAND TOTAL (in Rs):	Motor Vei VASHI (N MH43R1608000055/M Goods Carrier RAVIKANT MANE 18-Aug-2016 NEW tificate 400'- (FOUR HUNDRED O	hicle Department EW MUM BAI), MH H1608000000877 Chassis No: Amount 400 NLY)	Penalty 0	400

## **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.

(For Authorized Users Only)

Current Running Registration No:					MH43BE
Vehicle No MH43BD0061 generated agai	nst Application No MH043AA118	1131	× HSRP	K Smart C	ard 💿 Cash Counte
Select Assigned Office & Action		Get Pendin	ng Work		
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT Show Form	•	•	No Soft	ware ol No rs) Part 2 (N 000000	Registration Pending No Appls Last 30 Days lext Ten Chars) 30877 Back Application
Sr.N Application No 🗢 Application Date		Purpose	Last Remark	Movemen t Sr.No	Action
1. MH1608000000877 18-Aug-2018	NEW	New Registration		3	NEW-RC-FITNESS-INS
	·	•			•

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.

Fitness Details		
Fitness Test Date and Time *	Fitness Valid Upto *	NID(Next Fitness Date) *
18-Aug-2016 00:00:00	17-Aug-2018	19-Jul-2018
PUCC NO.	PUCC Validity	Fare Meter No.
Result	Inspected by Inspection Officer 1 *	
PASS		
Remarks, If Any		
	Parameters	
✓ BREAK ✓ SPEEDOMETER	✓ STEERING ✓ SUSPENSION ✓ ENGINE ✓ PAINT ✓ WIPER ✓ DIMENSIO	✓ TYRE    ✓ HORN    ✓ LAMP     ✓ BODY    ✓ FAREMETER    ✓ ELECTRICAL
	PAINT WIPER DIMENSIO	N 🐱 BODY 🗹 FAREMETER 🗹 ELECTRICAL
WORTHINESS		
	Check / Uncheck All	
Axle Details		
(		
Number Description and Size of Tyres		
Front: *	Rear: *	Other:
2	4	
Tandem:		
Registered Axle Weight(kg)		
Front: *	Rear: *	Other:
1200	2400	0
Tandem:		
0	]	
	- Save-Options - Back	

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.

<b>⇔</b> File Movement		
🖬 Save		
▲ Homepage		
<ul> <li>Save-Options</li> </ul>	🕈 Ba	ick

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

- Select **Proceed to Next Seat**, <u>to approve</u> 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 <u>disapproval</u> 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 <u>corrections</u>.

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.

ile Movement	
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>
Save Compare Changes	)

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 Appls Last 30 Days**'radio button and click on '**Get Pending Work'** Button.

e	<u>Vahan</u> तHom cli€cl	ne 🧿 Report 👻 👤 U	pdate Profile +			Welcome ALL F	OLES , U D C, Maharashtra	C
Curre	ent Running Registrat	tion No:				MH438	9D0062   MH43BE0092	2   M
Vehi	cle No MH43BD0061 ger	nerated against Applicati	on No MH043AA116131		× HSRP	× Smar	t Card 💿 Cash	Cou
Selec	t Assigned Office & Actio	n		Get Pendin	g Work			
VASH Selec	t Assigned Office: II (NEW MUMBAI) I Action: DUNT-STATEMENT Show F	▼ Form		•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000000	igistration Pendin No Part East 3 2017 2014 2017 2014 2017 2014 2017 2017 2017 2017 2017 2017 2017 2017	
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action	
1.	MH1608000000877	18-Aug-2016	NEW	New Registration		4	NEW-REGN-FEE	

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.** 

NEW VEHICLE F	EE / TAX COLLECTIO Current Receipt No
Vehicle No: NEW	Application No: MH1608000000877
Fee Collection Information Owner Information Vehicle Information	
Permit Type: Goods Permit	
Get Fee-Tax Details	
	TOTAL PAYABLE AMOUNT: Rs. 0/-
National informatics center	Page: 36

(For Authorized Users Only)

	Vehicle Registration No will be Generated from the Series M								^					
	Owner Name: RAVIKANT MANE       Son/Wife/Daughter of: SUJAY MANE         Chassis No: RBB123456       Engine No: 123456 (NEW)         Vehicle: (Transport) Goods Carrier (MGV) (       Sale Amount: Rs. 1452000/-(Purchase Date: 18-         DIESEL )       Aug-2016 )         Fee Selection Panel													
S.N	lo.	D	escription		Fee A	mount		Fine Amou	nt	Total	Amount			
1		New Regi	istration	•		400			0		40		• -	
			Grand	Total:		40	0		0		40	0		
Tax (	Detail	s												
Tax ad		Tax Mo de	No Of Units	Tax Fr m	o Tax Upt o	Tax Am ount	Addl Ta x1	Addl Ta x2	Penalty	Surchar ge	Rebate	Interest	Prev Ad j	Total
M∨ T	ax	YEAF -	1	18-Aug 16	-20 31-Jul-201 7	8550	0	0	l	0 0	0	(	0 0	8550
										τοτα	L PAYABLE	AMOUI	NT: Rs. 8950/-	
Payme	Payment Collection Panel													
Select I Cash	Select Payment Mode:													
	Save Back Revert Back For Rectification													

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.

Do You Want to Continue?	
Total Amount to paid In Rupees: 89	
🗸 Confirm Payment	× Cancel

After click on confirm payment, receipt is generated along with QR code as given below and you can **print** the receipt.

(For Authorized Users Only)

		T OF MAHARASHTRA hicle Department		
		EW MUMBAI),MH	D.70	$\mathbf{q} \in \mathbf{q}$
RECEIPT/APPL No:	MH43R16080000057/M	H1608000000877	1. 1.	
Vehicle Class:	Goods Carrier			6.67
Received From:	RAVIKANT MANE			
Date:	18-Aug-2016			
Vehicle No:	NEW	Chassis No:	RBB123456	
Sale Amount :	1452000/-			
Particular		Amount	Penalty	Total
MV Tax(18-Aug-2016 to	31-Jul-2017)	8550	0	8550
New Registration		400	0	400
Customer Copy	GOVERNMEN			17 C
	Motor Ve	hicle Department EW MUMBAI),MH		di sid
RECEIPT/APPL No:	MH43R1608000057/M	H1608000000877	13-1-6	ALC: N
Vehicle Class:	Goods Carrier			201
Received From:	RAVIKANT MANE			-15-755.85
Date:	18-Aug-2016			
	NEW	Chassis No:	RBB123456	
Vehicle No:	1452000/-			
Vehicle No: Sale Amount :				
		Amount	Penalty	Total
Sale Amount :	31-Jul-2017)	Amount 8550	Penalty 0	Total 8550
Sale Amount : Particular	31-Jul-2017)			
Sale Amount : Particular MV Tax(18-Aug-2016 to New Registration		8550	0	8550

## **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.

Clicci AHome © Report - 2	L Update Profile 👻		Wel	Icome ALL ROLI	ES , U D C, Maharashtra	Gelo
Current Running Reg000taljiMH438G0029						
Vehicle No MH43BD0061 generated against Applica	ation No MH043AA1161	131	× HSRP	Smart C	ard 💿 Cash	Counte
Select Assigned Office & Action		Get Pendin	g Work			
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form		•	Application O No Soft App Application No: Part 1 (First Six Char MH1608 Get Pending Word	ware I No s) Part 2 (N	No Ap 31 lext Ten Chars)	'ending pls Last O Days
Sr.N Application No o Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action	
1. MH1608000000877 18-Aug-2016	NEW	New Registration		5	NEW-RC-VERI	FICATION

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.

			Advance Registration N	o Alloted *	-			
				e Generated from th		BG.		
Owner Details Vehicle Details Hypothecation/Insurance Information Attached Trailer Details								
Owner Inform:	ation							
Registration Type Purchase/Delivery Date *			ite *	Owner Nan	ne*			
NEW		-	18-Aug-2016			IT MANE		
Ownership Ty	pe *		Son/Wife/Daughter of	*	Ownership	Serial *		
INDIVIDUAL		-	SUJAY MANE		1			
Owner Ider	ntification/Contacts De	tails						
Owner Cate	egory *		Mobile No *		Email ID			
GENERAL		-	2837462387					
PAN No			Aadhar No		Passport No	Passport No		
Ration Care	d No	]	Voter ID					
Tailon out	01100							
Current Add	dress			Permanent Addre	ISS	Same as Current Address		
House No.	& Street Name *	Village/Towr	n/City ≛	House No. & Stre	et Name *	Village/Town/City *		
123 FCC		VASHI		123 FCC		VASHI		
Landmark/Police Station State *		Landmark/Police	Station	State *				
District*	Maharashtra			]	Maharashtra			
Thane			District*	-	PIN Code * 328476			
		020410		Thane	(*)	320470		
L								
			- Save-	Options 🗖 👆 Back				

### **Step 6> Data Approval**

National informatics center

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 Appls Last 30 Days'** radio button and click on '**Get Pending work'** Button to get all pending applications for the approval.

E C-Vahan A Home © Report - L Update Profile - Welcome ALL ROLES , U D C, Maharashi						
Current Running Registration No:					MH43BD(	
Vehicle No MH43BD0061 generated against Application		× HSRP	× Smart	t Card 💿 Cash Count		
Select Assigned Office & Action		Get Pending	Work			
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form		<ul> <li>• А</li> </ul>	opplication Old Soft No Appl I Application No: Part 1 (First Six Chars) MH1608 Get Pending Wor	Part 2 (Ne	igistration Pending Appl No Last 30 Days ext Ten Chars) 877 ack Application	
Sr.N Application No \$ Application o Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action	
1. MH1608000000877 18-Aug-2016	NEW New	v Registration		6	NEW-RC-APPROVAL	
		1				

Page: 39

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.** 

Application Details													
Application No.		Applicati	on Date				Re	Registration No					
MH1608000000877		18-AUG-2016				NEW							
Owner Name	Chassis	Chassis No			C	Irpose							
RAVIKANT MANE													
Fee/Tax Details Owner Deta		Advance Registration No Alloted *					3.						
Purpose	Receipt No		Fee/Тах				Fine/Penalty				Total		
		Paid	Actual	Difference	P	aid	Actual	Differer	ice	Paid	Actual	Differer	
Fitness Inspection+Certificate	MH43R1608000 0056	400	400	0		0	0		0	400	400		
MV Tax(18-Aug-2016 to 31-Jul-20 7)	11 MH43R1608000 0057	8550	8550	0		0	0		0	8550	8550		
New Registration	MH43R1608000 0057	400	400	0		0	0		0	400	400		
	Difference Total:		0				0				0		
I verify that Fee/Tax paid Details are correct													
			🝷 Sav	e-Options	⊷ Ba	ick							

## **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.

E Altern A Home	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞
Current Running Registration No: Vehicle No MH43BG0029 generated against Application No MH1608000000877	MH43BD0062   MH43BE0092   MH43BF0001   MH43BG0030
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  NEW-RC-PRINT  Show Form	Application     Old Software     Registration     Pending Appl     No     Appl No     No     Application No:     Part 1 (First Six Chars)     MH1608     OD00000877     Get Pending Work     Pull Back Application
National informatics center	Page: 40

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					
	💿 Pending RC 🔵 Today Printed RC					
Print Regi	Print Registration Certificate					
SI.No	Application No O	Registration No 🗢	Select To Print RC			
1	MH1608000000814	MH43BE0090				
2	MH043AA116131	MH43BD0061				
3	MH1608000000855	MH02AA1111				
4	MH1608000000716	MH03AA1252				
5	MH1608000000838	MH43BE0091				
6	MH1608000000877	MH43BG0029	✓			
7	MH1608000000828	MH43BG0028				
8	MH1608000000686	MH43AR6585				
9	MH1608000000729	MH43BE0089				
	H (H ] D D					
		Print RC				

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

Printed Confirmation Panel						
Do you want to continue						
Confirm Print Cancel						
	4					

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.

### (For Authorized Users Only)

	Motor Vehicle Departm	RM 23	IBAI)
		OF REGISTRATION	
	CERTIFICATE	OF REGISTRATION	
Registration No	:MH43BG0029	Registration Date	: 18-Aug-2016
Description of Vehicle	: GOODS CARRIER	Purpose For Printing RC	
Dealer's Name & Address	:S.K.WHEELS PVT.LTD.TU MUMBA	RBHE, PLOT D-405 TTC IN	D. AREA, MIDC, TURBHE NAM
Owner Name	:RAVIKANT MANE	Son/wife/daughter of	: SUJAY MANE
Full Address: (Permanent)			
Full Address: (Temporary)	: 123 FCC, VASHI, , THANE		
Fitness UpTo	: 17-Aug-2018	Tax UpTo	: 31-Jul-2017
Owner Serial No	:1		
Detailed Description			
Class of Vehicle	: GOODS CARRIER	Link Vehicle No	2.
Ownership	: INDIMDUAL	Norms	: BHARAT STAGE III
Maker's Name	: ASHOK LEYLAND LTD		
Front HSRP No	:	Rear HSRP No	÷
Type of Body	:NA	Month/Year of Manuf.	:12011
No of Cylinders	:4	Chassis No	:RBB123456
Engine No	: 123456	Fuel	: DIESEL
Horse Power(B.H.P.)	:118.01	Cubic Capacity	: 3839.00
Maker's Classification	: 1212E3ST/5	Wheel base	: 4200
Seating Cap(in all)	:2	Standing Cap	:0
Sleepar Cap	:0	Unladen Wt (kgs)	: 3980
Colour	:RD	Laden/GV Wt (kgs)	: 11900
Other Criteria	:	AC Fitted	: NO
Additional Particulars	of all transport vehicles o	ther than motor cabs (G	ross Vehicle Weight)
By Manuf.	-	As Regd.	
	Description	Weig	ht(in kgs)
a) Front:	2	1200	
b) Rear:	4	2400	
c) Other:		0	
d) Tandem:		0	
The motor vehicle above	e described is subject to I	Hypothecation in favour	of w.e.t.
Purchase dt	: 18-Aug-2016	Sale Amt	: 1452000/-
OTT Date	: 18-Aug-2016	Amount/Rcpt No	: 8550 / MH43R16080000057
TaxUpTo	:31-Jul-2017	Vehicle is Govt./ Pvt.	: PRIVATE
Tax Exempted or Not	:NOT EXEMPTED	Date of Approval	: 18-Aug-2016
Other State/Transfer/Con	nversion Details		
Previous Owner	:	Previous RegNo	2
Old State	:	Entry Date	2
Transfer Date	:	Conversion Date	2
This certificate is valid from	n 18-Aug-2016 to 17-Aug-203	31	
ate : 18-Aug-2016 12:49:16		Sig	nature of Registering Authority
axation Particulars / Advance	e Registration Mark Fee Detai	ils	Date : 18-Aug-2016

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.

Current Running Registration No:	MH43BD0062 MH
Vehicle No MH43BG0029 generated against Application No MH1608000000877	★ HSRP ★ Smart Card    Cash Cour
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  TEMP-REGN-APPL  Show Form	<ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Appls La Appl No</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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.

e-Vahan A Home	O Report →	L Update Profile →	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
Chassis/Engine Number			
Registration Type *		Chassis No *	Engine No (Last 5 Chars) *
Temporary Registration	•	RPE12345	12345
		Get Details from Homologation Portal	

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.

### (For Authorized Users Only)

stration Type •	1	Chassis No *		Engine No	) (Last 5 Chars) *	
porary Registration	•	RPE12345		12345		
		Get Details from	Homologation Portal			
er Details Vehicle Details H	Hypothecation/	Insurance Information				
Owner Information						
egistration Type		Purchase/Delivery Date *		Owner Nam	10 ×	
Temporary Registration	-	22-Aug-2016		RAHUL J#	ADHAV	
Temp Registration Purpose *						
Other RTO within Same State	•					
tate To *		Office To *				
Vaharashtra	•	PUNE	•			
wnership Type *	•	Son/Wife/Daughter of *		Ownership	Serial *	
NDIVIDUAL		SUSHANT		1		
Owner Identification/Contacts Deta	ails					
		Mobile No *		Email ID		
Owner Category *						
GENERAL	-	3287446283			]	
		3287446283 Aadhar No		Passport No		
GENERAL PAN No	· ·	Aadhar No			, , 	
GENERAL	<b></b>			Passport No DL No		
GENERAL PAN No		Aadhar No			·)	
GENERAL PAN No		Aadhar No	Permanent Address	DL No	, , 	955
GENERAL PAN No Ration Card No	Village/Town	Aadhar No Voter ID	Permanent Address House No. & Street	DL No		288
GENERAL PAN No Ration Card No Current Address		Aadhar No Voter ID		DL No	Same as Current Addr	
GENERAL PAN No Ration Card No Current Address House No. & Street Name *	Village/Town	Aadhar No Voter ID	House No. & Street	DL No	Same as Current Addre Village/Town/City •	
GENERAL PAN No Ration Card No Current Address House No. & Street Name • FC ROAD	Village/Town	Aadhar No Voter ID //City •	House No. & Street FC ROAD	DL No	Same as Current Addre Village/Town/City • WASHI	*ss
GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station District *	Village/Town WASHI State * Maharashtra PIN Code *	Aadhar No Voter ID //City •	House No. & Street FC ROAD	DL No	Same as Current Addre Village/Town/City • WASHI State •	955
GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station	Village/Town WASHI State • Maharashtra	Aadhar No Voter ID //City •	House No. & Street FC ROAD Landmark/Police St	DL No	Same as Current Addr Village/Town/City • WASHI State • Maharashtra	))
GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station	Village/Town WASHI State * Maharashtra PIN Code *	Aadhar No Voter ID //City •	House No. & Street FC ROAD Landmark/Police St District *	DL No DL No Name *	Same as Current Addr Village/Town/City • WASHI State • Maharashtra PIN Code •	955
GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station	Village/Town WASHI State * Maharashtra PIN Code *	Aadhar No Voter ID //City •	House No. & Street FC ROAD Landmark/Police St District *	DL No DL No Name *	Same as Current Addr Village/Town/City • WASHI State • Maharashtra PIN Code •	

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.

Chassis/Engine Number		
Registration Type *	Chassis No *	Engine No (Last 5 Chars) *
	RPE12345	12345
Temporary Registration	RPE12345	12345
	Get Details from Homologation Port	al
Owner Details Vehicle Details Hypothecat	ion/Insurance Information	
Vehicle Information		
Maker *	Maker Model * Model Not Available: 📃	Dealer *
MARUTI SUZUKI INDIA LTD	MARUTI S-CROSS 1.6 DELTA	▼ BHAVNA AUTOMOBILS, NAVI MUMBAI ▼
Chassis No * RPE12345	Vehicle Type *	Vehicle Class *
Vehicle Category *	Non-Transport Fuel *	Motor Car     Engine No *
LIGHT MOTOR VEHICLE(NT)	DIESEL	<ul> <li>12345</li> </ul>
Seating Capacity *	Standing Capacity	Sleeper Capacity
5		
No of Cylinders *	Unladen Weight (Kg.) *	Laden Weight (Kg.) *
4	1250	
Horse Power	Norms *	Purchase As *
118.01	BHARAT STAGE IV	▼ Fully Built ▼
Color *	Wheelbase	Cubic Capacity *
RED	2600	1598.0
Floor Area(sqm)	AC Fitted *	Audio Fitted *
0.0	NO	• NO •
Video Fitted *	Manufacture Month *	Manufacture Year *
NO	1	2016
Length(mm)	Width(mm)	Height(mm)
0		
Garage's Address	Annual Income	Sale Amount *
		1252000
Other Criteria	Imported Vehicle *	Body Type *
Not Applicable	No	RIGID (PASSENGER CAR)
	Tax Mode Details	
	Tax Type Tax Mode	
	MV Tax	-
	Environment Tax	
	LumSum File 1	
L		
	🖬 Save , Back	

### 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.

Chassis/Engine Number					
Registration Type *		Chassis No *	Engine No (Last 5 Chars) *		
Temporary Registration	Temporary Registration		12345		
		Get Details from Homologation Portal			
Owner Details Vehicle Details Hyp	othecati	on/Insurance Information			
Insurance Details					
Insurance Type *		Insurance Company *	Policy No *		
COMPREHENSIVE	-	ADROIT TECH SER PVT LTD	ASDW31E5WAE		
Insurance from (DD-MMM-YYYY) *		Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *		
22-Aug-2016		21-Aug-2017	0		
Is Vehicle Hypothecated?					
		Bave Save			

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

Confirmation ×			
Are you sure?			
🗸 Yes	× No		

After confirmation, system will ask for the confirmation of sale amount, vehicle category, and vehicle class and vehicle type as given below.

Entry Detail	5	ж	:
Sr.No	Category	Value	
1.	Sale Amount	1252000	
2.	Vehicle Category	LIGHT MOTOR VEHICLE(NT)	
З.	Vehicle Class	Motor Car	
4.	Vehicle Type	Non-Transport	
	🔳 Are You Su	ire?	di.

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.

Generated Application No			
Application generated successfully. Application No. :MH1608000000965			
V Ok			

## 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.

Selec	Select Assigned Office & Action				Pending Work				
Select Assigned Office: VASHI (NEW MUMBAI)					Application No	Soft	)Id OF ware bl No	Registration 💿 No	Pending Appls Last 30 Daγs
Select Action:							t Pending Wo	rk	JU Days
ACC	OUNT-STATEMENT	•					· ·		
	Show F	Form							
Prev	<i>r</i> ious 30 Days Pending	Appls ing Worl	x(S) For The So From [ 24-Jul	<u>elected Of</u> - <u>2016 ] To</u>	<mark>fice [</mark> VASHI [22-Aug-2010	(NEW N 6]	IUMBAI)	1	
			I	1234	► ►				
Sr.N o	Application No �	Application Date	Vehicle No	Purpose		lemark	Movemen t Sr.No	Ac	tion
1.	MH16080000000965	22-Aug-2016	TEMPREG	Temporary Re on	gistrati		2	TEMP-REG	IN-FEE

Click on '**TEMP-REGN-FEE**' button to view the fee form and then click on **SAVE** button for payment.

			NEW VEHICL	E FEE / TAX COLLEC	CUI	rrent Receipt No		
					MH43F	R16080000		
	Vel	hicle No:		Application No:				
TEMPREG			MH160800000096	5				
ee Collect	tion Information	Owner Inforr	nation Vehicle Information	]				
		o: RPE12345 Non-Transpo	ort ) Motor Car ( LMV ) ( D	)	5 ( TEMPORARY REGISTEI 1252000/-( Purchase Dat			
			Fe	ee Selection Panel				
S.No.	Descrip	otion	Fee Amount	· ·	Total Amount			
S.No. 1.	Descrip Temporary Reg			ee Selection Panel	Total Amount 200	+ -		
	Temporary Reg		Fee Amount	Fine Amount		• -		
1.	Temporary Reg	istratior 👻	Fee Amount	Fine Amount	200			

The confirmation alert box will be shown as below click on '**Confirm Payment'** to confirm the payment.

Do You Want to Continue?
Total Amount to paid in Cash In Rupees: 200
✓ Confirm Payment ★ Cancel

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

(For Authorized Users Only)

Department Copy				
	GOVERNMEN	T OF MAHARASHTRA		
	Motor Ve	hicle Department		
	VASHI (N	IEW MUMBAI),MH	19 A	101.24
RECEIPT/APPL No:	MH43R1608000063/N	1H1608000000965	200	
Vehicle Class:	Motor Car		1	2031 21
Received From:	RAHUL JADHAV			See 200 ALC
Date:	22-Aug-2016			
Vehicle No:	TEMPREG	Chassis No:	RPE12345	
Particular		Amount	Penalty	Total
Temporary Registration	1	200	0	200
GRAND TOTAL (in Rs):	200/- (TWO HUNDRED OF	NLY)		
NoteThis is computer	generated slip, no need of s	ignature.		ALL ROLES
Customer Copy				
	GOVERNMEN	T OF MAHARASHTRA	10 130	
	Motor Ve	hicle Department	1	
	VASHI (N	IEW MUMBAI),MH		行行了在
RECEIPT/APPL No:	MH43R1608000063/N	IH1608000000965		
Vehicle Class:	Motor Car		2.42	2343
Received From:	RAHUL JADHAV		•3	State State State
Date:	22-Aug-2016			
Vehicle No:	TEMPREG	Chassis No:	RPE12345	
Particular		Amount	Penalty	Total
Temporary Registration	1	200	0	200
GRAND TOTAL (in Rs):	200/- (TWO HUNDRED OF	NLY)		
NoteThis is computer	generated slip, no need of s	ignature.		ALL ROLES

## 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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

Selec	Select Assigned Office & Action				t Pendin	g Work			
-	t Assigned Office: HI (NEW MUMBAI)	•			•	No Sof	Did OF tware pi No	Registration 🔵 No	Pending Appls Last 30 Days
Selec	t Action:					Application No:			
ACC	ACCOUNT-STATEMENT					Part 1 (First Six Cha	rs) Part 2 (N	lext Ten Chars)	
						MH1608	000000	0965	
	Show F	Form				Get Pending Wo	rk Pull E	Back Application	ו
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpos	e	Last Remark	Movemen t Sr.No	Act	ion
1.	MH16080000000965	22-Aug-2016	TEMPREG	Temporary Re n	gistratio		3	TMP-RC-VE	RIFICATION

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.

assis/Engine Number						
gistration Type *		Chassis No *		Engine No	(Last 5 Chars) *	
mporary Registration	•	RPE12345		12345		
		Get Details from	Homologation Portal			
wner Details Vehicle Details	Hypothecation/	Insurance Information				
Owner Information						
Registration Type		Purchase/Delivery Date *		Owner Nam		_
Temporary Registration	-	22-Aug-2016		RAHUL JA	ADHAV	
Temp Registration Purpose *						
Other RTO within Same State	-					
State To *		Office To *				
Maharashtra	-	PUNE	-			
Ownership Type *		Son/Wife/Daughter of *		Ownership	Serial *	
INDIVIDUAL	-	SUSHANT	]	1		
Owner Identification/Contacts Det	tails					
Owner Category *		Mobile No *		Email ID		
Owner Category * GENERAL	tails	3287446283				
Owner Category *				Email ID Passport No		
Owner Category * GENERAL PAN No		3287446283 Aadhar No		Passport No	) 	
Owner Category * GENERAL		3287446283			) 	
Owner Category * GENERAL PAN No		3287446283 Aadhar No		Passport No		
Owner Category * GENERAL PAN No		3287446283 Aadhar No	Permanent Address	Passport No		ess
Owner Category * GENERAL PAN No Ration Card No		3287446283 Aadhar No Voter ID		Passport No	Same as Current Addr	ess
Owner Category * GENERAL PAN No Ration Card No Current Address	· · · · · · · · · · · · · · · · · · ·	3287446283 Aadhar No Voter ID	House No. & Street	Passport No	Same as Current Addr	ess
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name *	Village/Town	3287446283 Aadhar No Voter ID		Passport No DL No Name *	Same as Current Addr	ess
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD	Village/Town	3287446283 Aadhar No Voter ID	House No. & Street FC ROAD	Passport No DL No Name *	Same as Current Addr Village/Town/City • WASHI	ess
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD	Village/Town WASHI State •	3287446283 Aadhar No Voter ID	House No. & Street FC ROAD	Passport No DL No Name *	Same as Current Addr Village/Town/City • WASHI State •	ess
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station	Village/Town WASHI State *	3287446283 Aadhar No Voter ID	House No. & Street FC ROAD Landmark/Police St	Passport No DL No Name *	Same as Current Addr Village/Town/City • WASHI State • Maharashtra	ess )
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station District *	Village/Town WASHI State * Maharashtra PIN Code *	3287446283 Aadhar No Voter ID	House No. & Street FC ROAD Landmark/Police Str	Passport No DL No Name *	✓Same as Current Addr Village/Town/City • WASHI State • Maharashtra PIN Code •	ess )
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station District *	Village/Town WASHI State * Maharashtra PIN Code *	3287446283 Aadhar No Voter ID	House No. & Street FC ROAD Landmark/Police Str	Passport No DL No Name *	✓Same as Current Addr Village/Town/City • WASHI State • Maharashtra PIN Code •	ess )
Owner Category * GENERAL PAN No Ration Card No Current Address House No. & Street Name * FC ROAD Landmark/Police Station District *	Village/Town WASHI State * Maharashtra PIN Code *	3287446283 Aadhar No Voter ID	House No. & Street FC ROAD Landmark/Police Str	Passport No DL No Name *	✓Same as Current Addr Village/Town/City • WASHI State • Maharashtra PIN Code •	ess )

## 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 Appls Last 30 Days'** radio button and click on '**Get Pending work**' Button to get all pending applications for the approval.

Selec	Select Assigned Office & Action					ng Work			
	t Assigned Office: HI (NEW MUMBAI)	•			۲		Old Old F foftware Appl No	Registration 🔵 No	Pending Appls Last 30 Daγs
Selec	t Action:					Application No:			,-
ACC	OUNT-STATEMENT	•				Part 1 (First Six C	hars) Part 2 (N	lext Ten Chars)	
	Chau	-				MH1608	000000	00965	
	Show F	orm				Get Pending V	/ork Pull E	Back Application	
							Movemen		
Sr.N o	Application No \$	Application Date	Vehicle No		Purpose	Last Remark	t Sr.No	Ac	tion
1.	MH16080000000965	22-Aug-2016	TEMPREG	Tempor n	rary Registratio	)	4	TMP-RC-AF	PROVAL

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.

Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	1608000000965 K HSKP K Smart Card Cash Counte
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)	<ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>No</li> <li>Software</li> <li>No</li> <li>Appl No</li> <li>30 Days</li> </ul>
Select Action:	Application No:
	Part 1 (First Six Chars) Part 2 (Next Ten Chars)
Chause Forme	MH1608 000000965
Show Form	Get Pending Work Pull Back Application

## 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.

Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	1608000000965
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  TMP-RC-PRINT  Show Form	<ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>No</li> <li>Software</li> <li>No</li> <li>Appl No</li> <li>30 Days</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>O000000965</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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.

(e-)	(ahan तिHome टीहर्न	O Report →	👤 Update Profile 👻		Welcome ALL ROLES , U D C, Maharashtra	0	
			TEMP	RC PRINT FORM			
Print Regi	stration Certificate						
SI.No	Applicat	tion No 🗢		Registration No 🗢	Select To Print RC		
1	MH1608000000965		MH/43/TN	1P/2016/13			
Print Temp RC							

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

(For Authorized Users Only)



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

GOVERNMENT OF MAHARASHTRA							
Motor Vehicle Department							
VASHI (NEW MUM	BAI), MAHARASHTR	A (1997)					
TEMPORARY CERTIFICATE OF REGISTRATION							
Temporary Registration Mark	MH/43/TMP/2016/13						
Owner Name	RAHUL JADHAV						
Son/wife/daughter of	SUSHANT						
Address	FC ROAD, WASHI, , TH	ANE-MAHARASHTRA-327542					
Description of Vehicle							
Class of Vehicle	MOTOR CAR						
Maker's Name	MARUTI SUZUKI INDIA	LTD					
Type of Body	RIGID (PASSENGER C	AR)					
Seating Capacity	5	-					
Colour	RED						
Engine Number	12345						
Chassis Number	RPE12345						
Place where Vehicle shall be Permanently Registered	PUNE Maharashtra						
Note : The Motor Vehicle above described is Hire-Purchas	e/Lease Agreement/Hypo	othecation in favor of .					
Under the provisions of section 43 of the Motor Vehicles A registered by me and the registration is valid from 22-Aug		ibed above has been temporarily					
Fee Paid Details: Fees - Rs 200 /- VIDE CH No MH43R16080000063 Dated Tax Paid Details:	Fees - Rs 200 /- MDE CH No MH43R16080000063 Dated 22-Aug-2016						
Printed on: 22-Aug-2016 12:19:58							
Speciman Signature of the Owner	Speciman Signature of the Owner Signature of Registering Authority						

(For Authorized Users Only)

## **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.

n Home ■ Know Your MV Tax ■ Online Cash Payment					
		VAHAN is the flagship e-Governance app			
Country. The project has achieved a in the past years. In 2009, another major initiative was Central levels in the form of State through periodic replication mecha	THE INTEGRATED SOLUTION FOR VEHICL HAN is the flagship e-Governance application under ional Transport Project, a Mission Mode Project iated in year 2006. The purpose of the application was automate the RTO operations related to Vehicle gistration, Permit, Taxation, Enforcement in the whole a many successes and crossed significant milestones is undertaken to consolidate the RTO data to State and Registry (SR) and National Registry (NR) databases anism. A number of National and State level online consolidated databases. These include citizen-centric	LE REGISTRATION			

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

e-Vahan A Home O Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕒
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43BD0062   MH43BE0092   MH43BF0001   MH43BG0030 HSRP × Smart Card ◆ Cash Count
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VEHIC Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Appl No</li> <li>Appl No</li> <li>No</li> <li>Last 30 Days</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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.

e-Vaha	] ✦ Home _ ◎ Report L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
	INWARD APPLICATION	
	Registration No * MH43AR2015 Show Details & Back	)

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

		INWARD	APPLICATION				
Registration No: MH43AR2015							
🗸 Contact Details 🗸 Insurance							
nsfer of Ownership to Insurar	ice Company: V	ehicle must be l	black listed with r	eason Theft/D	estroyed/	Accident Vehicle	
equest For Registration No: IH43AR2015)	Owner Details	Vehicle Details	Insurance Details	Hypothecation D	etails		
· · · · · · · · · · · · · · · · · · ·	u	Ctat	e:Maharashtra Offi				
Alteration of Motor Vehicle		State	e.Manarashtra Off	ce. VASHI (NEW			5
Cancellation of RC by Authority Cancel NOC by Owner	Owner Inform	nation					
Change of Address in RC	Registration <sup>-</sup>	Туре	Purchase/Delivery	Date	Registratio	n Date	
Conversion of Vehicle	TEMPORA	RY REGISTERED V	/E 16-Jun-2014		19-Jun-20	14	
Duplicate FC	Owner Name		Son/Wife/Daughte	rof	Ownership	Туре	
Duplicate TO Tax Card	SMITHA J N	IATHALA	JIJO THOMAS N	JJJO THOMAS MATHALA         INDIVI           Registration Upto         Fitness           18-Jun-2029         18-Jun		AL	
Fitness Cancellation	Ownership S	erial	Registration Upto			Upto	
Fitness Inspection+Certificate	1		18-Jun-2029			129	
Fresh RC to financier							
Hypothecation Addition	Owner Ide	ntification/Contacts E	Jetalis				
Hypothecation Continuation	Owner Cat	egory *	Mobile No *		Email ID		
Hypothecation Termination Issue of Duplicate RC	OTHERS		• 2222222222				
Issue of NOC	PAN No		Aadhar No			0	
RC Particulars against Fee							
RC Particulars for office	Ration Car	rd No	Voter ID		DL No		
rpose (Witout Fee)						]	
RC Release							
RC Surrender	Current Ad	Idress		Permanent Ad	dress		
Re-assignment of Registration	House No. & Street Name Village/		qe/Town/City	House No. & S	treet Name V	'illage/Town/City	
Inward Application 🛛 🕤 Back		D-62 SECTOR 4 AIROL		D-62 SECTOR 4		AIROLI	
		Police Station State		Landmark/Poli		itate	
	NAVI MU	IMBAI Ma	harashtra	NAVI MUMB.	AI	Maharashtra	
	District	PIN	Code	District	(	'IN Code	
		400	)708			400708	

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.

$\mathbf{F} \Rightarrow \mathbf{C}  \mathbf{\hat{n}}  \square  164.100.78.$	.110/vahan/vahan/ui/login/login.xhtml	<b>☆」</b> 「
e-Vahan disa	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS
A Home 🔲 Know Your MV Ta	IX	• DLog
	VA	HAN is the flagship e-Governance application under National Transport Project
	THE INTEGRATED SOLUTION FOR VEHICLE	E REGISTRATION
State Registry (SR) and Nati	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. We was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen- Read More •	Login User ID - Scash12 Passord Enter Venfication Code: 87863 87863 Login
SECURE Norton	Powered by National Informatics Centre. All Rights Re Copyright@2015	served. NIC NATIONAL CENTRE CENTRE
	Copyright @2015	

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 shown as given below.

Curr	Current Running Registration No: MH43BD0062   MH43BE0092   MH43BF0001   MH43BG0030							
Tem	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965 HSRP × Smart Card Cash Counter							
Selec	ct Assigned Office & Ad	ction		Get Pendir	Get Pending Work			
VAS	et Assigned Office: HI (NEW MUMBAI) et Action: OUNT-STATEMENT Show F	▼ ▼				Old F oftware Appl No Get Pending Wo	Registration	
Prev	rious 30 Days Pending	Appls ing Worl	k(S) For The So From [ 26-Jul	elected Office [ -2016 ] To [24-A	VASHI (NEW Aug-2016 ]	MUMBAI)	1	
	I							
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action	
1.	MH16080000001068	24-Aug-2016	MH43AR2015	Alteration of Motor ∨ ehicle		1	REGISTERED-VCH-FEE	

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

<u>e-</u>	Ahan AHome O	Report 👻 🔎	Update Profile 👻		Welcome ALL ROLES	, U D C, Maharashtra 🛛 🕞 Logol	
			FEE - REGI	STERED VEHICL	E Curre	nt Receipt No	
	Vehicle No:			Application No:	MH43R1	6080000066	
	MH43AR20	15		MH1608000000106	8		
Vehicle D	Details						
Chassis I	No:		Registration Date:		Owner Name:		
MA3EU,	A61S00430762		19-Jun-2014		SMITHA J MATHALA		
Fitness ∨	/alidity:		Vehicle Class:		· · ·		
18-Jun-	2029		Motor Car	-			
				· · · · · · · · · · · · · · · · · · ·			
S.No.	Description	Fee	Amount	Fine Amount	Total Amount		
1.	Alteration of Motor Ve		50	0	50	• -	
2.	Postal Fee		50	0	50	+ -	
	Grand Total:		100	0	100		
					TOTAL PAYABLE AM	OUNT: Rs. 100/-	
Payment Collection Panel							
Select Payment Mode:							
Cash							
			Save Back	Revert Back For Rectific	ation		

Once you click on the **SAVE** button, you will receive an alert box as shown below. Please click on '**Yes**' button to proceed further.

Do You Want to Continue?				
Total Amount to paid in Cash In Rupees: 100				
✓ Yes 🗙 No				

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 Appls Last 30 Days radio button and click on 'Get Pending work.

Curr	rent Running Regis	tration No:	D0062	MH43BE0092	MH43BF0001 MH	43BG0030			
Tem	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1608000000965 🗰 HSRP 🗶 Smart Card 💿 Cash Counter								
Selec	ct Assigned Office & Ac	tion			Get Pendin	g Work			
VAS Selec	Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form				•	No Sof	tware ol No rs) Part 2 (N	Registration ( No lext Ten Chars 11068 Back Applicatio	Appls Last 30 Days
Sr.N o	Application No ᅌ	Application Date	Vehicle No		Purpose	Last Remark	Movemen t Sr.No		Action
1.	MH16080000001068	24-Aug-2016	MH43AR2015	Alterat hicle	ion of Motor Ve		2	ALT-ENT	FRY-SCRUTINY

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.

### (For Authorized Users Only)

Application Details									
Application No.	Application Date	Registration No							
MH16080000001068	24-AUG-2016	MH43AR2015							
Owner Name	Chassis No	Purpose							
SMITHA J MATHALA	MA3EUA61S00430762	ALTERATION OF MOTOR VEHICLE							
	Information								
hicle current Technical Detail (D), Color: Capacity[0], No of Cyclinders[3], Unladen Wt[720], Laden Wt[0], Horse Power[0.0], Fuel Descr[PETROL], Color[B RED], Wheelb (D], Cubic Capacity[796.0], Fitness Upto Date[2029-06-18], AC Fitted[N], Audio Fitted[N], Video Fitted[N], Length[0], Width[0], Heig (D],									
Vehicle Details Insurance Details									
Vehicle Alteration									
Chassis No *	Vehicle Class	Vehicle Category							
MA3EUA61S00430762	Motor Car	OTHER THAN MENTIONED ABOVE							
Engine No *	Body Type •	Seating Capacity *							
F8DN5216208S	SALOON	5							
Standing Capacity *	Sleeper Capacity *	No of Cylinders *							
0	0	3							
Unladen Weight (Kg.) *	Laden Weight (Kg.) *	Horse Power							
720	0	0.0							
Fuel *	Color *	Wheelbase							
PETROL	B RED	0							
Cubic Capacity *	Fitness Date(upto)	AC Fitted *							
796.0	18-Jun-2029	NO Height(mm)							
Audio Fitted *	Video Fitted *								
	NO								
		U							
Length(mm)	Width(mm)								
0	0								
	Attached Trailer Details								
S.No. Chassis Body Ty Trailer R No pe LW	Trailer U nladen Wt. S	Fyre Registered Axle Weight(Kg) Modi Deta							
No records found.									
+									
	Detached Trailer Details								
S.No. Chassis N Body Typ Trailer o e W	RL Trailer Unl aden Wt. Number Description And	Size Of Tyres Registered Axle Weight(Kg)							
No records found.									
▼ Save-Options									

This will open following window to select any option from the three.

⇔File Movement	
<b>⊟</b> Save	
▲ Homepage	
<ul> <li>Save-Options</li> </ul>	🕈 Back

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 <u>disapproval</u> 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.

File Movement	:	×
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>	
Save Compare Changes		

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.

Confirmation 🗙		
Are you sure?		
🗸 Yes 🗙 No		

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.

Print Owner Disclaimer					
Print Owner Disclaimer for: Application No: MH16080000001068 Registration No: MH43AR2015					
✓ Ok  Brint Disclaimer					

### **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 Appls** Last 30 Days radio button and click on 'Get Pending work' Button.

Curr	rent Running Regis	tration No:			MH43BE	0062   MH43	3BE0092   MH43BF0001   Mł
Tem	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965 × HSRP × Smart Card Cash Counter						
Selec	t Assigned Office & Ac	tion		Get Pendin	g Work		
VAS Selec	tt Assigned Office: iHI (NEW MUMBAI) it Action: COUNT-STATEMENT Show F			•	No Soft	ware I No 's) Part 2 (N 000000	Registration Pending No Appls Last 30 Days lext Ten Chars) 01068 3ack Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001068	24-Aug-2016	MH43AR2015	Alteration of Motor ∨e hicle		3	ALT-VERIFICATION

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.

Application No.	Application Date		Registration No		
MH16080000001068	24-AUG-2016		MH43AR2015		
Owner Name	Chassis No		Purpose		
SMITHA J MATHALA	MA3EUA61S00430762		ALTERATION OF MOTOR VEHICLE		
	Information				
Vehicle current Technical Detail ity[0], No of Cyclind		rse Power[0.0], Fue	LOON], Seating Capacity[5], Standing Capacity[0], Sleeper el Descr[PETROL], Color[B RED], Wheelbase[0], Cubic Ca ed[N], Length[0], Width[0], Height[0],		
Vehicle Details Insurance Details					
Vehicle Alteration					
Chassis No *	Vehicle Class		Vehicle Category		
MA3EUA61 S00430762	Motor Car	-	OTHER THAN MENTIONED ABOVE		
Engine No *	Body Type ×		Seating Capacity *		
F8DN5216208	SALOON		5		
Standing Capacity *	Sleeper Capacity *		No of Cylinders *		
0	0		3		
Unladen Weight (Kg.) *	Laden Weight (Kg.) *		Horse Power		
720	0		0.0		
Fuel*	Color *		Wheelbase		
PETROL	B REO		0		
Cubic Capacity*	Fitness Date(upto)		AC Fitted *		
796.0	18-Jun-2029		NO		
Audio Fitted *	Video Fitted *		Height(mm)		
NO	NO	-	0		
Length(mm)	Width(mm)				
0	0				

## **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 Appls Last 30 Days** radio button and click on '**Get pending work'** button to get all pending applications for the approval.

Curr	ent Running Registra	tion No:							MH4
Tem	p Registration No MH/43	/TMP/2016/13 generated	against Application No I	MH16080	000000965	× HSRP	× Smar	t Card 💿	Cash Counte
Selec	t Assigned Office & Actio	n			Get Pending	Work			
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form					• P	Application Old Soft No Appli Application No: Part 1 (First Six Chars) (MH1608 Get Pending Wo	No Part 2 (Ne 0000001	No ext Ten Chars)	Pending Appls Last 30 Days
Sr.N 0	Application No 🗢	Application Date	Vehicle No	F	ourpose	Last Remark	Movement Sr.No	A	ction
1.	MH16080000001068	24-Aug-2016	MH43AR2015	Alteratio cle	n of Motor Vehi		4	ALT-APPRO	VAL

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.

(For Authorized Users Only)

Vehicle Deta	ails Insurar	nce Details									
Vehicle A	Iteration										
Chassis	No *			Vehicle C	lass			Vehicle Catego	ry		
MA3EU	A61S00430762	2		Motor Ca	ır		•	OTHER THAN	MENTIONED ABOVE		•
Engine N	0 *			Body Type	9 *			Seating Capaci			
F8DN52	16208			SALOO	N			5			
Standing	Capacity *			Sleeper C	apacity	x		No of Cylinders	×		
0				0				3			
Unladen	Weight (Kg.) *			Laden We	eight (K <u>c</u>	.) *		Horse Power			
720				0				0.0			
Fuel *				Color *				Wheelbase			
PETROL	-		-	B REO				0			
Cubic Ca	pacity *			Fitness D		)		AC Fitted *			
796.0			]	18-Jun-2	2029			NO			•
Audio Fitt	ed *			Video Fitte	ed *			Height(mm)			_
NO			-	NO	NO 0						
Length(m	nm)			Width(mm)							
0				0							
					A	ttached Trailer Details					
S.No.	Chassis N o	Body Typ e	Trailer RL W	Trailer Unl aden Wt.	Nur	nber Description And Size Of	Tyres	Registere	ed Axle Weight(Kg)	Modif y	
No record	s found.				-						
	•										
	Detached Trailer Details										
S.No.	Chassis No	Body Type Trailer RLW Trailer Unla Number D			Number Description A	nd Size	Size Of Tyres Registered Axle Weight(		≺g)		
No record	No records found.										
					- S:	ave-Options 😽 Back					

## **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.

Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Application Old Software Registration Pending Appl No Appl No No Last 30 Days Application No: Part 1 (First Six Chars) Part 2 (Next Ten Chars) MH1608 D000001068 Get Pending Work Pull Back Application

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						
	Pending RC O Today Printed RC						
Print Regis	Print Registration Certificate						
SI.No	Application No 🗢	Registration No ≎	Select To Print RC				
1	MH043AA116131	MH43BD0061					
2	MH1608000000855	MH02AA1111					
3	MH16080000000716	MH03AA1252					
4	MH1608000000838	MH43BE0091					
5	MH16080000001068	MH43AR2015					
6	MH1608000000877	MH43BG0029					
7	MH1608000000951	MH43AR4002					
8	MH1608000000970	MH43AB2015	✓				
9	MH1608000000828	MH43BG0028					
10	10 MH1608000000686 MH43AR6585						
	I4 <4 12 P> PI						
		Print RC					

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



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

**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.

(For Authorized Users Only)

	<b>GOVERNMENT O</b>	F MAHARASHTRA			
	Motor Vehicle Departm	ent VASHI (NEW MUM	BAI)		
	FOF	RM 23			
	CERTIFICATE O	F REGISTRATION			
Registration No	: MH43AB2015	Registration Date	: 06-Jan-2010		
Description of Vehicle	: MOTOR CAR	Purpose For Printing RC	:ALT		
Dealer's Name & Address	: OTHER DEALER, NA,	-			
Owner Name	: FARHANA KHAN	Son/wife/daughter of	: KHAN		
Full Address: (Permanent)	: ASHTAVINAYAK APARTMEN	IT, B-3/15,1.1, SECTOR-4,	VASHI,, NAVI MUMBAI, ,		
	MAHARASHTRA-400703				
Full Address: (Temporary)	: ASHTAVINAYAK APARTMEN	IT, B-3/15,1.1, SECTOR-4,	VASHI,, NAVI MUMBAI, -		
	MAHARASHTRA-400703				
Fitness UpTo	: 05-Jan-2025	Тах UpTo	: One Time		
Owner Serial No	:1				
Detailed Description					
Class of Vehicle	: MOTOR CAR	Link Vehicle No	:		
Ownership	: INDMDUAL	Norms	: Not Available		
Maker's Name	: HYUNDAI MOTOR INDIA				
	LTD				
Front HSRP No	:	Rear HSRP No	:		
Type of Body	: SALOON	Month/Year of Manuf.	: 12 2009		
No of Cylinders	:4	Chassis No	: MALBB51BR9M121184		
Engine No	: G4LA9M289618	Fuel	: PETROL/CNG		
Horse Power(B.H.P.)	:0.00	Cubic Capacity	: 1197.00		
Maker's Classification	: 120 ASTA	Wheel base	:0		
Seating Cap(in all)	:5	Standing Cap	:0		
Sleepar Cap	:0	Unladen Wt (kgs)	: 1066		
Colour	: D GREY M	Laden/GV Wt (kgs)	:0		
Other Criteria	1	AC Fitted	: NO		
Additional Particulars	of all transport vehicles oth	her than motor cabs (Gr	oss Vehicle Weight)		
By Manuf.	1	As Regd.	1		
-,	Description		ht(in kgs)		
a) Front:	Description	reig.	indim will be		
b) Rear:					
c) Other:					
d) Tandem:					
	a described is subject to b	mathe estion in favour	al work		
Purchase dt	e described is subject to H :04-Jan-2010	Sale Amt	: 560377/-		
OTT Date	: 04-Jan-2010	Amount/Rept No	: 39226 / 07642		
TaxUpTo	: 06-Jan-2010 : One Time	Vehicle is Govt./ Pvt.	: 392267Q7642 : PRIVATE		
Tax Exempted or Not	: NOT EXEMPTED		: 07-Jan-2010		
Other State/Transfer/Con		Date of Approval	: 07-Jan-2010		
Previous Owner	nversion Details	Developer Develop			
		Previous RegNo			
Old State		Entry Date			
Transfer Date : Conversion Date : This certificate is valid from 06-Jan-2010 to 05-Jan-2025					
inis certificate is valid from	n 06-Jan-2010 to 05-Jan-2025				
Date - 24-Aug-2016 12-22-15		01	onture of Designation Authority		
Date: 24-Aug-2016 12:33:45 Taxation Particulars / Advance	e Registration Mark Fee Details		nature of Registering Authority Date : 24-Aug-2016		
raxation Particulars / Advance	e registratori Mark ree Detalis	,	Date . 244409-2010		

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.

🛧 Home 🛛 Know Your MV Tax	Online Cash Payment	*
		VAHAN is the flagship
THE	E INTEGRATED SOLUTION FOR VEHICL	E REGISTRATION
<b>1</b>	VAHAN is the flagship e-Governance	Login
Vahan	application under National Transport Project, a	Login
dica	Mission Mode Project initiated in year 2006.	User ID *
	The purpose of the application was to	stest2
	automate the RTO operations related to	Password *
Vehicle Registration, Permit, Tax	ation, Enforcement in the whole country. The	
project has achieved a many su	ccesses and crossed significant milestones in	Enter Verification Code: *
the past years.		99342
-	vas undertaken to consolidate the RTO data to	
State and Central levels in the	e form of State Registry (SR) and National	99342
Registry (NR) databases through	n periodic replication mechanism. A number of	
National and State level online a	pplications are running on these consolidated	<b>™</b> Login
databases. These include citizen	-centric applications	
	Read More	
	Powered by National Informatics Centre. All Rights Re Copyright @2015	

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

हिंद्य के Home © Report - Lupdate Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 [
Current Running Registration No:         MH43BDC           Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	0062   MH43BE0092   MH43BF0001   MH43BG0030 16080000000965
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	<ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>Appls Las</li> <li>Appl No</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

### 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.

e-Vahan died	🔒 Home	🗿 Report 👻	L Update Profile →	Welcome ALL ROLES , U D C, Maharashtra	e
			INWARD APPLICATION		
			Registration No * MH43AR6260 Show Details & Back		

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.

nsfer of Ownership to Insurar	ce Company: Ve	× Contact Detai			Destroyed/Accident Vehicle	e	
equest For Registration No: /IH43AR6260)	Owner Details	Vehicle Details	Insurance Details	Hypothecation D	Details		
Alteration of Motor Vehicle	Owner Informa	State:Maharashtra Office: VASHI (NEW MUMBAI) Owner Information					
Cancel NOC by Owner Change of Address in RC Conversion of Vehicle Duplicate FC	Registration Ty NEW Owner Name	ype	Purchase/Delivery 21-Nov-2014 Son/Wife/Daughte		Registration Date 24-Nov-2014 Ownership Type		
Duplicate TO Tax Card Fitness Cancellation Fitness Inspection+Certificate	ABHISHEK U Ownership Ser 1		ASHOK KUMAF Registration Upto 23-Nov-2029	UPADHYAY	INDIVIDUAL Fitness Upto 23-Nov-2029		
Fresh RC to financier Hypothecation Addition Hypothecation Continuation	Owner Iden Owner Cate	ntification/Contacts D	Details Mobile No *		Email ID		
Hypothecation Termination Issue of Duplicate RC Issue of NOC	PAN No		O     Aadhar No     NA		NA Passport No NA		
RC Particulars against Fee RC Particulars for office rpose (Witout Fee) RC Release	Ration Card	i No	Voter ID NA		DL No NA	)	
RC Surrender Re-assignment of Registration	Current Add	dress & Street Name Villa	аофоwn(City	Permanent Ad	ldress Street Name Village/Town/City		
Inward Application & Back	C - 402 SH	HAH COMPL PAI Police Station State MBAI Mai	LM BEACH ROAD	C - 402 SHA	H COMPL PALM BEACH ROAD	3	
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.

← → C ㎡ 🗋 164.100.78.	110/vahan/vahan/ui/login./login.xhtml		😒 🔜 🔳
e-Vahan	MINISTRY OF ROAD TRANSPORT AN Government of India	ID HIGHWAYS	A* A A English Language •
A Home Know Your MV Ta	IX		+D Login
upplication under National Transpo	if Project		
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE I NAHAN is the flagship e-Governance application under National Transport Project, a fussion Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. We was undertaken to consolidate the RTO data to State and Central levels in the form of ional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen-	REGISTRATION Login Usor ID - Sopr12 Password Enter Verification Code - 21057 21057 21057	
	Powered by National Informatics Centre. All Rights Reserv Copyright @2015	ved.	NIC INFORMATICS

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

Cur	rent Running Regis	tration No:						
Tem	np Registration No MH/4	13/TMP/2016/13 genera	ated against Application	No MH	1608000000096	5 × HSRP	🗙 Smart C	ard 🛷 Cash Counte
Sele	ct Assigned Office & Ac	tion			Get Pendin	g Work		
VAS	ct Assigned Office: SHI (NEW MUMBAI) ct Action: COUNT-STATEMENT Show I	▼ ▼			•	No Sof	tware pl No rs) Part 2 (N	Registration Pending No Appls Last 30 Days lext Ten Chars) 11203 Back Application
Sr.N o	Application No ᅌ	Application Date	Vehicle No		Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001203	25-Aug-2016	MH43AR6260	Cance Author	llation of RC by ity		1	RC-CANCELLATION-EN
	1	1	1	1		1	1	1
Natio	nal informatic	s center						Page: 69

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.

C-Vahan A Home O Report -	L Update Profile →	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
Vehicle Details		
Vehicle No:	Chassis No:	OwnerName:
MH43AR6260	MA3ETDE1S00160689	ABHISHEK UPADHYAY
Address:	Vehicle Class:	Fitness Validity:
C - 402 SHAH COMPLEX - 2 PLOT - 03,PALM	Motor Car	11/23/29
Cancellation Details		
Cancellation Date:	Approved By: *	File Reference No: *
25/08/2016	RTO	S
Reason: *		
NASD		
	▼ Save-Options	

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

ffice Remarks	Proceed to Next Seat
FFICE REMARK ?	Confirmation 🗙 🗧 to Incomplete Applicatio
	Are you sure?
	Yes X No
ſ	Save Compare Changes
<u> </u>	

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.

← → C ♠ 🗋 164.100.78.	.110/vahan/vahan/ui/login/login.xhtml		会 📷 🗉
e-Vahan	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS	A* A A* English Language
A Home 🔲 Know Your MV Ta			Login
	VAHAN is the flagship e-0	Governance application under National Transport Project	
	THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION	
State Registry (SR) and Nati	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. We was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of line applications are running on these consolidated databases. These include citizen- Read More	Login User ID - Sverify 12 Password - Enter Verification Code: - E05555 E05555	
SECURE VICTOR	Powered by National Informatics Centre. All Rights Rese Copyright @2015	erved.	NIC INFORMATICS

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.

Curr	ent Running Registrati	ion No:			MH43BD	D0062   MH43BE0092   I	MH438F0001	MH43BG0030
Tem	p Registration No MH/43/	TMP/2016/13 generated	l against Application No N	ИН16080	00000965	× HSRP	× Smar	t Card 🔷 Cash Count
Selec	t Assigned Office & Actior	1			Get Pending	) Work		
VASH Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	• •			۹ (	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000001	egistration Pending Appls No Past 30 Days ext Ten Chars) 1203 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	F	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001203	25-Aug-2016	MH43AR6260	Cancell uthority	ation of RC by A		2	RC-CANCELLATION-VER

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.

	👤 Update Profile 👻	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
1494 389		
Vehicle Details		
Vehicle No:	Chassis No:	OwnerName:
MH43AR6260	MA3ETDE1S00160689	ABHISHEK UPADHYAY
Address:	Vehicle Class:	Fitness Validity:
C - 402 SHAH COMPLEX - 2 PLOT - 03,PALM	Motor Car	11/23/29
Cancellation Details		
Cancellation Date:	Approved By: *	File Reference No: *
25/08/2016	RTO	S
Reason: *		
NASD		
	▼ Save-Options	

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

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
-	Yes 🗶 No	

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.

← → C ⋒ 🗋 164.100.78.3	110/vahan/vahan/ui/login/login.xhtml	😪 🔤 =
e-Vahan alta	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS
A Home 🔲 Know Your MV Ta	IX	•D Login
		VAHAN is the flagship e-Governance application under National Transport Project
State Registry (SR) and Nati	THE INTEGRATED SOLUTION FOR VEHICLE WAHAN is the flagship e-Governance application under National Transport Project, a fusion Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxaton, Erotecement in the whole country. The project has achieved a many successes and crossed significant milestones in the past years. We was undertaken to consolidate the RTO data to State and Central levels in the form of fonal Registry (R) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen	E REGISTRATION
SECURE Norton	Powered by National Informatics Centre. All Rights Re- Copyright @2015	served. INC INTIGNAL INC CENTRAL

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.

se	<u>Vahan</u> <b>A</b> Horr di€d	ne 🧿 Report 🗸 👤 U	Ipdate Profile +			Welcome ALL F	ROLES , U D C. Maharashtra 🛛 🕞 🗋
Curr	ent Running Registra	tion No:			MH43BD006	2 MH43BE00	92   MH43BF0001   MH43BG00
Tem	p Registration No MH/43	3/TMP/2016/13 generate	d against Application No I	MH1608000000965	× HSRP	× Smar	t Card 🔷 Cash Counte
Selec	t Assigned Office & Actio	n		Get Pending	) Work		
VASH Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show I	• •		۰,	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ni 0000001	egistration Pending Appls No Past 30 Days ext Ten Chars) 203 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001203	25-Aug-2016	MH43AR6260	Cancellation of RC by A uthority		3	RC-CANCELLATION-APP
Natio	onal informati	cs center					Page: 73

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.

e-Vahan	n Home 💿 Rep	port 🗸	L Update Profile →		Welcome ALL ROLES , U D	C, Maharashtra 🛛 🕞 L
Vehicle Details						
Vehicle No:			Chassis No:		OwnerName:	
MH43AR6260			MA3ETDE1S00160689		ABHISHEK UPADHYAY	
Address:			Vehicle Class:		Fitness Validity:	
C - 402 SHAH COMF	PLEX - 2 PLOT - 0	3,PALI	Motor Car	•	11/23/29	
Cancellation Details						
Cancellation Date:			Approved By: *		File Reference No: *	
25/08/2016			RTO		S	
Reason: *						
NASD						
						1
Changed By Empl oyee			Changed Data By Previous Em	ployee		Changed On
1606000180	[Permit Check B	30x to N	I]   [Fitness Check BOx to N]   [getTaxE	xamp Che	ck BOx to N]	25-AUG-2016 10:4 21
			Save-Options 🗖 Bac	k		

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

)ffice Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗙 No	

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.

	AINISTRY OF ROAD TRANSPORT A Government of India	
A Home ☐ Know Your MV Tay	x 🗐 Online Cash Payment	
		VAHAN is the flagship e-Governance applicat
in the past years. In 2009, another major initiative Central levels in the form of S through periodic replication m	THE INTEGRATED SOLUTION FOR VEHICL VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole we an anny successes and crossed significant milestones was undertaken to consolidate the RTO data to State and tate Registry (SR) and National Registry (NR) databases techanism. A number of National and State level online ese consolidated databases. These include citizen-centric	Login User ID * Stest2 Password * Enter Verification Code: * 79775 79775
SECURE Norton	Powered by National Informatics Centre. All Rights Re Copyright @2015	eserved.

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

Current Running Registration No:	Ν
Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1	
Select Assigned Office & Action Select Assigned Office:	Get Pending Work  Application Old Registration Pending
VASHI (NEW MUMBAI)	No Software No Appis Last Appi No 30 Days
APPLICATION-INWARD-REGISTERED-VE	Application No: Part 1 (First Six Chars) Part 2 (Next Ten Chars)
Show Form	Get Pending Work Pull Back Application

# 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.

e-Vahan disə	✿ Home	û Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧲
		INWARD APPLICATION	
		Registration No • MH43AR2024 Show Details & Back	

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.

	INWARD AP	PLICATION	
	Registration No	: MH43AR2024	
	✓ Contact Details ✓ Instant	surance 🗸 NOC	ISSUED
ansfer of Ownership to Insuran	ce Company: Vehicle must be bla	ck listed with reas	on Theft/Destroyed/Accident Vehicle
Request For Registration No: MH43AR2024)	Owner Details Vehicle Details	Insurance Details	Hypothecation Details
	State:N	Jabarashtra Office:	VASHI (NEW MUMBAI)
Alteration of Motor Vehicle	State.	fallal asticia Office.	
Cancellation of RC by Authority Cancel NOC by Owner	Owner Information		
Change of Address in RC	Registration Type	Purchase/Delivery Dat	te Registration Date
Conversion of Vehicle	TEMPORARY REGISTERED VE	17-Jun-2014	19-Jun-2014
Duplicate FC	Owner Name	Son/Wife/Daughter of	Ownership Type
Duplicate TO Tax Card	SILVERPOINT PRESS PVT LTD	NOT APPLICABLE	FIRM
Fitness Cancellation	Ownership Serial	Registration Upto	Fitness Upto
Fitness Inspection+Certificate	1	18-Jun-2029	18-Jun-2029
Fresh RC to financier			
Hypothecation Addition	Owner Identification/Contacts Deta	ails	
Hypothecation Continuation	Owner Category *	Mobile No *	Email ID
Hypothecation Termination	OTHERS	2315346546	
Issue of Duplicate RC	PAN No	Aadhar No	Passport No
Issue of NOC			NA
RC Particulars against Fee	Ration Card No	Voter ID	DL No
RC Particulars for office Purpose (Witout Fee)	NA	NA	NA
RC Release			
RC Surrender	Current Address	Ì	PermanentAddress
Re-assignment of Registration			
Inward Application	House No. & Street Name Village/		House No. & Street Name Village/Town/City
Inward Application 😽 Back		RS MAHAPE	A 403 TTC INDUSTRIA MOTORS MAHAPE
	Landmark/Police Station State		Landmark/Police Station State
	NAVI MUMBAI Mahar		NAVI MUMBAI Maharashtra
	District PIN Cod		District PIN Code
	40070	9	400709

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.

← → C 前 164.100.78.	110/vahan/vahan/ui/login/login.xhtml		☆ 🔜 🗉
e-Vahan	MINISTRY OF ROAD TRANSPORT AN Government of India	ND HIGHWAYS	A* A A <sup>*</sup> English Language ▼
🔒 Home 🛛 Know Your MV Ta	x		+D Login
upplication under National Transpo	rt Project		
State Registry (SR) and Nati	THE INTEGRATED SOLUTION FOR VEHICLE P VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of ional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen-	REGISTRATION Login User ID - Sopr12 Password - Enter Verification Code: - 21057 21057 21057	
	Powered by National Informatics Centre. All Rights Reserv Copyright @2015	ved.	NK PATIONAL PHYORMATICS CENTRE

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 shown as given below.

se-	<u>Vahan</u> ति Hom दाहन	e 🧿 Report 👻 👤 U	pdate Profile 👻				Welcome ALL F	ROLES , U D C, Mah	narashtra 💽 L
Curre	ent Running Registrat	tion No:						MH	438D0062   MH
Tem	p Registration No MH/43	/TMP/2016/13 generated	against Application No N	/H16080(	00000965	× HSRP	× Smar	t Card 💿	Cash Count
Select	t Assigned Office & Actio	n			Get Pending	Work			
VASH Select	Assigned Office: II (NEW MUMBAI) Action: DUNT-STATEMENT Show F	• •			۹ (	Application Old Soft No Appl I Application No: Part 1 (First Six Chars) MH1608 Get Pending Wor	No Part 2 (Ne 0000001	egistration No No ext Ten Chars) 095 ack Application	Pending Appls Last 30 Days
Sr.N 0	Application No 🗢	Application Date	Vehicle No	P	'urpose	Last Remark	Movement Sr.No		Action
1.	MH16080000001095	24-Aug-2016	MH43AR2024	Cancel N	NOC by Owner		1	NOC-CAN	CEL-ENTRY

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**.

LUpdate Profile →	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
Application Date 24-AUG-2016 Chassis No MA3EWDE1S00739004	Registration No MH43AR2024 Purpose CANCEL XOS BY OWNER
Authority To: *          AKLUJ         NOC Issue Date: *         24-Aug-2016	RTO Dispatch No: *
Approved By: * RTO	Reason: * S
▼ Save-Options	
	Application Date          24-AUG-2016         Chassis No         MA3EWDE1S00739004         Authority To: •         AktLUJ         NOC Issue Date: •         24-Aug-2016

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

ffice Remarks	Proceed to Next Seat
OFFICE REMARK ?	Confirmation * to Incomplete Application
	Are you sure?
	Yes X No
S	ave Compare Changes

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.

		😭 📷
e-Vahan disel	MINISTRY OF ROAD TRANSPORT AN Government of India	ND HIGHWAYS
A Home Know Your MV Tax		• Log
	VAHA	IAN is the flagship e-Governance application under National Transport Project
	THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION
Mission M automate Inforcement rossed si In 2009, another major initiative was under State Registry (SR) and National Registr	the flagship e-Governance application under National Transport Project, a tode Project initiated in year 2006. The purpose of the application was to the RTO operations related to Vehicle Registration, Permit, Taxation, ent in the whole country. The project has achieved a many successes and gnifkant milestones in the past years. taken to consolidate the RTO data to State and Central levels in the form of y (NR) databases through periodic replication mechanism. A number of ns are running on these consolidated databases. These include citizen- <b>Reed More •</b>	Login User ID - Scash12 Password + Control Code: - Enter Venfication Code: - 87863  87863  Login
256 BIT SECURE Norton	Powered by National Informatics Centre. All Rights Reser Copyright @2015	

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.

	<u>_Vahan</u> ♠н clied	ome 💿 Report 🗸	👤 Update Profile 👻		We	Icome ALL ROLI	ES , U D C, Maharashtra 🛛 🕞 🗋
Curi	rent Running Regis	tration No:					MH43BD0062   MH4
Tem	p Registration No MH/4	13/TMP/2016/13 genera	ited against Application	No MH160800000096	5 × HSRP	Smart C	ard 💿 Cash Counte
Selec	ct Assigned Office & Ac	tion		Get Pendin	g Work		
VAS Selec	tt Assigned Office: iHI (NEW MUMBAI) it Action: :OUNT-STATEMENT Show f	▼ ▼		•	No Soft	ware I No s) Part 2 (N	Registration Pending No Appls Last 30 Days ext Ten Chars) 1095 lack Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001095	24-Aug-2016	MH43AR2024	Cancel NOC by Owne r		2	REGISTERED-VCH-FEE

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

		FE	E - RE(	GIST	ERED VEHICI	E	Currer	ıt Receipt No
	Vehicle No:				Application No:		MH43R1	60800000
	MH43AR2024	l.			MH160800000010	95		
Vehicle [	Details							
Chassis	No:	Registra	tion Date:				Owner Name:	
MASEW	/DE1S00739004	19-Jun	-2014				SILVERPOINT PRESS	PVT LTD
Fitness \	/alidity:	Vehicle	Class:					
18-Jun-	2029	Motor C	⊃ar		•	]		
S.No.	Description	Fee Amount			Fine Amount		Total Amount	
1.	Cancel NOC by Owne		100		0		100	+ -
	Grand Total:		100		0		100	
							TOTAL PAYABLE AM	OUNT: Rs. 100/-
Payment	Collection Panel							
	ayment Mode:							
Cash	ayment wode.	<b>•</b>						
Cash								
		Save	Back		Revert Back For Rectif	catio	n	
			,				_	7.png - Paint

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.

#### (For Authorized Users Only)

	Motor V VASHI	語り	593		
RECEIPT/APPL No: Vehicle Class: Received From:	MH43R16080000068 Motor Car SILVERPOINT PRES	VMH16080000001095 SS PVT LTD			
Date: Vehicle No: Regn Date:	24-Aug-2016 MH43AR2024 19-Jun-2014	Chassis No:	MA3EWDE1S00739004		
Particular		Amount	Penalty	Total	
Cancel NOC by Owner GRAND TOTAL (in Rs):	100/- (ONE HUNDRED C	100 DNLY)	0	100	
Note-This is computer	generated slip, no need o	f signature.	AL	L ROLES	
Customer Copy	COVERNME	NT OF MAHARASHTRA	<b>E</b> 135	144900 D	
RECEIPT/APPL No: Vehicle Class: Received From: Date:	VASHI	Vehicle Department (NEW M UM BAI), M H VMH1608000001095 SS PVT LTD			
Vehicle No: Regn Date:	MH43AR2024 19-Jun-2014	Chassis No:	MA3EWDE1S0	0739004	
Particular	a facilitation of the	Amount	Penalty	Total	
Cancel NOC by Owner GRAND TOTAL (in Rs):	100/- (ONE HUNDRED C	100 DNLY)	0	100	
NoteThis is computer	generated slip, no need o	f signature.	AL	L ROLES	

# Step 4 > Data Verification

The user having authority to verify cancellation of NOC need to log into the system.

← → C ⋒ 🗅 164.100.78.110/	vahan/vahan/ui/login/login.xhtml		🚖 🔜 ≡
	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS	A <sup>+</sup> A A <sup>−</sup> English Language ▼
🕈 Home 🗐 Know Your MV Tax			Login
In 2009, another major initiative was state Registry (SR) and National National and State level online a centric applications.	THE INTEGRATED SOLUTION FOR VEHICLE ANAN is the flagship e-Governance application under National Transport Project, a sion Mode Project initiated in year 2006. The purpose of the application was to tomate the RTO operations related to Vehicle Registration, Permit, Taxation, torcement in the whole country. The project has achieved a many successes and sosed significant milestones in the past year: I undertaken to consolidate the RTO data to State and Central levels in the form of Registry (NR) databases through periodic replication mechanism. A number of pplications are running on these consolidated databases. These include citizen-	Login User ID - sverify12 Password - Enter Verification Code - 60555 60555	
	Powered by National Informatics Centre. All Rights Resc Copyright @2015		NIC INFORMATICS

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.

se	<u>_Vahan</u> ♠+ cli€=1	ome 🛛 Report 🗸	👤 Update Profile 👻		We	Icome ALL ROLI	ES , U D C, Maharashtra 🛛 🕞 🗋 O
Curr	ent Running Regis	tration No:					
Tem	p Registration No MH/4	43/TMP/2016/13 genera	ted against Application	No MH160800000098	5 × HSRP	Smart C	ard 💿 Cash Counter
Selec	t Assigned Office & Ad	ction		Get Pendin	ig Work		
VAS Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show I	• •		•	No Soft	ware I No s) Part 2 (N	Registration Pending No Apple Last 30 Days
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001095	24-Aug-2016	MH43AR2024	Cancel NOC by Owne r		3	NOC-CANCEL-VERIFICA
	1	1	1	I	1	1	1

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.

#### (For Authorized Users Only)

Application Details				
Application No.		Application Date	Registration No	
MH16080000001095		24-AUG-2016	MH43AR2024	
Owner Name		Chassis No	Purpose	
SILVERPOINT PRESS	S PVT LTD	MA3EWDE1S00739004	CANCEL NOC BY OWNE	R
NOC Vehicle Details				
State To(Code):		Authority To: *	RTO Dispatch No: *	
Maharashtra	•	AKLUJ	LL	
N.C.R.B. Clearance No:	x	NOC Issue Date: *		
LIOO		24-Aug-2016	)	
File Reference No: • 312DSF35		Approved By: • RTO	Reason: * S	
Changed By Empl oyee		Changed Data By Previous Employee		Changed On
1606000180	[file_ref_no to 312DSF3	6]   [approve_by to RTO]   [reason to S]		24-AUG-2016 12:59: 40
		▼ Save-Options		

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

)ffice Remarks	Confirmation *	to Next Seat
OFFICE REMARK ?	Are you sure?	⊧ to Incomplete Application ack for Rectification
	Ves Xo	

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.

← → C ♠ 🗋 164.100.78.1	10/vahan/vahan/ui/login/login.xhtml		☆ 🐻 🔳
	MINISTRY OF ROAD TRANSPORT AN Government of India	ND HIGHWAYS	A* A A <sup>-</sup> English Language ▼
A Home 🔲 Know Your MV Tax			• Login
		VAHAN is the flagship e-Governance application under Nat	ional Transport Project
State Registry (SR) and Natio	THE INTEGRATED SOLUTION FOR VEHICLE WHAN is the flagship e-Governance application under National Transport Project, a hission Mode Project initiated in 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 a many successes and crossed significant milestones in the party ears. was undertaken to consolidate the RTO data to State and Central levels in the form of and Registry (NR) databases through periodic replication mechanism. A number of e applications are running on these consolidated databases. These include citizen-	Login User ID - Sapprove 12 Pass word Enter Verification Code 96212 96212 96212	
SECURE SECURE	Powered by National Informatics Centre. All Rights Rese Copyright @2015		NIC INFORMATICS

Now check radio button **Pending Appls 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.

Sec - Vahan A Home ⊙ Report -	👤 Update Profile 👻		We	Icome ALL ROLE	ES , U D C, Maharashtra 🛛 🕒 LO
Current Running Registration No:					Ν
Temp Registration No MH/43/TMP/2016/13 generation	ated against Application	No MH160800000096	5 × HSRP	K Smart Ca	ard 💿 Cash Counter
Select Assigned Office & Action		Get Pending	g Work		
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form		•	No Soft	ware I No S) Part 2 (N	Registration Pending No Appls Last 30 Days ext Ten Chars) 1095 lack Application
Sr.N Application No O Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1. MH1608000001095 24-Aug-2016	MH43AR2024	Cancel NOC by Owne r		4	NOC-CANCEL-APPROV

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.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗙 No	

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.

← → C fi 🗋 164.100.78.	110/vahan/vahan/ui/login/login.xhtml		☆ 👦 😑
e-Vahan	MINISTRY OF ROAD TRANSPORT ANI Government of India	) HIGHWAYS	A* A A English Language *
Home Know Your MV Ta			+D Login
upplication under National Transpo	rt Project		
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE RED VAHAN is the flagship e-Governance application under National Transport Proper, a flagship Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Perrmit, Taxation, Enforcement in the whole country. The project has achieved a many successes and country of the Project has achieved a many successes and country of the Project has achieved a many successes and country of the Project has achieved a many successes and country of the Project has achieved a many successes and country of the Project has achieved a many successes and country of the Project has achieved and country of the project has a depletations are running on these consolidated databases. These include ditzen- tions (Mark 1997)	CISTRATION	
	Powered by National Informatics Centre, All Rights Reserved. Copyright @2015		NIC NATIONAL INFORMATICS

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

Berne O Report - Lupdate Profile -	Welcome ALL ROLES , U D C, Maharashtra 💽 🕞
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	MH43BD0062 M 1608000000965 HSRP X Smart Card Cash Counter
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Application     Old     Software     Appl No     Software     Appl No     Software     Appl No     Software     Appl No     Software     Application No:     Part 1 (First Six Chars)     MH1608     Get Pending Work     Pull Back Application

### 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.

ada an	<i>e-</i> Vahan टाहन	🔒 Home	O Report -	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra	G
_				INWARD APPLICATION		
				Registration No • MH43BE0085 Show Details • Back		

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.

	Registration	No: MH43BE0085		
	<ul> <li>Contact Detai</li> </ul>			
-for af form and in the Television			eason Theft/Destroyed/Accident Vehicle	
ister of Ownership to Insuran	e company: venicie must be i	black listed with re	ason Thert/Destroyed/Accident venicle	
quest For Registration No: H43BE0085)	Owner Details Vehicle Details	Insurance Details	Hypothecation Details	
Alteration of Motor Vehicle	State	:Maharashtra Offic	e: VASHI (NEW MUMBAI)	
Cancellation of RC by Authority Cancel NOC by Owner	Owner Information			
Change of Address in RC	Registration Type	Purchase/Delivery	Date Registration Date	
Conversion of Vehicle	NEW	08-Aug-2016	08-Aug-2016	
Duplicate FC	Owner Name	Son/Wife/Daughter	of Ownership Type	
Duplicate TO Tax Card	VITHAL GALANDE	RAJ GALANDE	INDIVIDUAL	
Fitness Cancellation	Ownership Serial	Registration Upto	Fitness Upto	
Fitness Inspection+Certificate	1	07-Aug-2031	07-Aug-2031	
Fresh RC to financier				
Hypothecation Addition	Owner Identification/Contacts D	etails		
Hypothecation Continuation	Owner Category *	Mobile No *	Email ID	
Hypothecation Termination	GENERAL	- 444444444		
Issue of Duplicate RC	PAN No	Aadhar No	Passport No	
Issue of NOC				
RC Particulars against Fee	Ration Card No	Voter ID	 DL No	
RC Particulars for office rpose (Witout Fee)				
RC Release				
RC Surrender			) I	
Re-assignment of Registration	Current Address		Permanent Address	
	House No. & Street Name Villag	je/Town/City	House No. & Street Name Village/Town/City	
Inward Application 🛛 🖡 Back	ALSAND	Ą	ALSAND	
	Landmark/Police Station State		Landmark/Police Station State	
	Mal	narashtra	Maharashtra	
				11

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.

← → C ㎡ 🗋 164.100.78.	110/vahan/vahan/ui/login/login.xhtml		😒 🐻 😑
	MINISTRY OF ROAD TRANSPORT AND Government of India	HIGHWAYS	A* A A English Language •
A Home 🔲 Know Your MV Ta			+D Login
opplication under National Transpo	rt Project		
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE RECO VARAN is the flagship e-Governance application under National Transport Project, a flassion Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related in Vehicle Registration, Permit, Taxation, Enforcement in the whole country. The project has achieved a many successes and crossed significant milestones in the past years. was undertaken to consolidate the RTO data to State and Central levels in the form of onal Registry (NR) databases through periodic replication mechanism. A number of the applications are running on these consolidated databases. These include citizen-	Login User ID - Sopr12 Pasword - Enter Verification Code: E10557 21057 21057	
SECURE Norton	Powered by National Informatics Centre. All Rights Reserved. Copyright @2015		NIC INFORMATICS

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.

Selec	ct Assigned Office & Ac	tion		Get Pendin	ig Work		
VAS Selec	ct Assigned Office: iHI (NEW MUMBAI) ct Action: COUNT-STATEMENT Show F	• •		•	No Soft	ware ol No rs) Part 2 (N	Registration Pending No Appls Last 30 Days Iext Ten Chars) 11108 Back Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001108	24-Aug-2016	MH43BE0085	Change of Address in RC		1	CA-ENTRY-SCRUTINY
	1	1	1	1	1		1

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**.

#### (For Authorized Users Only)

Application No. Application Date			Registration No
IH16080000001108	24-AUG-2016		MH43BE0085
vner Name	Chassis No		Purpose
ITHAL GALANDE	ASDEWEAWE		CHANGE OF ADDRESS IN RC
isting Address Details			
Curre	ent Address		Permanent Address
LSAND , VITA , , Sangli , Mahar	ashtra - 444444	ALSAND , VITA , , S	Gangli , Maharashtra - 444444
ddress Details Insurance Deta	ils		
New Current Address	With Effect From (DD-MI 09-Aug-2016	MM-YYYY) *	ddress Same as Current Address
House No. & Street Name *			
123 VASHI PHATA	Village/Town/City *	House No. & Street	,
Landmark/Police Station	State *	123 VASHI PHAT	
	Maharashtra	Landmark/Police Si	Maharashtra
	Pin *	District *	Pin *
			328467
	328467	Thane	

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes × No	

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.

Print Owner Disclaimer
Print Owner Disclaimer for: Application No: MH16080000001108 Registration No: MH43BE0085
✓ 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.

		NEW MUMBAI)]	
	DIS	CLAIMER	
	REGISTRATIO	N NO: MH43BE0085	
VEHICLI	E REGN NO WILL BE GEN	NERATED FROM THE RUNN	ING SERIES
		Prin	ted Date: 24-08-2016 13:25:29
Application No:	MH1608000001108		그많아. 귀신그
Ownership Type:	INDIVIDUAL		
Owner Name:	VITHAL GALANDE		225353
Son/wife/daughter of:	RAJ GALANDE		6 A
Date of Registration:	08-Aug-2016		a sha a s
Purchase Date:	08-Aug-2016		
Chassis No:	ASDEWEAWE		
Engine No:	23SA1D32A		
Passport No:		Pan No:	
Aadhar No:		Voter Id:	D4 000.07
		HI, , THANE, MAHARASHT	
		HI, , THANE-MAHARASHTR	
CO., LBS MARG VIKHRO	OLI W MUMBAI-83 , , ,	es, vikhrolfw, opp.hin	DUSTAN CONSTRUCTION
laker's Name: MARUTI S			
	ARUTI SUPER CARRY DI		
Sale Amount:	Rs. 952000/-	Registration Type:	NEW
lorms:	BHARAT STAGE IV	Month/Year of Manuf:	1/2011
Seating Cap(inc. driver):	2	Standing Cap:	0
lorse Power(B.H.P.):	32.18	Cubic Capacity:	793.00
to of Cylinders:	2	Wheel base:	2110
Class of Vehicle:	MOTOR CAR	Type of Body:	RIGID (PICK-UP TRUCK)
uel used in engine:	DIESEL	Colour:	EDW
Jnladen Weight (in kgs):	840	GVW(in kgs):	1600
AC Fitted: /ideo Fitted:	NO N	Audio Fitted:	N 3800
	1562	Length (in mm):	1868
Vidth (in mm): Dwner Serial No:	1002	Height (in mm):	1000
Change of Address: W.e	e.f. 09-Aug-2016		
nsurance Details: COM	PREHENSIVE Insurance F	From ADHWANI INDIA INSU	RANCE vide policy
ertificate/covernote no A	EWASDAS is valid from 08	3-Aug-2016 to 07-Aug-2017.	
Date:			Signature of Accepto

### **Step 3 > Collection of Fees**

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

⇒ C f [] 164.100./8	.110/vahan/vahan/ui/login/login.xhtml		😒 📷
e-Vahan	MINISTRY OF ROAD TRANSPORT AN Government of India	ND HIGHWAYS	A* A A
🔒 Home 🔲 Know Your MV T	ax		•D Log
	VAHA	N is the flagship e-Governance application under National Tra	ansport Project
	THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION	
State Registry (SR) and Na	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. We was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of line applications are running on these consolidated databases. These include citizen- Read More	Login User ID - Scash12 Password - Enter Verification Code: -  878653  878653  Login Login	
256 BIT SECURE	Powered by National Informatics Centre. All Rights Reser Copyright @2015		NIC INFORMATI

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.

e-Vahan A Home	🛛 Report 👻	👤 Update Profile 👻			We	Icome ALL ROLI	ES , U D C, Maharashtra	Gelo
Current Running Registratio	on No:							М
Temp Registration No MH/43/TMI	P/2016/13 genera	ted against Application	No MH16	608000000096	5 × HSRP	Smart C	ard 💿 Cash C	Counte
Select Assigned Office & Action				Get Pendin	g Work			
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT Show Form	•			• /		ware I No s) Part 2 (N	No Apr 30 lext Ten Chars)	ending ols Last I Days
Sr.N Application No �	Application Date	Vehicle No	Pu	urpose	Last Remark	Movemen t Sr.No	Action	
1. MH1608000001108 24-A	vug-2016	MH43BE0085	Change RC	of Address in		2	REGISTERED-V	CH-FEE

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

e-	(ahan) तिHome ⊙ R प्रीिटन	eport 🚽 🤰	Update Profile 🔹	•		Welcome ALL ROLES	, U D C, Maharashtra 🛛 🕞 🗋	gout
			FEE - RE	GISTERED VEHICI	LE	Currer	nt Receipt No	
	Vehicle No:			Application No:		MH43R1	608000006	;9
	MH43BE0085	i		MH160800000011	08			
Vehicle D	)etails							
Chassis I	No:		Registration Date:		(	Owner Name:		
ASDEW	/EAW/E		08-Aug-2016			VITHAL GALANDE		
Fitness ∨	/alidity:		Vehicle Class:					
07-Aug	-2031		Motor Car	-				
S.No.	Description	Fee	e Amount	Fine Amount		Total Amount		
1.	Change of Address in 💌		20	0		20	+ -	
2.	Postal Fee		50	0		50	+ -	
	Grand Total:		70	0		70		
						TOTAL PAYABLE AM	OUNT: Rs. 70/-	—
								_
Payment	Collection Panel							
Select Pa	ayment Mode:							
Cash	·	-						
			Save Back	Revert Back For Rectifi	ication			

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.

#### (For Authorized Users Only)

Page: 93

Department Copy	GOVERNMEN	T OF MAHARASHTRA		
RECEIPT/APPL No:		hicle Department EW MUM BAI), MH IH16080000001108		
Vehicle Class:	Motor Car		500	63.2
Received From:	VITHAL GALANDE			550365
Date:	24-Aug-2016			
Vehicle No:	MH43BE0085	Chassis No:	ASDEWEAWE	
Regn Date:	08-Aug-2016			
Particular		Amount	Penalty	Total
Postal Fee		50	0	50
Change of Address in F	RC	20	0	20
	generated slip, no need of s			
Customer Copy	GOVERNMEN	T OF MAHARASHTRA		1022 E
		hicle Department EW MUMBAI),MH		
RECEIPT/APPL No:	MH43R1608000069/M	H1608000001108		2.24
Vehicle Class:	Motor Car			2.44
Received From:	VITHAL GALANDE			SE 977
Date:	24-Aug-2016			
Vehicle No:	MH43BE0085	Chassis No:	ASDEWEAWE	
Regn Date:	08-Aug-2016			
Particular		Amount	Penalty	Total
Postal Fee		50	0	50
			0	20
Change of Address in F		20		20
	RC 70/- (SEVENTY ONLY)	20	0	20
GRAND TOTAL (in Rs):	70/- (SEVENTY ONLY)		-	ROLES
GRAND TOTAL (in Rs):			-	
GRAND TOTAL (in Rs):	70/- (SEVENTY ONLY)		-	
GRAND TOTAL (in Rs):	70/- (SEVENTY ONLY)		-	

# Step 4 > Data Verification

National informatics center

The user having authority to verify change of address in RC details need to log into the system.

← → C 前 ☐ 164.100.78.3	110/vahan/vahan/ui/login.khtml		😒 📷 🗏
	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS	A* A A English Language
A Home 🔲 Know Your MV Ta	x		🕤 Login
	VAHAN is the flagship e	-Governance application under National Transport Project	
2.62	THE INTEGRATED SOLUTION FOR VEHICLI	E REGISTRATION	
State Registry (SR) and Nati	Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. e was undertaken to consolidate the RTO data to State and Central levels in the form of onal Registry (NR) databases through periodic replication mechanism. A number of the applications are running on these consolidated databases. These include citizen- Read More •	Login User ID - Sverify12 Password - Enter Verification Code: - Login Login	
SEE BIT Second	Powered by National Informatics Centre. All Rights Re Copyright@2015	served.	NIC INFORMATICS

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.

	<u>_Vahan</u> तम	ome 🛛 Report 🗸	👤 Update Profile 👻			We	lcome ALL ROLE	ES , U D C, Maharashtra	🕒 Logout
Curr	rent Running Regis	tration No:						MH43BD0062	2 MH43BE00
Tem	p Registration No MH/4	43/TMP/2016/13 genera	ted against Application	No MH	1608000000096	65 × HSRP	🗙 Smart Ca	ard 💿 Cash	Counter
Selec	ct Assigned Office & Ac	ction			Get Pendin	g Work			
VAS	ct Assigned Office: BHI (NEW MUMBAI) ct Action: COUNT-STATEMENT	▼ ▼ Form			•	No Soft	tware pl No rs) Part 2 (N	No Ar 3 Jext Ten Chars)	Pending opls Last 10 Days
Sr.N o	Application No 🗢	Application Date	Vehicle No		Purpose	Last Remark	Movemen t Sr.No	Action	
1.	MH16080000001108	24-Aug-2016	MH43BE0085	Chang RC	e of Address in		3	CA-VERIFICAT	ION

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.

MH1608000001108 Owner Name VITHAL GALANDE Existing Address Details	24-AUG-2016 Chassis No ASDEWEAWE	MH43BE( Purpose	OR ADDRESS IN RC
VITHAL GALANDE			OF ADDRESS IN RC
	ASDEWEAWE	CHANCE	OF ADDRESS IN RC
Existing Address Details			
Existing Address Details			
Current	Address	Perman	ent Address
ALSAND , VITA , , Sangli , Maharash	tra - 44444	ALSAND , VITA , , Sangli , Mahara	shtra - 444444
Address Details Insurance Details			
	With Effect From (DD-MM	И-ҮҮҮҮ) ∗	
	09-Aug-2016		
New Current Address		New Permanent Address	Same as Current Address
	Village/Town/City *	House No. & Street Name *	Village/Town/City *
123 VASHI PHATA	VASHI	123 VASHI PHATA	VASHI
Landmark/Police Station	State *	Landmark/Police Station	State
	Maharashtra		Maharashtra 🔽
	Pin *	District *	Pin *
Thane	328467	Thane	328467

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	A Are you sure?	to Incomplete Application ack for Rectification
	Yes × No	-

# Step 5 > Data Approval

The user having authority to approve change of address in RC need to log into the system.

← → C ♠ 🗋 164.100.78.	110/vahan/vahan/ui/login/login.xhtml	😭 📷 🚍
e-Vahan	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS
A Home Know Your MV Ta	IX	Login
		VAHAN is the flagship e-Governance application under National Transport Project
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE WAHAN is the flagship e-Governance application under National Transport Project, a fusion Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Encoment in the whole country. The project has achieved a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of ional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen-	Login User ID - Sapprove 12 Password Enter Verification Code 96212 96212 Use 212 Login
SECURE SECURE	Powered by National Informatics Centre. All Rights Res Copyright @2015	erved. NIC NATIONAL INCOMPACTICA

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.

(For Authorized Users Only)

e-Vahan AHome © Report -	👤 Update Profile 👻		Welco	ome ALL ROLES , U D C, Maha	rashtra 🕞
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 genera	ated against Application	No MH160800000096	5 × HSRP ×	Smart Card 💿	MH4 Cash Cour
Select Assigned Office & Action		Get Pendin	g Work		
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form		•	Application Old No Softwa Appl N Application No: Part 1 (First Six Chars) MH1608 Get Pending Work	are No No	j
Sr.N Application No o Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1. MH16080000001108 24-Aug-2016	MH43BE0085	Change of Address in RC	4	CA-APP	ROVAL

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.

Application No.		A	Application Date		Registratio	n No
MH16080000001108 24-AUG-2016			MH43BE0	0085		
Owner Name Chassis No			Purpose			
VITHAL GALANDE			ASDEWEAWE		CHANGE	OF ADDRESS IN RC
Existing Address Details						
	Current A					ent Address
ALSAND , VITA , , Sangl	i , Maharasht	tra - 444444		ALSAND , VITA , , Sar	igli , Mahara	shtra - 444444
Ĵ	, ,	1				
Address Details Insura	ance Details					
		, (	With Effect From (DD-MMI 09-Aug-2016	M-YYYY) *		
New Current Address				New Permanent Add	ress	Same as Current Address
House No. & Street Nar	me* \	village/Town/C	≎ity *	House No. & Street N	lame *	Village/Town/City <b>×</b>
123 VASHI PHATA		VASHI		123 VASHI PHATA		VASHI
Landmark/Police Statio	n S	State *		Landmark/Police Sta	tion	State
		Maharashtra	-			Maharashtra 🔽
District *	F	⊃in *		District *		Pin *
Thane	-	328467		Thane	-	328467

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	A Are you sure?	to Incomplete Application ack for Rectification
	Yes × No	

# Step 6 > RC Print

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

← → C ⋒ 🗋 164.100.78	.110/vahan/vahan/ui/login.xhtml		😒 📷 😑
e-Vahan	MINISTRY OF ROAD TRANSPORT ANT Government of India	) HIGHWAYS	A* A A* English Language *
🔒 Home 🔲 Know Your MV Ta	ах		+D Login
upplication under National Transpo	nt Project		
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE RE VAHAN is the flagship e-Governance application under National Transport Project, a fusion Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation forcement in the whole country. The project has achieved a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of ine applications are running on these consolidated databases. These include citizen-	Costration	
SECURE SECURE	Powered by National Informatics Centre. All Rights Reserved. Copyright @2015		NIC INFORMATICS

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

(For Authorized Users Only)

E - Vahan A Home	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 L
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH/	MH43BD
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Application     Old     Registration     Pending     No     Software     No     Appls Last     Appl No     30 Days     Application No:     Part 1 (First Six Chars)     Part 2 (Next Ten Chars)     MH1608     0000001108     Get Pending Work     Pull Back Application

# For RC Print, select the menu option NEW-RC-PRINT and click on button 'Show Form'

<u>e-</u>	<mark>√ahan त</mark> Home <b>⊙</b> Report → ⊥ Updat दोहिन	e Profile 👻	Welcome ALL ROLES , U D C, Maharashtra 🛛 🖸	
		RC PRINT FORM		
		● Pending RC 🔵 Today Printed RC		
Print Regi	istration Certificate			
SI.No	Application No 🗢	Registration No ≎	Select To Print RC	
1	MH043AA116131	MH43BD0061		
2	MH1608000000855	MH02AA1111		
3	MH1608000000716	MH03AA1252		
4	MH1608000000838	MH43BE0091		
5	MH16080000001068	MH43AR2015		
6	MH1608000000877	MH43BG0029		
7	MH1608000000951	MH43AR4002		
8	MH1608000000828	MH43BG0028		
9	MH16080000001108	MH43BE0085	✓	
10	MH1608000000686	MH43AR6585		
	Print RC			

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.

Printed Confirmation P	anel
Do you want to continu	ie
Confirm Print	× Cancel
Confirm Print	× Cancel

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.

Motor Vehicle Department VASHI (NEW MUM BAI) FORM 23				
	CERTIFICATE	OF REGISTRATION		
Registration No	: MH43BE0085	Registration Date	:08-Aug-2016	
Description of Vehicle	: MOTOR CAR	Purpose For Printing RC	:CA	
Dealer's Name & Address	MARG VIKHROLI W MUMBA	-83	TAN CONSTRUCTION CO., LBS	
Owner Name	: VITHAL GALANDE	Son/wife/daughter of	: RAJ GALANDE	
Full Address: (Permanent)				
Full Address: (Temporary)			:8467 : One Time	
Fitness UpTo Owner Serial No	:07-Aug-2031 :1	Tax UpTo	: One Time	
Detailed Description	:1			
Class of Vehicle	: MOTOR CAR : INDIMDUAL	Link Vehicle No Norms		
Ownership Maker's Name	: INDIVIDUAL : MARUTI SUZUKI INDIA LTI		: BHARAT STAGE IV	
Front HSRP No		Rear HSRP No		
Type of Body	RIGID (PICK-UP TRUCK)		:12011	
No of Cylinders	:2	Chassis No	ASDEWEAWE	
Engine No	:23SA1D32A	Fuel	: DIESEL	
Horse Power(B.H.P.)	:32.18	Cubic Capacity	: 793.00	
Maker's Classification	: MARUTI SUPER CARRY D SEL STD.	EWheel base	:2110	
Seating Cap(in all)	:2	Standing Cap	:0	
Sleepar Cap	:0	Unladen Wt (kgs)	: 840	
Colour	:EDW	Laden/GV Wt (kgs)	: 1600	
Other Criteria	:	AC Fitted	: NO	
	of all transport vehicles of		oss Vehicle Weight)	
By Manuf.	:	As Regd.	:	
	Description	Weigh	nt(in kgs)	
a) Front:				
b) Rear:				
c) Other:				
d) Tandem:				
Purchase dt	e described is subject to H :08-Aug-2016	Sale Amt	: 9520004	
OTT Date	:08-Aug-2016	Amount/Rcpt No	: 104720/	
OTTDate	.000092010	Amountercpt No	MH43R1608000038	
TaxUpTo	: One Time	Vehicle is Govt/Pvt.	: PRIVATE	
Tax Exempted or Not	: NOT EXEMPTED	Date of Approval	: 24-Aug-2016	
Other State/Transfer/Co	nversion Details			
Previous Owner	:	Previous RegNo	:	
Old State	:	Entry Date		
Transfer Date	:	Conversion Date		
This certificate is valid from	m 08-Aug-2016 to 07-Aug-203	1		
		-	at the state of th	
ate : 24-Aug-2016 13:33:56			hature of Registering Authority	
axation Particulars / Advano	e Registration Mark Fee Detail	5	Date : 24-Aug-2016	

This completes change of address in RC transaction.

(For Authorized Users Only)

User Manual – Vehicle Registrations and Transactions

# **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.

A Home ☐ Know Your MV Tax ☐ Online Cash Payment	•2
	VAHAN is the flagship e-Governance a
THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION
VAHAN is the flagship e-Governance	Login
Vanan application under National Transport Project, a	
Mission Mode Project initiated in year 2006.	User ID *
CICC The purpose of the application was to	stest2
automate the RTO operations related to	Password *
Vehicle Registration, Permit, Taxation, Enforcement in the whole country. The	
project has achieved a many successes and crossed significant milestones in	Enter Verification Code: *
the past years.	62753
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	62753
Registry (NR) databases through periodic replication mechanism. A number of	
National and State level online applications are running on these consolidated	<b>1</b> ∎ Login
databases. These include citizen-centric applications	
Read More 🕤	
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Once you are logged into the system, you need to select assigned Office and ACTION to be carried out.

Current Running Registration No:	MH43BE
Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1	608000000965 HSRP × Smart Card © Cash Counte
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Application     Old     Software     Appl No     Software     Application No:     Part 1 (First Six Chars)     Part 2 (Next Ten Chars)     MH1608     Get Pending Work     Pull Back Application

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.

e-Vahan	🔒 Home	🛛 Report 👻	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra	Φ
			INWARD APPLICATION		
			Registration No *		
			Show Details Show Details		

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

		INWARD	APPLICATION			
		Registration	No: MH43BE0085			
		🖌 Contact Deta	ils 🗸 Insuranc	ce -		
nsfer of Ownership to Insuran	ce Company: V	ehicle must be l	black listed with 1	eason Theft/E	Destroyed/Accident Vehicle	
equest For Registration No: VH43BE0085)	Owner Details	Vehicle Details	Insurance Details	Hypothecation D	Details	
Alteration of Motor Vehicle		State	e:Maharashtra Off	ice: VASHI (NEV	V MUMBAI)	
Cancellation of RC by Authority Cancel NOC by Owner	Owner Inform	nation				
Change of Address in RC	Registration	Туре	Purchase/Deliver,	/ Date	Registration Date	
Conversion of Vehicle	NEW		08-Aug-2016		08-Aug-2016	
Duplicate FC	Owner Name	9	Son/Wife/Daughte	er of	Ownership Type	
Duplicate TO Tax Card	VITHAL GA	LANDE	RAJ GALANDE		INDIVIDUAL	
Fitness Cancellation	Ownership S	erial	Registration Upto		Fitness Upto	
Fitness Inspection+Certificate	1		07-Aug-2031		07-Aug-2031	
Fresh RC to financier Hypothecation Addition	Owner Ide	entification/Contacts E	Details			
Hypothecation Continuation	Owner Ca	tegory *	Mobile No *		Email ID	
Hypothecation Termination	GENERA	L	- 444444444			
Issue of Duplicate RC	PAN No		Aadhar No		Passport No	
Issue of NOC						
RC Particulars against Fee	Ration Ca	rd No	Voter ID		DL No	
RC Particulars for office						
RC Release						
RC Surrender	Current Ac	idress		Permanent Ad	Idress	
Re-assignment of Registration	House No	. & Street Name Villa	ao/Tour/City	Hausa No. 6.9	Street Name Village/Town/City	
Inward Application 🛛 😽 Back			SHI	123 VASHI F		
		Police Station State			ice Station State	
	Lanumark		harashtra	LandmarkPol	Maharashtra	
	District		narasntra Code	District	PIN Code	
	Thane		Code 3467	Thane	228467	

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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

se	<u>Vahan</u> AHom Cli€⊂l	ne 🧿 Report + 👤 U	pdate Profile 👻			Welcome ALL F	ROLES , U D C, Maharashtra 🛛 💽 🗋
Curr	ent Running Registra	tion No:					MH43BD0062
Tem	p Registration No MH/43	3/TMP/2016/13 generated	l against Application No I	MH16080000000965	× HSRP	× Smar	t Card 💿 Cash Counte
Selec	t Assigned Office & Actio	'n		Get Pendir	ig Work		
VASH Selec	t Assigned Office: H (NEVV MUMBAI) t Action: DUNT-STATEMENT Show I	• Form		۲	Application Old Sof No Appl Application No: Part 1 (First Six Chars) (MH1608 Get Pending Wo	Part 2 (Ne	egistration Pending Appls No Pending Appls Last 30 Days ext Ten Chars) 1112 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001112	24-Aug-2016	MH43BE0085	Conversion of Vehicle		1	REGISTERED-VCH-FEE

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.

			FEE - R	EGIST	FERED VEHICLE		Curr	ent Receipt No
	Vehicle No: MH43BE0085	i			Application No: MH16080000001112	2	MH43R	160800000
Vehicle (	Details							
Chassis	s No:		Registration Date:	:		Ow	ner Name:	
ASDEV	WEAWE		08-Aug-2016				THAL GALANDE	
Fitness \	Validity:		Vehicle Class:					
07-Aug	-2031		Motor Car		-			
S.No.	Description	Fe	e Amount		Fine Amount		Total Amount	
1.	Conversion of Vehicle		100		0		100	• -
2.	Postal Fee		50		0		50	• -
	Grand Total:		150		0		150	
						т	OTAL PAYABLE AMO	)UNT: Rs. 150/-
Paymen	t Collection Panel							
Select P	ayment Mode:							
Cash		*						
			Save Ba	ick 🗌	Revert Back For Rectific:	ation		

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.

Do You Want to Continue?
Total Amount to paid in Cash In Rupees: 150
✓ Yes 🗶 No

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

RECEIPT/APPL No:		hicle Department EW MUMBAI),MH		àr là
Vehicle Class:	Motor Car	H1608000001112		< 2.5 × 5.
Received From:	VITHAL GALANDE		() A 4 4 1	和思想的
Date:				
Date: Vehicle No:	24-Aug-2016 MH43BE0085	Chassis No:	ASDEWEAWE	
Regn Date:	08-Aug-2016	Cridssis No.	ASDEMEANE	
Particular	007.032.010	Amount	Penalty	Total
Conversion of Vehicle		100	0	100
Postal Fee		50	0	50
	150/- (ONE HUNDRED AND		Č.	
Customer Copy	GOVERNMENT	T OF MAHARASHTRA		
	Motor Vel	hicle Department EW MUMBAI),MH		
RECEIPT/APPL No:	Motor Vel	hicle Department EW MUMBAI),MH		
	Motor Vel VASHI (N	hicle Department EW MUMBAI),MH		
Vehicle Class:	Motor Vel VASHI (NI MH43R16080000070/M	hicle Department EW MUMBAI),MH		
Vehicle Class: Received From: Date:	Motor Ve VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016	hicle Department EW MUMBAI),MH H16080000001112		のため、
Vehicle Class: Received From: Date: Vehicle No:	Motor Vei VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085	hicle Department EW MUMBAI),MH	ASDEWEAWE	
Vehicle Class: Received From: Date: Vehicle No:	Motor Ve VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016	hicle Department EW MUMBAI),MH H16080000001112	ASDEWEAWE	ないない
Vehicle Class: Received From: Date: Vehicle No:	Motor Vei VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085	hicle Department EW MUMBAI),MH H16080000001112	ASDEWEAWE	Total
Vehicle Class: Received From: Date: Vehicle No: Regn Date:	Motor Vei VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085	hicle Department EW MUMBAI),MH H16080000001112 Chassis No:		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular	Motor Vei VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085	hicle Department EW MUM BAI),MH H16080000001112 Chassis No: Amount	Penalty	Total
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Conversion of Vehicle Postal Fee	Motor Vei VASHI (NI MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085	hicle Department EW MUM BAI),MH H16080000001112 Chassis No: Amount 100 50	Penalty 0	Total 100
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Conversion of Vehicle Postal Fee	Motor Vei VASHI (Ni MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085 08-Aug-2016	hicle Department EW MUM BAI),MH H16080000001112 Chassis No: Amount 100 50	Penalty 0 0	Total 100 50
Conversion of Vehicle Postal Fee GRAND TOTAL (in Rs): 1	Motor Vei VASHI (Ni MH43R16080000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085 08-Aug-2016	hicle Department EW M UM BAI), M H H16080000001112 Chassis No: Amount 100 50 D FIFTY ONLY)	Penalty 0 0	Total 100
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Conversion of Vehicle Postal Fee GRAND TOTAL (in Rs): 1	Motor Vei VASHI (NI MH43R1608000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085 08-Aug-2016	hicle Department EW M UM BAI), M H H16080000001112 Chassis No: Amount 100 50 D FIFTY ONLY)	Penalty 0 0	Total 100 50
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Conversion of Vehicle Postal Fee GRAND TOTAL (in Rs): 1	Motor Vei VASHI (NI MH43R1608000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085 08-Aug-2016	hicle Department EW M UM BAI), M H H16080000001112 Chassis No: Amount 100 50 D FIFTY ONLY)	Penalty 0 0	Total 100 50
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Conversion of Vehicle Postal Fee GRAND TOTAL (in Rs): 1	Motor Vei VASHI (NI MH43R1608000070/M Motor Car VITHAL GALANDE 24-Aug-2016 MH43BE0085 08-Aug-2016	hicle Department EW M UM BAI), M H H16080000001112 Chassis No: Amount 100 50 D FIFTY ONLY)	Penalty 0 0	Total 100 50

### 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 Appls Last 30 Days radio button and click on 'Get Pending work' Button.

Curr	ent Running Registrat	ion No:						h
Tem	p Registration No MH/43	/TMP/2016/13 generated	l against Application No f	MH1608000000965	× HSRP	× Smart	t Card 💿	Cash Count
Selec	t Assigned Office & Actio	n		Get Pendir	ng Work			
VASH Selec	t Assigned Office: HI (NEW MUMBAI) It Action: OUNT-STATEMENT Show F	• •		۲	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	Part 2 (Ne	egistration No No ext Ten Chars) 112 ack Application	Pending Appls Last 30 Days
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No		Action
1.	MH16080000001112	24-Aug-2016	MH43BE0085	Conversion of Vehicle		2	CONV-EN	TRY-SCRUTINY
		1	1	1		1	1	

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.

	Information			
hicle Current Technical Detail Vehicle Class [M	otor Car]   Vehicle Category [LMV]   Fitment	Date Upto [2031	-08-07]	
/ehicle Conversion				
Converted to Vehicle Category: *	Converted Vehicle Class: *		Converted Vehicle Category: *	
Transport ·	Goods Carrier	-	HEAVY GOODS VEHICLE	-
lew Fitness Validity: *	New MV Tax Paid Upto: *		New MV Tax Due From:08-08-2016 *	
31-Aug-2016			Purchase Date	-
lew MV Tax Payment Mode: *	Excess Amount To Be Adjusted: *		Permission Refrence Number: *	
QUARTERLY	2300		ASD315W	
ermission Date: *	Permission By: *			
23-Aug-2016	Other Case	-	AS32DA1A23	
Other Criteria:				
Not Applicable	•			
wle Details				
Number Description and Size of Tyres				
Number Description and Size of Tyres	Rear: *		Other:	
Number Description and Size of Tyres Front * 2	Rear: *		Other.	
Number Description and Size of Tyres				
Number Description and Size of Tyres Front * 2				
Number Description and Size of Tyres Front * 2 Tandem:				
Number Description and Size of Tyres Front * 2 Tandem: Registered Axle Weight(kg)			4	
Number Description and Size of Tyres Front * 2 Tandem: Registered Axle Weight(kg) Front *	A Rear. *		4	
Number Description and Size of Tyres Front * 2 Tandem: Registered Axle Weight(kg) Front * 1200	A Rear. *		4	
Number Description and Size of Tyres Front * 2 Tandem: Registered Axle Weight(kg) Front * 1200	A Rear. *		4	
Number Description and Size of Tyres Front * 2 Tandem: Registered Axle Weight(kg) Front * 1200	A Rear. *		4	

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	
🗃 Save	
<b>⋒</b> Homepage	
<ul> <li>Save-Options</li> </ul>	✤ Back

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 <u>disapproval</u> 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 <u>corrections</u>.

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	د
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>
Save Compare Changes	]

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.

Confirmation X			
Are you sure?			
✓ Yes	× No		

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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

se	<u>Vahan</u> Ar Horr diEd	ne 🧿 Report - 👤 U	Ipdate Profile 👻			Welcome ALL F	ROLES , U D C, Mahara	ashtra 🕒 L
Curr	Current Running Registration No:						MF	
Tem	p Registration No MH/43	/TMP/2016/13 generated	1 against Application No N	MH160800000098	5 × H	SRP 🗙 Smar	t Card 💿 C	Cash Counte
Selec	t Assigned Office & Actio	n		Get Pe	nding Work			
VASH Selec	t Assigned Office: 11 (NEW MUMBAI) t Action: DUNT-STATEMENT Show F	• •			Application     No     Application No:     Part 1 (First Six     MH1608     Get Pend	Appl No Chars) Part 2 (Nr 0000001	No L ext Ten Chars)	ending Appls .ast 30 Days
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Rema	rk Movement Sr.No	Act	tion
1.	1. MH16080000001112 24-Aug-2016 MH43BE0085 Convers			Conversion of Veł	icle	3	CONV-VERIF	

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.

### (For Authorized Users Only)

	Information		
hicle Current Technical Detail Vehicle Cla	ass (Motor Car)   Vehicle Category (LMV)   Fitment	Date Upto [2031-08-07]	
Vehicle Conversion			
Converted to Vehicle Category: *	Converted Vehicle Class: *		d Vehicle Category: *
Transport	<ul> <li>Goods Carrier</li> </ul>	HEAVY (	OODS VEHICLE
New Fitness Validity: *	New MV Tax Paid Upto: *	New MV 1	'ax Due From:08-08-2016 *
31-Aug-2016		Purchas	e Date 👻
New MV Tax Payment Mode: *	Excess Amount To Be Adjusted: *	Permissi	on Refrence Number: *
QUARTERLY	- 2300	ASD316	ïW
Permission Date: *	Permission By: *		
23-Aug-2016	Other Case	<ul> <li>AS32D/</li> </ul>	41A23
Other Criteria:			
Number Description and Size of Tyres			
Front: *	Rear: *	Other:	
2	4	4	
Tandem:			
Registered Axle Weight(kg)			
Registered Axle Weight(kg)	Rear: *	Other:	
	Rear: * 2400	Other.	
Front:*		Other:	
Front: * 1200		Other:	
Front: * 1200		Other:	
Front: * 1200		Other:	
Front:* 1200		Other:	

## 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 Appls Last 30 Days** radio button and click on '**Get pending work**' button to get all pending applications for the approval.

se.	<u>Vahan</u> ते Hom दोहन	ie 💿 Report - 👤 U	pdate Profile 👻				Welcome ALL F	ROLES , U D C, Maharashtra	e
Curre	ent Running Registrat	tion No:				MH43BD0062 MI	H43BE0092	MH43BF0001   MH43BG0	0030
Tem	p Registration No MH/43	/TMP/2016/13 generated	l against Application No M	/H16080	000000965	× HSRP	× Smar	t Card 💿 Cash C	oun
Selec	t Assigned Office & Actio	n			Get Pending	g Work			
VASH Select	t Assigned Office: 41 (NEW MUMBAI) 1 Action: DUNT-STATEMENT Show F				•	Application Old Soft No Appl I Application No: Part 1 (First Six Chars) MH1608 Get Pending Wor	Part 2 (No 0000001	egistration Pending No Last 30 ext Ten Chars) 112 ack Application	
Sr.N 0	Application No 💠	Application Date	Vehicle No		Purpose	Last Remark	Movement Sr.No	Action	
1.	MH16080000001112	24-Aug-2016	MH43BE0085	Conver	sion of Vehicle		4	CONV-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.

	Information	
hicle Current Technical Detail Vehicle Class	[Motor Car]   Vehicle Category [LMV]   Fitment D	Date Upto [2031-08-07]
/ehicle Conversion		
Converted to Vehicle Category: *	Converted Vehicle Class: *	Converted Vehicle Category: *
Transport	Goods Carrier	HEAVY GOODS VEHICLE
New Fitness Validity: *	New MV Tax Paid Upto: *	New MV Tax Due From:08-08-2016 *
31-Aug-2016		Purchase Date
lew MV Tax Payment Mode: *	Excess Amount To Be Adjusted: *	Permission Refrence Number: *
QUARTERLY	▼ 2300	ASD315W
Permission Date: *	Permission By: *	
23-Aug-2016	Other Case	<ul> <li>AS32DA1A23</li> </ul>
Other Criteria:		
Not Applicable	-	
Axle Details		
Number Description and Size of Tyres	Post -	Othor
Number Description and Size of Tyres	Rear.*	Other.
Number Description and Size of Tyres Front * 2	Rear. *	Other:
Number Description and Size of Tyres		
Number Description and Size of Tyres Front * 2 Tandem:		
Number Description and Size of Tyres Front * 2 Tandem: Registered Axle Weight(kg)		
Number Description and Size of Tyres Front: * 2 Tandem:		
Number Description and Size of Tyres Front: * 2 Tandem: Registered Axle Weight(kg) Front: *	A Rear.*	
Number Description and Size of Tyres Front: * 2 Tandem: Registered Axle Weight(kg) Front: * 1200	A Rear.*	
Number Description and Size of Tyres Front: * 2 Tandem: Registered Axle Weight(kg) Front: * 1200	A Rear.*	

### 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.

e_Vaham A Home © Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 🗋
Current Running Registration No: MH43BD0062 MH43 Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	3BE0092   MH43BF0001   MH43BG0030
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Appls</li> <li>Last 30 Days</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>0000001112</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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.

0	<u>e-</u>	/ahan 🔒 Home 📀 Report - 👤 Update Prot	īle -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧰			
	RC PRINT FORM						
	Pending RC O Today Printed RC						
	Print Regi	istration Certificate					
	SI.No	Application No 🗢	Registration No ≎	Select To Print RC			
	1	MH16080000001112	MH43BE0085	✓			
	2	MH043AA116131	MH43BD0061				
	3	MH1608000000855	MH02AA1111				
	4	MH16080000000716	MH03AA1252				
	5	MH1608000000838	MH43BE0091				
	6	MH16080000001068	MH43AR2015				
	7	MH1608000000877	MH43BG0029				
	8	MH1608000000951	MH43AR4002				
	9	MH1608000000828	MH43BG0028				
	10	MH1608000000686	MH43AR6585				
	I4 44 12 IN II						
	Print RC						

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

Printed Confirmation Panel				
Do you want to continue				
Confirm Print Cancel				
	h			

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.

(For Authorized Users Only)

	GOVERNMENT	OF MAHARASHTR		
Motor Vehicle Department VASHI (NEW MUMBAI) FORM 23				
		F REGISTRATION		
Registration No	: MH43BE0085	Registration Date	: 08-Aug-2016	
Description of Vehicle	: GOODS CARRIER	Purpose For Printing		
Dealer's Name & Address	: GANESH ENTERPRISES, MARG VIKHROLI W MUMBA		USTAN CONSTRUCTION CO., LBS	
Owner Name	: VITHAL GALANDE	Son/wife/daughter of		
	: 123 VASHI PHATA, VASHI,			
Full Address: (Temporary)				
Fitness UpTo Owner Serial No	: 23-Aug-2016 : 1	Tax UpTo	: One Time	
	:1			
Detailed Description				
Class of Vehicle	: GOODS CARRIER	Link Vehicle No	: DUAD AT ATAOS N	
Ownership Maker's Name	: INDIMDUAL : MARUTI SUZUKI INDIA LTE	Norms	: BHARAT STAGE IV	
Maker's Name Front HSRP No	. WWW.OTT SUZUKTINDIALTI	Rear HSRP No		
Type of Body	RIGID (PICK-UP TRUCK)	Month/Year of Manuf.	:12011	
No of Cylinders	:2	Chassis No	ASDEWEAWE	
Engine No	:23SA1D32A	Fuel	DIESEL	
Horse Power(B.H.P.)	:32.18	Cubic Capacity	: 793.00	
Maker's Classification	: MARUTI SUPER CARRY DI SEL STD.		: 2110	
Seating Cap(in all)	:2	Standing Cap	:0	
Sleepar Cap	:0	Unladen Wt (kgs)	: 840	
Colour	: EDW	Laden/GV Wt (kgs)	: 1600	
Other Criteria	:	AC Fitted	: NO	
	of all transport vehicles of		(Gross Vehicle Weight)	
By Manuf.	:	As Regd.	:	
	Description		eight(in kgs)	
a) Front:	2	12		
b) Rear:	4	24	00	
c) Other:	4	0		
d) Tandem:		0		
	ve described is subject to H			
Purchase dt	:08-Aug-2016	Sale Amt	: 952000/-	
OTT Date	:08-Aug-2016	Amount/Rcpt No	: 104720/	
TextleTe	:One Time	Vehicle is Govt/Pvt.	MH43R16080000038 : PRIVATE	
TaxUpTo Tax Exempted or Not	: One Time : NOT EXEMPTED	Date of Approval	: 24-Aug-2016	
Other State/Transfer/Co		Data of Approval	. 2400092010	
Previous Owner		Previous RegNo		
Old State		Entry Date		
Old State Transfer Date	:	Conversion Date	: : 24-Aug-2016	
	: m 08-Aug-2016 to 31-Aug-201		: 24Mug-2010	
This certificate is valid from	11 00-Mag-2016 to 31-Mug-201	•		
ate : 24-Aug-2016 15:06:47 Signature of Registering Authority				
ate : 24-Aug-2016 15:06:47	,		Signature of Registering Authority	

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.

A Home ☐ Know Your MV	Tax 🗐 Online Cash Payment	
		VAHAN is the flagship e-Governance
in the past years. In 2009, another major initiat Central levels in the form of through periodic replication	THE INTEGRATED SOLUTION FOR VEHICI VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2005. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole neved a many successes and crossed significant milestones two was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online these consolidated databases. These include citizen-centric	Login User ID * Stest2 Password *  Enter Verification Code: * 73136 73136
SECURE SECURE	Powered by National Informatics Centre. All Rights R Copyright @2015	Reserved.

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

e - Vahan A Home	Weloome ALL ROLES , U D C, Maharashtra 💽
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH160800	MH43BD
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VEHIC Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Application No</li> <li>Application No:</li> </ul> Part 1 (First Six Chars)     Part 2 (Next Ten Chars)           MH1608           Get Pending Work         Pull Back Application

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.

10-00 H	e-Vahan diga	nt Home	🗿 Report 👻	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra	0
				INWARD APPLICATION		
				Registration No • MH43BG0021 Show Details • Back		

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

equest For Registration No:	( <u></u>	,				
H43BG0021)	Owner Details	Vehicle Details	Insurance Details	Hypothecation Deta	ails Fitness Details	
Alteration of Motor Vehicle		State	e:Maharashtra Off	ice: VASHI (NEW N	(UMBAI)	
Cancellation of RC by Authority Cancel NOC by Owner	Owner Inform	ation				
Change of Address in RC	Registration 1	Гуре	Purchase/Delivery	/ Date i	Registration Date	
Conversion of Vehicle	NEW		26-Jul-2016		26-Jul-2016	
Duplicate FC	Owner Name		Son/Wife/Daughte	erof	Ownership Type	
Duplicate TO Tax Card	TRANSPOR	!T	s		INDIVIDUAL	
Fitness Cancellation	Ownership S	erial	Registration Upto		Fitness Upto	
Fitness Inspection+Certificate	1		25-Jul-2031	25-Jul-2031		
Fresh RC to financier Hypothecation Addition	Owner Ide	ntification/Contacts [	Details			
Hypothecation Continuation	Owner Cat	enory a	Mobile No *		mail ID	
Hypothecation Termination	GENERAL		• 2332323232		maine	— II
Issue of Duplicate RC	PAN No	-	Aadhar No	[	assport No	
Issue of NOC				i		
RC Particulars against Fee	Ration Car	d No	Voter ID		L No	
RC Particulars for office						
rpose (Witout Fee) RC Release						
RC Surrender				<u>)</u>		
Re-assignment of Registration	Current Ad	dress		Permanent Addre	ISS	
	House No.	& Street Name Villa	ge/Town/City	House No. & Stre	et Name Village/Town/Ci	ty
Inward Application 🖌 Back	S	S		S	VASHI	
	Landmarki	Police Station State	9	Landmark/Police	Station State	
	Landmark		e harashtra	Landmark/Police	Station State Maharashtra	
	District		Code	District	PIN Code	
	Mumbai :		3242	Thane	732138	

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 Appls Last 30 Days** radio button and click on 'Get pending work' button.

e-Villan A Home © Report	- 👤 Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽								
Current Running Registration No:										
Temp Registration No MH/43/TMP/2016/13 g	generated against Application No MH16080000000	165 <b>X HSRP X Smart Card Tash Coun</b>								
Select Assigned Office & Action	Get	Pending Work								
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT Show Form		Application     Old Software     Registration     Pending Appl     No     Appl No     No     Application No:     Part 1 (First Six Chars)     MH1608     O000001132     Get Pending Work     Pull Back Application								
Sr.N Application No 🗢 Applicati		Last Remark Movement Action								
1. MH16080000001132 24-Aug-2016	MH43BG0021 Duplicate FC	1 DUP FC-ENTRY-SCRUT								

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.

e-Vahan A Home © Rep देहिन	oort 👻 👤 Up	date Profile +		Welcome ALL ROLES , U D C, Maharashtr
Application Details				
Application No. MH16080000001132 Owner Name		Application Date 24-AUG-2016 Chassis No		Registration No MH43BG0021 Purpose
		NEWTRS12345		DUPLICATE FC
Duplicate Certificate				
Reason TORN	•	Reason: * TORN		
Insurance Details				
Insurance Type * COMPREHENSIVE	•		•	Policy No * SADWEASD
Insurance from (DD-MMM-YYYY) * 26-Jul-2016		Insurance upto (DD-MMM-YYYY) * 25-Jul-2017		Insurance Declared Value * 0
		Save-Options Back		

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.

<b>⇔</b> File Movement	
<b>⊟</b> Save	
▲ Homepage	
▼ Save-Options	🕈 Back

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 <u>disapproval</u> 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 <u>corrections</u>.

ſ	File Movement	×
l c k	Office Remarks OFFICE REMARK ? OFFICE ? OFFICE REMARK ? OFFICE REMARK ? OFFICE	
C	Save Compare Changes	

**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.

Confirmation X					
Are you sure?					
✓ Yes	× No				

## 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 Appls Last 30 Days radio button and click on 'Get pending work' button.

e-Vaham तिHome © Report - ⊥।	Jpdate Profile 🔸			Welcome ALL R	:OLES , U D C, Maharashtra 🛛 💽 L
Current Running Regist20082 [MH438E0092   M	H43BF0001   MH43BG0030				
Temp Registration No MH/43/TMP/2016/13 generated	d against Application No MH16	6080000000965	× HSRP	× Smart	Card 💿 Cash Count
Select Assigned Office & Action		Get Pending	Work		
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form		• A	pplication Old Soft No Appl I Application No: Part 1 (First Six Chars) MH1608 Get Pending Wor	No Part 2 (Ne 0000001	gistration Pending Appls No Last 30 Days ext Ten Chars) 132 ack Application
Sr.N Application No ≎ Application o Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1. MH16080000001132 24-Aug-2016	plicate FC		2	REGISTERED-VCH-FEE	

Click on '**REGISTERED-VEH-FEE**' button to view the Duplicate FC fee form after that click on SAVE button for payment.

		1	Curr	ent Receipt No					
	Vehicle No:				Application No:		MH43R	16080000	
MH43BG0021					MH16080000001132	2			
Vehicle I	Details								
Chassis	s No:		Registration Date:				Owner Name:		
NEWT	RS12345		26-Jul-2016				TRANSPORT		
Fitness	Validity:		Vehicle Class:						
25-Jul-2	2018		Goods Carrier		•	-			
S.No.	Description	Fe	e Amount		Fine Amount		Total Amount		
1.	Duplicate FC		100		0		100	+ -	
	Grand Total:		100		0		100		
							TOTAL PAYABLE AMO	UNT: Rs. 100/-	
Paymen	Payment Collection Panel								
Select P Cash	Select Payment Mode: Cash								
			Save Ba	ack	Revert Back For Rectific	ation	]		

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.

		NT OF MAHARASHTRA				
	1					
RECEIPT/APPL No:		(NEW M UM BAI), M H 1/MH16080000001132				
Vehicle Class:	Goods Carrier	Goods Carrier				
Received From:	TRANSPORT		■ €1	A RACE & OF		
Date:	24-Aug-2016					
Vehicle No:	MH43BG0021	Chassis No:	NEWTRS123	45		
Regn Date:	26-Jul-2016					
Particular		Amount	Penalty	Total		
Duplicate FC		100	0	100		
NoteThis is computer	generated slip, no need	of signature.		ALL ROLES		
	GOVERNMENT OF MAHARASHTRA Motor Vehicle Department					
	VASHI (NEW MUMBAI), MH					
RECEIPT/APPL No:		1/MH1608000001132	121			
		6-3 T	2264 3 3,4			
Vehicle Class:	Goods Carrier		(m) Z.	Contraction of the second s		
Vehicle Class: Received From:	TRANSPORT		₩ <b>4</b>			
Vehicle Class: Received From: Date:	TRANSPORT 24-Aug-2016	Change No.	回答	AND		
Vehicle Class: Received From: Date: Vehicle No:	TRANSPORT 24-Aug-2016 MH43BG0021	Chassis No:	NEWTRS123	445		
Vehicle Class: Received From: Date: Vehicle No:	TRANSPORT 24-Aug-2016	Chassis No:	NEWTRS123 Penalty	145 Total		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular	TRANSPORT 24-Aug-2016 MH43BG0021					
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Duplicate FC	TRANSPORT 24-Aug-2016 MH43BG0021	Amount 100	Penalty	Total		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Duplicate FC	TRANSPORT 24-Aug-2016 MH43BG0021 26-Jul-2016	Amount 100	Penalty 0	Total 100		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Duplicate FC GRAND TOTAL (in Rs):	TRANSPORT 24-Aug-2016 MH43BG0021 26-Jul-2016	Amount 100 ONLY)	Penalty 0	Total		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Duplicate FC GRAND TOTAL (in Rs):	TRANSPORT 24-Aug-2016 MH43BG0021 26-Jul-2016 100/- (ONE HUNDRED	Amount 100 ONLY)	Penalty 0	Total 100		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Duplicate FC GRAND TOTAL (in Rs):	TRANSPORT 24-Aug-2016 MH43BG0021 26-Jul-2016 100/- (ONE HUNDRED	Amount 100 ONLY)	Penalty 0	Total 100		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Duplicate FC GRAND TOTAL (in Rs):	TRANSPORT 24-Aug-2016 MH43BG0021 26-Jul-2016 100/- (ONE HUNDRED	Amount 100 ONLY)	Penalty 0	Total 100		

# 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 Appls Last 30 Days radio button and click on 'Get Pending work' Button.

(For Authorized Users Only)

e-Vahan A Home © Report - L Update Profile - Welcome ALL ROLES, U.D.C. Maharashtra ເ€ Log										
Current Running Registration No: MH43BD0062   MH43BE										
Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965 X HSRP X Smart Card Cash Counter										
Select Assigned Office & Action	Get Pending Work									
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  ACCOUNT-STATEMENT  Show Form	<ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Appls</li> <li>No</li> <li>Appl No</li> <li>No</li> <li>Last 30 Days</li> <li>Get Pending Work</li> </ul>									
Previous 30 Days Pending Appls Pending Work(S) For The Selected Office [VASHI (NEW MUMBAI)] From [26-Jul-2016 ] To [24-Aug-2016 ]										
	3     4     →       Purpose     Last Remark     Movement Sr.No									
1.         MH16080000001132         24-Aug-2016         MH43BG0021         Duplica	te FC 3 DUP FC-VERIFICATION									

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.

e-Vahan A Home ⊙ Report - L Upo	late Profile →	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽	
Application Details			
Application No.	Application Date	Registration No	
MH16080000001132	24-AUG-2016	MH43BG0021	
Owner Name	Chassis No	Purpose	
TRANSPORT	NEWTRS12345	DUPLICATE FC	
Duplicate Certificate			
Reason	Reason: *		
TORN	TORN		
	TORN		
Insurance Details			
Insurance Type *	Insurance Company *	Policy No *	
COMPREHENSIVE	ADROIT TECH SER PVT LTD	SADWEASD	
Insurance from (DD-MMM-YYYY) *	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *	
26-Jul-2016	25-Jul-2017	0	
	✓ Save-Options		

### 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 Appls Last 30 Days** radio button and click on 'Get pending work' button to get all pending applications for the approval.

	_Vahan Ar Hom Cli€cl	ne 🧿 Report - 👤 U	Ipdate Profile +				Welcome ALL R	OLES, U D C, Mah	arashtra 🖸
	rent Running Registra np Registration No MH/43		d against Application No N	MH160800	100000965	× HSRP	× Smart	t Card 💿	Cash Cou
Sele	ct Assigned Office & Actio	ın			Get Pending	Work			
VAS	ct Assigned Office: HI (NEW MUMBAI) ct Action: COUNT-STATEMENT Show I	▼ ▼ Form			• •	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	Part 2 (Ne 0000001	gistration No No 132 ack Application	Pending Ap Last 30 Da
Sr.N o	Application No 🗢	Application Date	Vehicle No	P	urpose	Last Remark	Movement Sr.No	,	Action
1.	MH16080000001132	24-Aug-2016	MH43BG0021	Duplicate	e FC		4	DUP FC-A	PROVAL
			1	1		1	1		

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.

Application Details		
Application No.	Application Date	Registration No
MH16080000001132	24-AUG-2016	MH43BG0021
Owner Name	Chassis No	Purpose
TRANSPORT	NEWTRS12345	DUPLICATE FC
Duplicate Certificate		
Reason	Reason: *	
TORN	TORN	
Insurance Details		
Insurance Type *	Insurance Company *	Policy No *
	ADROIT TECH SER PVT LTD	SADWEASD
Insurance from (DD-MMM-YYYYY) *	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *
26-Jul-2016	25-Jul-2017	0
	🔹 Save-Options 🗍 🆘 Back	
National informatics center		Page: 118

### 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.

हिंद् Albania Albania OReport - Lupdate Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕒 [
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43BD0062   M MH43BD0062   M MH43BD0062   M MH43BD0062   M
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: FITNESS-CERTIFICATE-PRINT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Application No</li> <li>Last 30 Days</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

This will display, the list of all FCs pending for printing. You can print FC either by entering the application number or Registration Number.

	FITNESS CERTIFICATE PRINT FORM								
Print again today printed Fitness Certificate									
	Application No Print FC								
		I4 4 12 P> PI							
SI.No	Application No 🗢	Registration No ≎	Action						
1	MH1608000000877	MH43BG0029	FC Print isPrinted FC						
2	MH16080000000308	MH43BG0026	FC Print isPrinted FC						
3	MH1607000001832	MH43BG0023	FC Print isPrinted FC						
4	MH16070000010161	MH43GG0027	FC Print isPrinted FC						
5	MH1608000000292	MH43BG0025	FC Print isPrinted FC						
6	MH16070000010010	MH43BG0021	FC Print isPrinted FC						
7	MH1608000000828	MH43BG0028	FC Print isPrinted FC						
8	MH16070000010088	MH43VS0333	FC Print isPrinted FC						

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

Printed Confirmation Panel				
Do you want to continue				
Confirm Print Cancel				

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

MO	DTOR VEHICLE DEPARTMENT VASHI (NEW MUMBAI)
	FORM 38
	[See Rule 62(1)]
	Certificate of Fitness
	(Applicable in the case of transport vehicles only)
Achicle No MH43BG002 and the rules made there	1(Goods Carrier) is certified as complying with the provisions of the Motor vehicles Act, 1988 e under.
The Certificate will expire Next Inspection Due Dates sue Date: 24-Aug-2016	te: 26-Jun-2018
	Signature and Designation
	Signature and Designation of Issuing Authority VASHI (NEW MUMBA)

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.

👷 Home 🛛 Know Your MV Tax 💭 Online Cash Payment	•)
	∨AHAN is the flagship
THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION
VAHAN is the flagship e-Governance	Login
Application under National Transport Project, a	
Mission Mode Project initiated in year 2006.	User ID *
CICCO The purpose of the application was to	stest2
automate the RTO operations related to	Password *
Vehicle Registration, Permit, Taxation, Enforcement in the whole country. The	
project has achieved a many successes and crossed significant milestones in	Enter Verification Code: *
the past years.	55865
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	55865
Registry (NR) databases through periodic replication mechanism. A number of	
National and State level online applications are running on these consolidated	<b>1</b> ∎ Login
databases. These include citizen-centric applications	- Logill
Read More 💿	

Once you are logged into the system, you need to select assigned Office and ACTION to be carried ou

e-Vahan A Home ◎ Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕒 L
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	MH43BD0062   MH43BE0092   MH43BF0001   MH43BG0030
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>No</li> <li>Software</li> <li>Appl No</li> <li>30 Days</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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.

Registration No • MH12AE0001 Show Details + Back	

Select Check box 'Fitness Inspection + Certificate' and Click on Inward Application button.

Cancellation of RC by Authority	*
Cancel NOC by Owner	
Change of Address in RC	
Conversion of Vehicle	
Duplicate FC	
✓ Fitness Inspection+Certificate	
Fresh RC to financier	
Hypothecation Addition	
Hypothecation Continuation	
Hypothecation Termination	
Issue of Duplicate RC	
Issue of NOC	
RC Particulars against Fee	
RC Particulars for office Purpose (Witout Fee)	
RC Release	
RC Surrender	
Re-assignment of Registration No (RMA)	
Renewal of Registration	
Transfer of Ownership	Ŧ
Inward Application Sack	

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.

Select A	Assigned Office & Action			Get Pending W	ork		
Select Assigned Office: PUNE Select Action: ACCOUNT-STATMENT Show Form LIST OF PENDING WORK(S) FO		(S) FOR THE SELE(	Application No      Registration No      All     Application No:     Part 1 (First Six Chars)     Part 2 (Next Ten Chars)     MH1601     0000003234     Get Pending Work   R THE SELECTED OFFICE [ PUNE ]				
Sr.No	Sr.No Application No $\diamondsuit$ Application Date			Purpose	Purpose Last Remark Movement Sr.No Action		
1. MH1601000003234 22-Jan-2016 MH12QA5690 Fitne				Fitness Inspection+Certificat e		1	REGISTERED-VCH-FEE

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

	FEE - REGISTERED VEHICLE								Current Receipt No
	Vehicle No: MH12QA5670				Application No: MH1601000003202				US 84
Vehicle [	Details								
Chassis 24F BC Fitness V 22-Aug	CM 91649 Validity:		Registration Date: 25-Apr-1997 Vehicle Class: Three Wheeler (Pass	senger)		Owner I	Name: JI W.JOI		
S.No.	Description	Fee	e Amount	Fine An	iount	To	otal Amount		
1.	Fitness Inspection+Certificate		200		0		200	+	-
	Grand Total:		200		0		200		
						τοτα	L PAYABLE AMOUNT:	Rs. 200/	-
<u> </u>	Payment Collection Panel       Select Payment Mode:       Cash								
				Save Bac	:k				

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.

Select Assigned Office & Action				Get Pending Work			
Select Assigned Office:  PUNE  Select Action:  ACCOUNT-STATMENT  Show Form  LIST OF PENDING WORK(S) FO			(S) FOR THE SELEC	Application No     Application No     Application No     Part 1 (First Six Chars)     Part 2 (Next Ten Chars)     MH1601     0000003202     Get Pending Work  THE SELECTED OFFICE [ PUNE ]			
Sr.No Application No \$ Application Date Vehicle No			Purpose	Purpose Last Remark Movement Action			
1.         MH 16010000003202         22-Jan-2016         MH 12QA5670         Fitness I e		Fitness Inspection+Certificat e		2	FIT-ENTRY-SCRUTINY		

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

Application Details		
Application No.	Application Date	Registration No
MH1601000003202	22-JAN-2016	MH12QA5670
Owner Name	Chassis No	Purpose
TANAJI W.JOI	24F BCM 91649	FITNESS INSPECTION+CERTIFICATE
	Information	
	sult [Fail], Valid Upto [ 22-AUG-2012],NID(Next Inspection Date) [ 23-JUL ne By [bbbaaaa]	-2012] , Fare Meter No [NA], Speed Gov. No[NA], Speed Gov Company [NA], Remark [NA], Fitness
Fitness Test Date and Time ·	Fitness Valid Upto	NID(Next Inspection Date)
22-Jan-2016 00:00:00	21-Jan-2017	23-Dec-2016
PUCC NO ·	PUCC Validity •	Fare Meter No.
12912912902109	21-Jan-2016	
Result	Inspected by Fitness Officer 1 •	
PASS	OFFICE STAFF	<b>•</b>
Remarks, If Any		

er Manual –	(For Authorized Users			
Parameters BREAK HORN WIPER FINISHING EMISSION	STEERING     LAMP     DIMENSION     ROAD WORTHINESS     REAR	SUSPENSION     EMBOSSING     BODY     POLLUTION     OTHERS	ENGINE     SPEEDOMETER     FAREMETER     TRANSMISSION	✓ TYRE ✓ PAINT ✓ ELECTRICAL ✓ GLASS
		Check / Uncheck All	]	

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				
<b>⊟</b> Save				
★ Homepage				
✓ Save-Options	<ul> <li>➡ Back</li> </ul>			

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 <u>disapproval</u> 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 <u>corrections</u>.

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.

User Manual – Vehicle Registrations and Transacti	ons (For Authorized Users Only
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>
Save Compare Changes	

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you.

Confirmation ×			
Are you sure?			
🗸 Yes 🗶 No	)		

## **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.

Select	Select Assigned Office & Action			Get Pending V	Get Pending Work		
PUNE	Select Assigned Office:  PUNE  Select Action:  ACCOUNT-STATMENT  Show Form  LIST OF PENIDING WORK(S) FO				Application No     Application No     All     Application No     Part 1 (First Six Chars)     Part 2 (Next Ten Chars)     MH1601     0000003202     Get Pending Work		
				(5)10111120222		-1	
Sr.No	Sr.No Application No  Application Date			Purpose	Last Remark	Movement Sr.No	Action
1.         MH16010000003202         22-Jan-2016         MH12QA5670         Fitness le		Fitness Inspection+Certifica e	t	3	FIT-VERIFICATION		

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.

Application Details							
Application No.	Application Date	Registration No					
MH1601000003202	22-JAN-2016	MH12QA5670					
Owner Name	Chassis No	Purpose					
TANAJI W.JOI	24F BCM 91649	FITNESS INSPECTION+CERTIFICATE					
	Information						
Current Fitness Details Result [Fail], Valid Upto Done By [bbbaaaa]	[ 22-AUG-2012],NID(Next Inspection Date) [ 23-JUL-2012] , Fare Meter N	No [NA], Speed Gov. No[NA], Speed Gov Company [NA], Remark [NA], Fitness					
Fitness Test Date and Time -	Fitness Valid Upto •	NID(Next Inspection Date) ·					
22-Jan-2016 00:00:00	21-Jan-2017	23-Dec-2016					
PUCC NO ·	PUCC Validity •	Fare Meter No.					
12912912902109	21-Jan-2016						
Result	Inspected by Fitness Officer 1 *						
PASS	OFFICE STAFF						
Remarks, If Any							
Parameters							
BREAK STEERING	SUSPENSION	ENGINE VTYRE					
HORN LAMP		SPEEDOMETER  PAINT					
WIPER DIMENSION	BODY 🗸	FAREMETER ELECTRICAL					
FINISHING ROAD WORTHINESS		TRANSMISSION GLASS					
EMISSION REAR	OTHERS						
	Check / Uncheck All						
	▼ Save-Options Sack						

## 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.

Select /	Assigned Office & Action				Get Pending Wo	ırk		
PUNE Select /	Select Assigned Office:       PUNE       Select Action:       ACCOUNT-STATMENT       Show Form					Application No: Part 1 (First Six Chars) MH1601	Part 2 (Next 000000320 Get Pending Work	
			F PENDING WORK	(S) FOR	THE SELEC	TED OFFICE [ PUN	EJ	
Sr.No Application No  Application Vehicle No Date			Purpose	Last Remark	Movement Sr.No	Action		
1. MH1601000003202 22-Jan-2016 MH12QA5670 Fitness Ir e		spection+Certificat		4	FIT-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. National informatics center Page: 127

## 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.

Select Assigned Office & Action	
Select Assigned Office:	
PUNE	•
Select Action:	
FITNESS-CERTIFICATE-PRINT	
Show Form	

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.

	FITNESS CERTIFICATE PRINT FORM							
	H (123456 PP H							
SI.No	Application No 🗢	Registration No ≎	Action					
1	MH1601000003358	MH12AO0031	FC Print isPrinted FC					
2	MH1512000002448	MH12AO0008	FC Print isPrinted FC					
3	MH15120000005102	MH12AJ0001	FC Print isPrinted FC					
4	MH1512000002806	MH12AE0006	FC Print isPrinted FC					
5	MH1601000000854	MH12AO0024	FC Print isPrinted FC					
6	MH1511000000657	MH12KQ0552	FC Print isPrinted FC					
7	MH16010000001291	MH12AO0026	FC Print isPrinted FC					
8	MH1601000000549	MH12AO0023	FC Print isPrinted FC					
9	MH1601000003477	MH12AL0013	FC Print isPrinted FC					
10	MH1512000004207	MH12AO0016	FC Print isPrinted FC					
	1	IN CALL 123456 PP PI						

Click on 'FC Print' button to print the Fitness Certificate for that vehicle as shown below.

(For Authorized Users Only)

	FITNESS CERTIFICATE PRINT FORM								
SI.No	Application No 🗢	Registration No ≎ MH12QA	Action						
1	MH 1601000002985	MH12QA0109	FC Print isPrinted FC						
2	MH 1601000003202	MH12QA5670	FC Print isPrinted FC						
3	MH 1601000003216	MH12QA0146	FC Print isPrinted FC						
4	MH 1601000003156	MH12QA8912	FC Print isPrinted FC						
5	MH 1602000000098	MH12QA0129	FC Print isPrinted FC						
6	MH1601000003172	MH12QA5656	FC Print isPrinted FC						
		II (II )> FI							
		Back							

The Alert box will be shown for printing confirmation. Click on '**Confirm Print**' button for FC printing.

Printed Confirmation Panel								
Do you want to continue								
✓ Confirm Print ★ Cancel								

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

Sack Print	
GOVERNMENT OF MAHARASHTRA	
MOTOR VEHICLE DEPARTMENT PUNE	
FORM 38	
[See Rule 62(1)]	
Certificate of Fitness	
(Applicable in the case of transport vehicles only)	
Vehicle No MH12QA56570(Three Wheeler (Passenger)) is certified as complying with the provisions of the Motor vehicles Act, 1988 and the rules made there under.	
The Certificate will expire on 21-Jan-2017. Next Inspection Due Date: 23-Dec-2016	
Issue Date: 02-Feb-2016	
Sil	ignature and Designation
, and the second s	of Issuing Authority

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.

(For Authorized Users Only)

	FITNESS CERTIFICATE PRINT FORM								
SI.No	Application No 🗢	Registration No ≎ MH12QA	Action						
1	MH 1601000002985	MH12QA0109	FC Print isPrinted FC						
2	MH 1601000003202	MH12QA5670	FC Print isPrinted FC						
3	MH 1601000003216	MH12QA0146	FC Print isPrinted FC						
4	MH 1601000003156	MH12QA8912	FC Print isPrinted FC						
5	MH 1602000000098	MH12QA0129	FC Print isPrinted FC						
6	MH1601000003172	MH12QA5656	FC Print isPrinted FC						
		Back							

Click on **Yes** button of the Alert box to push printed FC's records to the history tables for audit purpose.

Print History Panel						
Are you sure the FC has been printed correctly?						
🗸 Yes 🛛 🗙 No						
#						

(For Authorized Users Only)

User Manual – Vehicle Registrations and Transactions

## **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.

☆ Home Know Your MV Tax Online Cash Payment	¢
	∨AHAN is the flag
THE INTEGRATED SOLUTION FOR VEHICLE R         VAHAN is the flagship e-Governance         application under National Transport Project, a         Mission Mode Project initiated in 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 a 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	-
Read More 🕤	
Powered by National Informatics Centre. All Rights Reserve Copyright @2015	ed. NIC INFORM

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

हिन्दे कि Home ⊙ Report - LUpdate Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽 🗋 (
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	MH43BD0062   MH43BE0092   MH 11608000000965
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>Appls Last</li> <li>Application No:</li> </ul> <ul> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul> <ul> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>
National informatics center	Page: 131

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.

e-Vahan	🔒 Home	🛛 Report 🗸	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra	G
			INWARD APPLICATION		
			Registration No • MH43AR7072 Show Details		

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

Registration No: MH43AR7072									
		× Contact Deta	ils	× Insuranc	e				
sfer of Ownership to Insura	ice Company: Ve	ehicle must be	blac	k listed with r	rea	son Theft/D	estrove	d/Accident Vehicle	
•									
quest For Registration No:	Owner Details	Vehicle Details	Ins	surance Details		Hypothecation D	etails		
H43AR7072)	ų								
Alteration of Motor Vehicle		Stat	e:Ma	harashtra Offi	ice	: VASHI (NEW	MUMB	AI)	_
Cancellation of RC by Authority Cancel NOC by Owner	Owner Inform	ation							
Change of Address in RC	Registration	Гуре		Purchase/Delivery	/D	ate	Registra	ation Date	
Conversion of Vehicle	NEW			22-Dec-2014			22-Dec	:-2014	
Duplicate FC	Owner Name			Son/Wife/Daughte	er o	f	Owners	hip Type	
Duplicate TO Tax Card	MURLI MOH	HAN		NA		INDIVIDUAL			
itness Cancellation	Ownership S	erial		Registration Upto		Fitness Upto			
itness Inspection+Certificate	1			21-Dec-2029		21-Dec	:-2029		
Fresh RC to financier					_				<b>ล</b>
Hypothecation Addition	Owner Ide	ntification/Contacts I	Detail:	S					
Hypothecation Continuation	Owner Cat	egory *		Mobile No *			Email ID		
Hypothecation Termination	OTHERS		•	2222222222					
ssue of Duplicate RC	PAN No			Aadhar No		Passport No			
ssue of NOC						NA			
RC Particulars against Fee	Ration Car	rd No		Voter ID			DL No		
pose (Witout Fee)	NA			NA			NA		
RC Release									-
RC Surrender	Current Ad	dress			Ì	Permanent Ad	dress		ן ר
Re-assignment of Registration					1				
Inward Application & Back		& Street Name Villa	-					e Village/Town/City	
mwaru Application				RNO-9 C.B		U-6 LANE		SECTOR NO - 9 C.B	
		Police Station Stat				Landmark/Poli			
	NAVI MU		haras			NAVI MUMB.	Al	Maharashtra	
	District	PIN	Code			District		PIN Code	

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 Appls Last 30 Days radio button and click on 'Get Pending work' Button.

(e-)	<b>∕ahan त</b> Home ⊙ Repu दाइन	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧰									
	INWARD APPLICATION										
🚺 Арр	plication Number is Generted Succ	cessfully.Applica	tion Number is : MH16080000001:	221							
Sr.N 0	Application No	Application Date	Vehicle No	Purpose	Movement Sr.No	Action					
1.	MH16080000001221	25-Aug-2016	MH43AR7072	Fresh RC to financier	1	ISSUE OF FRC-ENTRY-					
2.	MH16080000001221	25-Aug-2016	MH43AR7072	Hypothecation Termination	1	HPT-ENTRY-SCRUTINY					
	Registration No *										

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.

Application No.			<u> </u>	lication Date	Registration No			
	0000001221			-AUG-2016	MH43AR7072			
Owner Na			_	ssis No	Purpose			
MURLIN	10HAN		MA	T612325EKJ13529	HYPOTHECATI	ON TERMIN	IATION	
Insurance	Details							
Insurance	Туре *		Insur	rance Company *	Policy No *			
COMPRE	EHENSI√E	-	NA7	TIONAL INSURANCE CO LTD.	55270P031146	160124250	)	
Insurance	from (DD-MMM-	YYYY) *	Insu	rance upto (DD-MMM-YYYY) *	Insurance Declared Value *			
31-Aug-:	2015		30-	-Aug-2016	0	0		
				Hypothecation Details				
S.No.	Туре	Financer		Address			From	Action
1.	Hypothecatic n	INDIAN OVERSEAS E	ANK	NK VASHI , NAVI MUMBAI , 0 , , Maharashtra - 0			22-DEC-20 14	Termir
				Hypothecation Termination Details				
S.No.	Туре	Financer		Address:		From	Upto	Update
1. Hypothecation INDIAN OVERSEAS BANK VASHI , NAVI			VASHI , NAVI MUMBAI , 0 , , Maharashtra -	· 0	22-DEC-2 014	24-Aug-20 16	Edit	
<ul> <li>▼ Save-Options</li> <li>◆ Back</li> </ul>								

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.

<b>⇔</b> File Movement		
■ Save		
▲ Homepage		
✓ Save-Options	্ <del>চ</del> Ba	ick

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 <u>disapproval</u> 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 <u>corrections</u>.

Click on **SAVE** button to save the application without forwarding to the next seat for verification.

	File Movement	×
i c k	Office Remarks  Office Remarks  Proceed to Next Seat  Hold Due to Incomplete Application  Revert Back for Rectification	
c r	Save Compare Changes	

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.

Confirmati	on 🗙				
Are you sure?					
✓ Yes	× No				

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.

Print Owner I	Disclaimer
Application N	Disclaimer for: lo: MH16080000001221 No: MH43AR7072
🗸 Ok	Print Disclaimer

Selec	t Assigned Office & Actio	n			Get Pending	) Work		
VASH Selec	t Assigned Office: H (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	• Form			A ھ	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (No 0000001	egistration Pending Apple No Last 30 Days ext Ten Chars) 221 ack Application
Sr.N 0	Application No ᅌ	Application Date	Vehicle No		Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001221	25-Aug-2016	MH43AR7072	Fresh F	RC to financier		1	ISSUE OF FRC-ENTRY-S
2.	MH16080000001221	25-Aug-2016	MH43AR7072	Hypoth tion	ecation Termina		2	REGISTERED-VCH-FEE
	1	1	1	1			1	

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.

#### (For Authorized Users Only)

Application De	tails										
Application No				Appli	ication Date		Re	gistration	No		
MH16080000	001221			25-/	AUG-2016		M	1H43AR70	72		
Owner Name				Chas	ssis No		Pu	Irpose			
MURLI MOH	AN			MA	T612325EKJ13529		F	RESH RC	TO FINANCIER		
(						)					
Existing Owne	r's Details										
Owner Se rial	Previous Own me	er Na	Father Na	ne	Cu	rrent Address			Permanent Address		
1	MURLI MOHAN		NA			ECTOR NO - 9 C.B.D. B , , Maharashtra - 400614			NE NO-1 , SECTOR NO - 9 /I MUMBAI , , Maharashtra		
					Hypothec	ation Details					
S.No.	Туре		Financer			Addr	ess			Fro	
1. F	lypothecation	INDIA	N OVERSEAS	BANK	VASHL, NAVEMUN	/IBAI, 0, , Maharashtra -	0			R NO - 9 C.B.D. BE harashtra - 400614 22-DEC-2	
							-				
New Owner's	Details										
Purpose				Own	er Serial: *		Ov	vner's Nan	ne *		
RC-SURREN	DERED		-	2			۹I	NDIAN OV	ERSEAS BANK		
Ownership Typ	)e *			Son/	Wife/Daughter of *		OV	vner Categ	iory *		
FIRM			-	NA			0	THERS		-	
Sale Amount: •				RC-8	Surrendered Date:(DD-I	MMM-YYYY) *	Tra	ansfer Date	e:(DD-MMM-YYYY) *		
22000				25-7	Aug-2016		2	5-Aug-201	6		
Garage Addre:	SS:										
[											
Our and dentified		-4-11-									
Owner Identifi	cation/Contacts D	etalis									
				Mobi	le No *		En	nail ID			
				222	2222222						
PAN No				Aadh	iar No		Pa	issport No			
Ration Card N	0			Voter	rID		DL	. No			
Address Deta	ils Insurance	e Detail:	3								
Current Ad	dress					Permanent Address				Sami	
House No	& Street Name *		Village/Tow	n/City •		as Current Address					
VASHI	o oucorritante -				]	House No. & Street Na	ame *		Village/Town/City *		
	Police Station		State *		)	VASHI			NAVI MUMBAI	J	
O			Maharash	tra	-	Landmark/Police Stati	on		State *		
District *			Pin *			0			Maharashtra	-	
Thane					]	District *			Pin *		
			411002		]	Thane		-	411002		
									L		
					🝷 Save-Optio	ons 🗖 🕈 Back					
					Care opio						

### 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 Appls Last 30 Days radio button and click on 'Get Pending work' Button.

(For Authorized Users Only)

Tem	p Registration No MH/43	/TMP/2016/13 generated	l against Application No I	MH1608000	00000965	× HSRP	× Smart	t Card Scash Counter
Selec	t Assigned Office & Actio	n			Get Pending	Work		
VASH Selec	(Assigned Office: II (NEW MUMBAI) (Action: DUNT-STATEMENT Show F				() A	pplication Old Soft No Appl Application No: Part 1 (First Six Chars) (MH1608 Get Pending Wor	Part 2 (Ne	egistration Pending Appls No Pending Appls Last 30 Days ext Ten Chars) 221 ack Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Pu	irpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001221	25-Aug-2016	MH43AR7072	Fresh RC	to financier		2	REGISTERED-VCH-FEE
2.	MH16080000001221	25-Aug-2016	MH43AR7072	Hypothec: tion	ation Termina		2	REGISTERED-VCH-FEE

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.

			FEE -	REGI	STERED VEHICLE	Curi	rent Receipt No
		Vehicle No: MH43AR707	2		Application No: MH16080000001221		160800007
ſ	Vehicle	Details					
	Chassis MAT61 Fitness '	2325EKJ13529	Registration Dat 22-Dec-2014 Vehicle Class:	e:		Owner Name: MURLI MOHAN	
	21-Dec	· · · · · · · · · · · · · · · · · · ·	Motor Car		•	)	
F	S.No.	Description	Fee Amount		Fine Amount	Total Amount	
	1.	Fresh RC to financier	100		0	100	+ -
	2.	Postal Fee	50		0	50	• -
	З.	Hypothecation Terminati	100		0	100	• -
		Grand Total:	250		0	250	
						TOTAL PAYABLE AM	OUNT: Rs. 250/-
ſ	Boymon	t Collection Panel					
Ш							
	Cash	ayment Mode:	•				
			Save	)ack	Revert Back For Rectifica	ition	

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

Do You Want to Contir	nue?
Total Amount to pai In Rupees: 2	
Ves V	* No

After confirmation the receipt will be generated as shown below. Print the receipt.

(For Authorized Users Only)

Department Copy				
	GOVERNME	NT OF MAHARASHTRA		
	Motor V	/ehicle Department	1999 B	<b>A A A A</b>
	VASHI	(NEW MUMBAI),MH	Act	0.10
RECEIPT/APPL No:	MH43R1608000072	/MH1608000001221	S	1200 100
Vehicle Class:	Motor Car			Sec. 1
Received From:	MURLI MOHAN			1746年3月66年5月
Date:	25-Aug-2016			
Vehicle No:	MH43AR7072	Chassis No:	MAT612325EK.	J13529
Regn Date:	22-Dec-2014			
Particular		Amount	Penalty	Total
Postal Fee		50	0	50
Fresh RC to financier		100	0	100
Hypothecation Termina		100	0	100
GRAND TOTAL (in Rs):	250/- (TWO HUNDRED /	AND FIFTY ONLY)		
Customer Copy	generated slip, no need o			
	GOVERNME	NT OF MAHARASHTRA	무엇장	
		/ehicle Department (NEW MUMBAI),MH		
RECEIPT/APPL No:	MH43R1608000072	/MH1608000001221		1200 100
Vehicle Class:	Motor Car			5.5/27-1
Received From:	MURLI MOHAN			的情况为此实际
Date:	25-Aug-2016			
Vehicle No:	MH43AR7072	Chassis No:	MAT612325EK.	J13529
Regn Date:	22-Dec-2014			
Particular		Amount	Penalty	Total
Postal Fee		50	0	50
Fresh RC to financier		100	0	100
	tion	100	0	100
Hypothecation Termina				
	250/- (TWO HUNDRED A	AND FIFTY ONLY)		
		AND FIFTY ONLY)		
GRAND TOTAL (in Rs):			AL	L ROLES
GRAND TOTAL (in Rs):	250/- (TWO HUNDRED /		AL	L ROLES
GRAND TOTAL (in Rs):	250/- (TWO HUNDRED /		AL	L ROLES
GRAND TOTAL (in Rs):	250/- (TWO HUNDRED /		AL	L ROLES
GRAND TOTAL (in Rs):	250/- (TWO HUNDRED /		AL	L ROLES
GRAND TOTAL (in Rs):	250/- (TWO HUNDRED /		AL	L ROLES

### 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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

Selec	ct Assigned Office & Actio	n		Get Pending	g Work		
VASH Selec	ct Assigned Office: HI (NEW MUMBAI) ct Action: OUNT-STATEMENT Show F	• • Form		•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000001	egistration Pending Appls No Last 30 Days ext Ten Chars) 221 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001221	25-Aug-2016	MH43AR7072	Fresh RC to financier		3	ISSUE OF FRC-VERIFICA
2.	MH16080000001221	25-Aug-2016	MH43AR7072	Hypothecation Termina tion		3	HPT-VERIFICATION

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.

(For Authorized Users Only)

Application Details						
Application No.	Application Date		Registration No			
MH16080000001221	25-AUG-2016		MH43AR7072			
Owner Name	Chassis No		Purpose			
MURLI MOHAN	MAT612325EKJ135	529	HYPOTHECA	TION TERMIN	ATION	
Insurance Details						
Insurance Type *	Insurance Company*		Policy No *			
COMPREHENSIVE			<ul> <li>55270P031140</li> </ul>	6160124250		
Insurance from (DD-MMM-YYYY) *	Insurance upto (DD-M	1MM-YYYY) *	Insurance Decla	ared Value *		
31-Aug-2015	30-Aug-2016		0			
	Hvn	othecation Details				
S.No. Type Financer	- Typ	Addre	355		From	Action
1. Hypothecation INDIAN OVERSEAS	tra - O		22-DEC-201 4	Termina		
	Hypotheca	ation Termination Details			4	
S.No. Type Financer	nypomeca	Address:		From	Upto	Update
				1 25-AUG-201		
1. Hypothecation INDIAN OVERSEAS E	BANK VASHI, NAVI I	MUMBAI, 0, , Maharas	htra - O	4	6	Edit
	👻 Save-	-Options 🛛 👆 Back				
Select Assigned Office & Action		Get Pending	) Work			
Select Assigned Office:					-tu-ti-u 🔿 D	u din n û nu le
VASHI (NEW MUMBAI)	ן	• <i>F</i>	Application 🔵 Old Softwa No Appl No	· · ·	-	ending Appls ast 30 Days
Select Action:	,		Application No:			
	n		Part 1 (First Six Chars)	Part 2 (Next	Ten Chars)	
ACCOUNT-STATEMENT	J		MH1608	000000122	1	
Show Form			Get Pending Work	Pull Back	Application	
		(				
Sr.N Application No � Application	Vehicle No	Purpose	Last Remark	Movement	Act	ion
o Date			Last Kelhark	Sr.No	74	ION
1. MH16080000001221 25-Aug-2016	MH43AR7072	Fresh RC to financier	3		ISSUE OF FR	C-VERIFICA
2. MH1608000001221 25-Aug-2016	MH43AR7072	Hypothecation Termina tion	4		HPT-APPROV	/AL

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.

#### (For Authorized Users Only)

urpose	Owner Serial: *		Owner's Name *		
C-SURRENDERED	2		INDIAN OVERSEAS BANK		
wnership Type *		Owner Category *			
IRM	• NA		OTHERS	-	
ale Amount: *	RC-Surrendered Date:(DD	-MMM-YYYY) *	Transfer Date:(DD-MMM-YYYY) *		
2000	25-Aug-2016		25-Aug-2016		
arage Address:	_				
wner Identification/Contacts Details					
	Mobile No *		Email ID		
	222222222				
AN No	Aadhar No		Passport No		
ation Card No	Voter ID		DL No		
				)	
ddress Details Insurance Details					
Current Address		Permanent Address		Same	
House No. & Street Name * Village	/Town/City *	as Current Address			
	MUMBAI	House No. & Street Na	me * Village/Town/City *		
Landmark/Police Station State *		VASHI	NAVI MUMBAI		
OMaha	rashtra 🔹	Landmark/Police Stati	on State *		
District* Pin *		0	Maharashtra	-	
Select District		District *	Pin *		
		Thane	<ul> <li>411002</li> </ul>		

## 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.

Select Assigned Office & Action				Get Pending	Get Pending Work			
Select Assigned Office: VASHI (NEW MUMBAI)				•	Application     Old Software     Registration     Pending Appls     No     Appl No     No     Last 30 Days     Application No:			
Selec	Select Action:				Application No. Part 1 (First Six Chars) Part 2 (Next Ten Chars)			
ACC	ACCOUNT-STATEMENT				MH1608 0000001221			
	Show Form				Get Pending Wo	rk Pull B	ack Application	
0 v NI	Application No 🗘	a u u li s sti s u	Vehicle No	Purpose		Manager		
Sr.N 0		Application Date			Last Remark	Movement Sr.No	Action	
1.	MH16080000001221	25-Aug-2016	MH43AR7072	Fresh RC to financier		4	ISSUE OF FRC-APPROVA	
2.	MH16080000001221	25-Aug-2016	MH43AR7072	Hypothecation Termina tion		4	HPT-APPROVAL	
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.

App	lication	Details											
Application No. MH16080000001221				lication Date -AUG-2016			]	Registration No MH43AR7072					
	Owner Name				assis No			)	Purpose				
	MURLI MOHAN			$\sim$	AT612325EKJ1	3529				ECATI	ON TERMIN	IATION	
						0020				2.01.111	err rentin		
Insu	urance E	Details											
	Jrance T			_	Jrance Compar	-			Policy No *				
	MPREH		-		TIONAL INSUR			-	55270P0:	311461	60124250		
Insu	Jrance fi	om (DD-MMM-Y	YYY)*	Insu	urance upto (DE	-MMM-YY	YYY) *		Insurance	Declare	ed Value *		
31-	Aug-20	15		30-	-Aug-2016				0				
	NI-		<b>Finance</b>		н	ypotheca	ition Details					E	0 - 4 -
S.I	No.	Туре	Financer				A	ddress				From	Actio
	1.	Hypothecation	INDIAN OVERSEAS E	BANK V	VASHL, NAVI	MUMBA	I, O, , Mahara	ashtra - O				22-DEC-201 4	Tern
					Hypothe	cation T	ermination Deta						
S.N	lo.	Туре	Financer		Address: From					Upto	Upda		
1.	. Н	ypothecation	INDIAN OVERSEAS BA	ANK	VASHI , NAVI MUMBAI , 0 , , Maharashtra - 0 22-DEC-2 4					1 25-AUG-201 6	Edit		
	hanged	By Employ											
Ŭ	-	ee			Changed Data By Previous Employee				Changed On				
160	0600018	30 [	C_Dist 517 to 516]   [C	2_Pin 411	411002 to 786756]					25-AUG-2016 12:31:5			
					📼 Sa	ve-Optior	ns 🗖 👆 Back	(					
Tem	p Regis	tration No MH/43	3/TMP/2016/13 generated	against/	Application No 1	1H16080	000000965	<b>U</b>	HSKP	<u> </u>	smart Car		n Count
Selec	t Assign	ed Office & Actic	on				Get Pending	g Work					
Select	t Assign	ed Office:						Application (	🔵 Old Soft	ware	🔵 Registra	ation 🔵 Pend	ling Apple
VASH	HI (NEW	MUMBAI)	•					No	Appl N		No		t 30 Days
Select	t Action:							Application					
		TATEMENT	•						t Six Chars)	$\neg$	rt 2 (Next Te	n Chars)	
								MH1608			000001221		
	Show Form Get Pending Work Pull Back Application												
Sr.N	App	lication No 🗢	Application	Ve	ehicle No	F	ourpose		lomori :	Mover	ment	0 - 41	
0			Date					Last R	emark	Sr.		Action	
1.	MH160	180000001221	25-Aug-2016	MH43AR	R7072	Fresh R	C to financier			4		SSUE OF FRC-	APPROVA

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.

(For Authorized Users Only)

Owner Identification/Contacts Details					
PAN No Ration Card No	Mobile No * 222222222 Aadhar No Voter ID		Email ID Passport No DL No	)	
Address Details Insurance Details					
Current Address House No. & Street Name * VASHI Landmark/Police Station 0 District * Nashik	Village/Town/City * NAVI MUMBAI State * Maharashtra Pin * 786756	Permanent Address as Current Address House No. & Street N VASHI Landmark/Police Sta D District * Thane		Village/Town/City NAVI MUMBAI State * Maharashtra Pin * (411002	
Changed By Employ ee 1606000180 [C_Dist 517 f	o 516)   [C_Pin 411002 to a Save				Changed On 25-AUG-2016 12:31:59

## 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.

e_Vahan A Home © Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧰
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43 • HSRP × Smart Card • Cash Cou
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Application No</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>0000001221</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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						
	💿 Pending RC 🔵 Today Printed RC						
Print Reg	istration Certificate						
SI.No	Application No 🗢	Registration No 🗢	Select To Print RC				
1	MH1608000000814	MH43BE0090					
2	MH1608000000855	MH02AA1111					
3	MH1608000000716	MH03AA1252					
4	MH1608000000838	MH43BE0091					
5	MH16080000001068	MH43AR2015					
6	MH1608000000951	MH43AR4002					
7	MH1608000000828	MH43BG0028					
8	MH16080000001221	MH43AR7072	<ul><li>✓</li></ul>				
9	MH1608000000686	MH43AR6585					
10	10 MH1608000000729 MH43BE0089						
		Print RC					

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

Printed Confirmation Panel					
Do you want to continue					
Confirm Print 🔹 Cancel					

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.

## (For Authorized Users Only)

	Motor Vehicle Departm FO	DF MAHARASHTRA ment VASHI (NEW MUN RM 23 DF REGISTRATION	
Registration No	: MH43AR7072	Registration Date	: 22-Dec-2014
Description of Vehicle	: MOTOR CAR	Purpose For Printing RC	
Dealer's Name & Address			DUSTRIAL, MIDC, SHIRVANE
bealer's Name & Address	NAVI MUMBALDIS	A, FEOT NO.01237, TTO IN	DOSTROE, MIDO, SHIRVARE
Owner Name	INDIAN OVERSEAS BANK	Son/wite/daughter of	: NA
Full Address: (Permanent)			
Full Address: (Temporary)	: VASHI, NAVI MUMBAL, 0, N		
Fitness UpTo	:21-Dec-2029	Tax UpTo	: One Time
Owner Serial No	-2	Tax op to	. One nine
Detailed Description			
Class of Vehicle	: MOTOR CAR	Link Vehicle No	:
Ownership	:FIRM	Norms	: Not Available
Maker's Name	: TATAMOTORS LTD		
Front HSRP No	:	Rear HSRP No	:
Type of Body	: SALOON	Month/Year of Manuf.	:92014
No of Cylinders	:2	Chassis No	: MAT612325EKJ13529
Engine No	: 273MPFI31JV/K13695	Fuel	: PETROL/CNG
Horse Power(BHP)	: NANO XM CNG BSIV	Cubic Capacity	: 624.00
Maker's Classification		Wheel base	:
Seating Cap(in all)	:4	Standing Cap	745
Sleepar Cap Colour	DAMSON PUR	Unladen Wt (kgs)	: /40
Other Criteria	DAWSON FOR	Laden/GV Wt (kgs) AC Fitted	:NO
Additional Particulars	of all transport vehicles of	ther than motor cabs (G	ross Vehicle Weight)
By Manuf.	:	As Regd.	1
	Description	Weig	ht(in kgs)
a) Front:			
b) Rear:			
c) Other:			
d) Tandem:			
The motor vehicle above	e described is subject to h	hypothecation in favour	of w.e.f.
Purchase dt	: 22-Dec-2014	Sale Amt	: 244136/-
OTT Date	: 22-Dec-2014	Amount/Rcpt No	: 12207 / Y2854
TaxUpTo	: One Time	Vehicle is Govt./ Pvt.	: PRIVATE
Tax Exempted or Not	: NOT EXEMPTED	Date of Approval	: 25-Aug-2016
Other State/Transfer/Con	version Details		
Previous Owner	: MURLI MOHAN	Previous RegNo	:
Old State	1	Entry Date	:
Transfer Date	: 25-Aug-2016	Conversion Date	:
This certificate is valid from	22-Dec-2014 to 21-Dec-202	9	
Date : 25-Aug-2016 12:42:59		Sig	gnature of Registering Authority
Taxation Particulars / Advance	e Registration Mark Fee Detail	s	Date : 25-Aug-2016
			_

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.

A Home 🛛 Know Your MV Ta	ax 🔲 Online Cash Payment	
		VAHAN is the flagship e-G
in the past years. In 2009, another major initiativ Central levels in the form of through periodic replication i	THE INTEGRATED SOLUTION FOR VEHICI VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole eved a many successes and crossed significant milestones we was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online tese consolidated databases. These include citizen-centric	LE REGISTRATION

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

e - Valter A Home O Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43BD0062   MH43BE0092   MH HSRP × Smart Card Cash Cou
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VEHIC Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Application No</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

# 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.

्रास् मार् स्वमेव ज	e-Vahan dise	A Home	🗿 Report 👻	L Update Profile →	Welcome ALL ROLES , U D C, Maharashtra	0
				INWARD APPLICATION		
				Registration No * MH43AR7076 Show Details Show Details		

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.

INWARD APPLICATION								
Registration No: MH43AR7076								
Contact Details X Insurance								
Fransfer of Ownership to Insurance Company: Vehicle must be black listed with reason Theft/Destroyed/Accident Vehicle								
Request For Registration No:								
(MH43AR7076)	Owner Details Vehicle Details	Insurance Details Hypoth	ecation Details					
Alteration of Motor Vehicle	State:	/laharashtra Office: VAS	HI (NEW MUMBAI)					
Cancellation of RC by Authority	Owner Information							
Change of Address in RC	Registration Type	Purchase/Delivery Date	Registration Date					
Conversion of Vehicle	TEMPORARY REGISTERED VE	16-Dec-2014	23-Dec-2014					
Duplicate FC	Owner Name	Son/Wife/Daughter of	Ownership Type					
Duplicate TO Tax Card	SURESH SHARMA		INDIVIDUAL					
Fitness Cancellation	Ownership Serial	Registration Upto	Fitness Upto					
Fitness Inspection+Certificate	1	22-Dec-2029	22-Dec-2029					
Fresh RC to financier	Owner Identification/Contacts Det	aila						
Hypothecation Addition	Owner identification/Contacts Det	ans						
Hypothecation Continuation	Owner Category *	Mobile No *	Email ID					
Issue of Duplicate RC	OTHERS •	222222222						
	PAN No	Aadhar No	Passport No					
RC Particulars against Fee			NA					
RC Particulars for office	Ration Card No	Voter ID	DL No					
Purpose (Witout Fee)	NA	NA	NA					
RC Release								
RC Surrender	Current Address	Perm	nanent Address					
Re-assignment of Registration	House No. & Street Name Village/	Town/City Hous	se No. & Street Name Village/Town/City					
Inward Application 🛛 😽 Back			4/14 , SEC 4 NEF PALM BEACH RD					
	Landmark/Police Station State		mark/Police Station State					
	NAVI MUMBAI Maha	rashtra NA'	VI MUMBAI Maharashtra					
	District PIN Co	de Distr	ict PIN Code					
	40070	6	400706					

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.

← → C ㎡ 🗋 164.100.78.	110/vahan/vahan/ui/login/login.xhtml		😒 🐻 🗉
e-Vahan disa	MINISTRY OF ROAD TRANSPORT AN Government of India	D HIGHWAYS	A* A A* English Language *
A Home 🗐 Know Your MV Ta	x		€ Login
opplication under National Transpo	rl Project		
State Registry (SR) and Nati	THE INTEGRATED SOLUTION FOR VEHICLE RI VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. was undertaken to consolidate the RTO data to State and Central levels in the form of onal Registry (NR) databases through periodic replication mechanism. A number of he applications are running on these consolidated databases. These include citizen- mer More To	EGISTRATION Login User ID - sopr12 Password - Enter Verification Code: - Enter Verification Code: - 21057 21057 Login	
	Powered by National Informatics Centre. All Rights Reserved Copyright @2015	1	NIC INFORMATICS

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.

Jser	Manual – Vehi	icle Registratio	ons and Transa	ictions		(For Au	thorized Users Onl
Tem	p Registration No MH/43	/TMP/2016/13 generated	l against Application No I	MH1608000000965	× HSRP	× Smart	Card 💿 Cash Count
Selec	t Assigned Office & Actio	n		Get Pendin	g Work		
VASH Selec	t Assigned Office: II (NEW MUMBAI) t Action: DUNT-STATEMENT Show I	• •		•	Application Old Sot No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000001	gistration Pending Appl No Last 30 Days ext Ten Chars) 246 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001246	25-Aug-2016	MH43AR7076	Hypothecation Additior	1	1	HPA-ENTRY-SCRUTINY

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.

Add New Record		×
Hypothecation Type: Hire-Purchase	Financer Name: * BAJAJ Financer Address	From Date(DD-MMM-YYYY): * 24-Aug-2016
House No. & Street Name * S State *	Village/Town/City * VASHI District *	Landmark/Police Station
Maharashtra	Thane 💌	324782
	Save	

Click on button Save which will save hypothecation details.

#### (For Authorized Users Only)

e-	<mark>∕ahan </mark> त⊦ दोहन	łome 💿 Report - 💄	Update Profile 🔸	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽 🗋		
Applicat	ion Details					
Applicat			Application Date	Registration No		
MH160	80000001246		25-AUG-2016	MH43AR7076		
Owner N	lame		Chassis No	Purpose		
SURES	SH SHARMA		MAKDD575LEN004449	HYPOTHECATION ADDITION		
Insuran	ce Details					
Insuran	e Type *		Insurance Company*	Policy No *		
COMPR	REHENSIVE	-	ROYAL-SUNDARAM INS.CO.	412S310		
Insuran	e from (DD-MMM-	YYYY)*	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *		
31-Aug	-2015		30-Aug-2016	0		
			Hypothecation Details			
S.No.	Түре	Financer Name	Address:	From Date Update		
5.INU.	Type	Financerivame	Address.			
1.	Hire-Purchase	BAJAJ	S,VASHI,, Thane,Maharashtra - 324782	24-Aug-2016 Edit		
			File Movement     Save     Homepage     Save     Save-     Save-     Save-     Save-Options     Sack			

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes × No	-

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.

Print Owner Disclaimer				
Print Owner Disclaimer for: Application No: MH16080000001246 Registration No: MH43AR7076				
🗸 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 3 > Collection of Fees**

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

← → C ⋒ 🗋 164.100.78.	110/vahan/vahan/ui/login/login.xhtml	😒 🔂 =
e-Vahan	MINISTRY OF ROAD TRANSPOR Government of Ind	
🔒 Home 📕 Know Your MV Ta	IX	•D Login
		VAHAN is the flagship e-Governance application under National Transport Project
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHI Massion Mode Project initiated in 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 a many successes and crossed significant milestones in the past years.	CLE REGISTRATION
Secure Vorton	Powered by National Informatics Centre All Right Copyright @2015	Its Reserved.

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.

Selec	t Assigned Office & Actio	on			Get Pending	Work				
Selec	t Assigned Office:					pplication 🔵	Old Software		eqistration 💿	) Pending Apple
VASH	VASHI (NEW MUMBAI)					No	Appl No		No	Last 30 Days
Selec	Select Action:						Get Pen	iding Wor	ĸ	
ACCO	OUNT-STATEMENT	-						_		
Brovi	Show Form Previous 30 Days Pending Appls Pending Work(S) For The Selected Office [VASHI (NEW MUMBAI)]									
FIEW	ious 30 Days Pending A		From [ 27-Ju							
			14 44	123	345 💌					
Sr.N o	Application No 🗢	Application Date	Vehicle No	F	'urpose	Last Rem	ark	vement 3r.No		Action
1.	MH16080000001246	25-Aug-2016	MH43AR7076	Hypothe	cation Addition		2		REGISTE	RED-VCH-FEE

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

(For Authorized Users Only)

			FEE - R	EGISTERED	VEHICLE	Curr	ent Receipt No		
	Vehicle No:			Applicati	ion No:	MH43R	160800007		
	MH43AR7076	ì		MH160	)80000001246	i			
Vehicle	Vehicle Details								
Chassis	No:		Registration Date	:		Owner Name:			
MAKDI	MAKDD575LEN004449 23-Dec-2014					SURESH SHARMA			
Fitness	Validity:		Vehicle Class:						
22-Dec	-2029		Motor Car		•	]			
						-			
S.No.	Description	Fee	e Amount	Fine Am	ount	Total Amount			
1.	Hypothecation Addition 🔹		100		0	100	+ -		
2.	Postal Fee		50		0	50	• -		
	Grand Total:		150		0	150			
						TOTAL PAYABLE AMO	DUNT: Rs. 150/-		
Paymen	t Collection Panel								
<u> </u>									
Cash	ayment Mode:	•							
Casil									
			Save Ba	ick Revert Bai	ck For Rectifica	ition			

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

Do You Want to Continue?					
Total Amount to paid in Cash In Rupees: 150					
🗸 Yes 🗶 No					

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

(For Authorized Users Only)

		hicle Department	<b>除</b> 我们	6.55
	VASHI (N	通訊	00410	
RECEIPT/APPL No:	MH43R16080000073/M	H1608000001246	the a	P. Day of the
Vehicle Class:	Motor Car		A.507	ALC: NO
Received From:	SURESH SHARMA		E 392	分组入研
Date:	25-Aug-2016			
Vehicle No:	MH43AR7076	Chassis No:	MAKDD575LEN	004449
Regn Date:	23-Dec-2014			
Particular		Amount	Penalty	Total
Postal Fee		50	0	50
Hypothecation Addition	Í	100	0	100
TO MARK OF LAND AND AND A	150/- (ONE HUNDRED AND			
Note-This is computer	generated slip, no need of si	ignature.	A	LL ROLES
		52 AV		
Customer Copy	COVERNMENT	OF MAHARASHTRA	<b>B</b> \$44	86397 E
			Teast	2.50
		hicle Department EW MUMBAI),MH	10.00	为济村生
			2019	0.0.1
DECEIDTIADDI No	MH43D1608000073/M			- 30Y - C
	MH43R16080000073/M Motor Car	1100000001246	2233	A CLAPSEL
Vehicle Class:	Motor Car	11608000001246		定的
Vehicle Class: Received From:	Motor Car SURESH SHARMA	H1608000001246		建筑
Vehicle Class: Received From: Date:	Motor Car	Chassis No:	MAKDD675LE	1004449
Vehicle Class: Received From: Date: Vehicle No:	Motor Car SURESH SHARMA 25-Aug-2016		MAKDD575LEF	N004449
Vehicle Class: Received From: Date: Vehicle No:	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7076		MAKDD575LEP Penalty	NOD4449 Total
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Postal Fee	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7076 23-Dec-2014	Chassis No: Amount 50	Penalty 0	Total 50
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7076 23-Dec-2014	Chassis No: Amount	Penalty	Total
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Postal Fee Hypothecation Addition	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7076 23-Dec-2014	Chassis No: Amount 50 100	Penalty 0	Total 50
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Postal Fee Hypothecation Additior GRAND TOTAL (in Rs):	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7076 23-Dec-2014 150/- (ONE HUNDRED AND	Chassis No: Amount 50 100 D FIFTY ONLY)	Penalty 0 0	Total 50
Postal Fee Hypothecation Addition GRAND TOTAL (in Rs):	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7078 23-Dec-2014	Chassis No: Amount 50 100 D FIFTY ONLY)	Penalty 0 0	Total 50 100
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Postal Fee Hypothecation Additior GRAND TOTAL (in Rs):	Motor Car SURESH SHARMA 25-Aug-2016 MH43AR7076 23-Dec-2014 150/- (ONE HUNDRED AND	Chassis No: Amount 50 100 D FIFTY ONLY)	Penalty 0 0	Total 50 100

## Step 4 > Data Verification

The user having authority to verify hypothecation addition details and its fee need to log into the system.

← → C fi 🗋 164.100.78.	.110/vahan/vahan/ui/login/login.xhtml		🚖 📷 😑
	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS	A* A A English Language •
A Home 📕 Know Your MV Ta	ах		🕤 Login
	VAHAN is the flagship e-	Governance application under National Transport Project	
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE WAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application ways automate the RTO operations related to Vehicle Registration, Permit, Taxation, Encrement in the whole country. The project has achieved a many successes and crossed significant milestones in the past years. we wan undertaken to consolidate the RTO data to State and Central levels in the form of tonal Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen-	E REGISTRATION	
256 BIT Vinton	Powered by National Informatics Centre, All Rights Res Copyright @2015	erved.	NIC INFORMATICS

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.

Curr	ent Running Registra	tion No:					
	p Registration No MH/43		against Application No	MH1608000000965	× HSRP	× Smar	t Card 💿 Cash Cou
Sele	ct Assigned Office & Actio	in		Get Pending	g Work		
VASI	tt Assigned Office: HI (NEW MUMBAI) it Action: OUNT-STATEMENT Show I	• •		•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ni 0000001	egistration Pending Ag No Last 30 Da ext Ten Chars) 1246 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001246	25-Aug-2016	MH43AR7076	Hypothecation Addition		3	HPA-VERIFICATION

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

Applicati	ion Details							
Applicati				Application Date		Registration No		
MH160	MH1608000001246			G-2016		MH43AR7076		
Owner N	Owner Name			No		Purpose		
SURES	GH SHARMA			0575LEN004449		HYPOTHECATION AI	DDITION	
Insuranc	e Details							
Insuranc	е Туре *		Insuranc	e Company *		Policy No *		
COMPF	REHENSIVE	•	ROYAL	ROYAL-SUNDARAM INS.CO.		412S310		
Insuranc	e from (DD-MMM	-YYY) *	Insuranc	Insurance upto (DD-MMM-YYYY) *		Insurance Declared Value *		
31-Aug	j-2015		30-Aug	30-Aug-2016		0		
				Hypothecation Details				
S.No.	Туре	Financer Name		Addre	SS:		From Date	Update
1.	Hire-Purchas e	BAJAJ	S , VASHI	, , Thane , Maharashtra - 32	24782		24-AUG-2016	Edit
				<ul> <li>➡ File Movement</li> <li>➡ Save</li> <li>➡ Homepage</li> <li>▼ Save-Options</li> <li>➡ Ba</li> </ul>	ack			

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗙 No	

## Step 5 > Data Approval

The user having authority to approve hypothecation addition details need to log into the system.

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e-Vahan	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS
A Home ■ Know Your MV Ta		◆D Login
		VAHAN is the flagship e-Governance application under National Transport Project
State Registry (SR) and Nati	THE INTEGRATED SOLUTION FOR VEHICL VAHAN is the flagship e-Governance application under National Transport Project, a fussion Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of ional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen- <b>Rend More</b>	E REGISTRATION
	Powered by National Informatics Centre. All Rights Re Copyright @2015	sserved NKC CENTROL

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.

(For Authorized Users Only)

	ent Running Regis		ted against Application			43BE0092   MH43BF0	≮ Smart Ca		ounter
Selec	t Assigned Office & Ac	tion			Get Pending	g Work			
VASI	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	▼ Form			•	No Soft	ware I No s) Part 2 (Ne 000000	No App 30 ext Ten Chars)	nding Is Last Days
Sr.N o	Application No 🗢	Application Date	Vehicle No		Purpose	Last Remark	Movemen t Sr.No	Action	
	MH16080000001246	25-Aug-2016	MH43AR7076	Hypoth n	ecation Additio		4	HPA-APPROVA	L
		<u> </u>	1				I I		

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.

Applicatio	on Details						
Applicatio	on No.			Application Date	Registration No		
MH1608	30000001246			25-AUG-2016	MH43AR7076		
Owner Na	ame			Chassis No	Purpose		
SURES	H SHARMA			MAKDD575LEN004449	HYPOTHECATION AL	NOITION	
Insurance	e Details						
Insurance	е Туре •			Insurance Company *	Policy No *		
COMPR	EHENSIVE		•	ROYAL-SUNDARAM INS.CO.	412S310		
Insurance	e from (DD-MMM	·YYY) <b>*</b>		Insurance upto (DD-MMM-YYYY) *	Insurance Declared Valu	ie *	
31-Aug	-2015			30-Aug-2016	0		
				Hypothecation Details			
0 N-	Time					Even Dete	l la data
S.No.	Туре	Financer Name	!	Address:		From Date	Update
1.	Hire-Purchas e	BAJAJ		S , VASHI , , Thane , Maharashtra - 324782		24-AUG-2016	Edit
				⇔File Movement ∎ Save			
				▲ Homepage			
				✓ Save-Options			

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.

	STRY OF ROAD TRANSPOR Government of In	RT AND HIGHWAYS dia	A* A A- English Language ▼
A Home ☐ Know Your MV Tax	Online Cash Payment		+🕽 Login
			-Governance applicat
Permit, Taxation, Enforcement many successes and crossed s In 2009, another major initiative State and Central levels in the (NR) databases through perio	Read More	Login User ID - stest2 Password - Enter Verification Code - Enter Verification Code - 21778 21778	
SECURE Norton	Powered by National Informatics Centre, All Ri Copyright @2015		NIC INFORMATICS

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

Beport - Lupdate Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 📙
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	MH43BD0062   MH43BE0092   MH43BF0001   MH43 1608000000965 × HSRP × Smart Card © Cash Counter
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Appls Last</li> <li>Appl No</li> <li>30 Days</li> </ul> Application No:           Part 1 (First Six Chars)           MH1608           Get Pending Work           Pull Back Application           Output
National informatics center	Page: 157

## 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.

and a second	e-Vahan	<b>☆</b> Home	🛛 Report 👻	L Update Profile →	Welcome ALL ROLES , U D C, Maharashtra	G
				INWARD APPLICATION		
				Registration No • MH43AR7079 Show Details		

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.

		INWARD A	APPLIC	ATION				
		Registration	No: MH4	3AR7079				
		🗙 Contact Deta	ils 🗙	Insuranc	e			
ansfer of Ownership to Insurar	ice Company: V	ehicle must be l	black list	ed with r	reas	son Theft/De	estroye	d/Accident Vehicle
Request For Registration No: MH43AR7079)	Owner Details	Vehicle Details	Insuran	e Details	F	Hypothecation De	etails	
Conversion of Vehicle	-	State	e:Mahara	shtra Offi	ice:	VASHI (NEW	мимв	AI)
Duplicate FC								
Duplicate TO Tax Card	Owner Inform	ation						
Fitness Cancellation	Registration	Гуре	Purch	ase/Delivery	/Da	ite	Registra	tion Date
Fitness Inspection+Certificate	NEW	NEW		ec-2014			22-Dec	-2014
Fresh RC to financier	to financier Owner Name		Son/V	/ife/Daughte	er of		Owners	nip Type
Hypothecation Addition	RAJESH D KURIL		DEV	DEVDAS KURIL		INDIVIDUAL		
Hypothecation Continuation	Ownership Serial		Regis	Registration Upto		Fitness Upto		
Hypothecation Termination	1	1		21-Dec-2029		21-Dec	-2029	
Issue of Duplicate RC						]		
Issue of NOC	Owner Ide	ntification/Contacts [	Details					
RC Particulars against Fee	Owner Cat	egory *	Mobi	e No *			Email ID	
RC Particulars for office Purpose (Witout Fee)	OTHERS		• 222	2222222				
RC Release	PAN No		Aadh	ar No			Passport	No
RC Surrender							NA	
Re-assignment of Registration	Ration Car	rd No	Voter	ID			DL No	
No (RMA)	NA		NA				NA	
Renewal of Registration							L	
Scrapped Vehicle					חר	_		]
Transfer of Ownership 🚽	Current Ad	dress			JL	Permanent Add	iress	
	House No.	& Street Name Villa	ge/Town/Ci	ty		House No. & St	reet Nam	e Village/Town/City
Inward Application , Back	302 , 3RI	D FLOOR SHI	C NO 23 F	LOT NO		302 , 3RD FL	OOR SH	SEC NO 23 PLOT NO
	Landmark	Police Station State	е			Landmark/Polic	e Station	State
	NAVI MU	IMBAI Ma	harashtra			NAVI MUMBA	41	Maharashtra
	District	PIN	Code			District		PIN Code
		400	)706					400706

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.

← → C ⋒ 🗋 164.100.78.	.110/vahan/vahan/ui/login./login.xhtml		🚖 🔜 🗉
e-Vahan	MINISTRY OF ROAD TRANSPORT AN Government of India	ND HIGHWAYS	A* A A English Language •
A Home 🔲 Know Your MV Ta	ax		+D Login
upplication under National Transpo	ort Project		
State Registry (SR) and Nat	THE INTEGRATED SOLUTION FOR VEHICLE I VAHAN is the flagship e-Governance application under National Transport Project, a hission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. We was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of line applications are running on these consolidated databases. These include citizen-	REGISTRATION Login User ID - Sopr12 Password - Enter Venification Code: - 21057 21057 21057	
SECURE Vorton	Powered by National Informatics Centre, All Rights Reser Copyright @2015	ved.	NIC INFORMATICS

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.

Tem	p Registration No MH/43	3/TMP/2016/13 generate	d against Application No	MH16080000000965	× HSRP	× Smart	Card Scash Counter
Selec	t Assigned Office & Actio	on		Get Pending	g Work		
VASH Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT	<b>•</b>		•	Application Old So No Appl	· · · · ·	egistration
Prev	Show F		ork(S) For The S From [ 27-Ju	Selected Office [ l-2016 ] To [25-A	VASHI (NEW MUI ug-2016 ]	<u>MBAI)]</u>	
			I4 (4	12345 🕨			
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001264	25-Aug-2016	MH43AR7079	Hypothecation Continu ation		1	REGISTERED-VCH-FEE
2.	MH16080000001264	25-Aug-2016	MH43AR7079	Issue of NOC		1	NOC-ENTRY-SCRUTINY

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**. National informatics center Page: 159

(For Authorized Users Only)

Application Details		
Application No. MH16080000001264 Owner Name RAJESH D KURIL	Application Date 25-AUG-2016 Chassis No MEEAHBA11E4501083	Registration No MH43AR7079 Purpose ISSUE OF NOTC
Insurance Details		
Insurance Type * COMPREHENSIVE Insurance from (DD-MMM-YYYY) * 26-Aug-2015	Insurance Company*          RELIANCE GENERAL INSURANCE CO. LTD.         Insurance upto (DD-MMM-YYYY)*         25-Aug-2016	Policy No * ODDERS1173 Insurance Declared Value * O
Hypothecation Details: NOC Vehicle Details		
State To(Code): Maharashtra N.C.R.B. Clearance No: * 32	Authority To: *  PUNE  NOC Issue 25-Aug-20  Homepage  Save Back	RTO Dispatch No: * 13213

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	✤ to Incomplete Application ack for Rectification
	Yes 🗙 No	

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.

← → Ĉ 斋 🗋 164.100.78.1	110/vahan/vahan/ui/login/login.xhtml	· · · · · · · · · · · · · · · · · · ·
e-Vahan ded	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS
A Home Know Your MV Ta	x	•D Logir
	VAH	HAN is the flagship e-Governance application under National Transport Project
2.0	THE INTEGRATED SOLUTION FOR VEHICLE VAHAN is the flagship e-Governance application under National Transport Project, a	E REGISTRATION
State Registry (SR) and Nati	Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of ional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include clitzen- Read More	User ID - scash12 Password - Enter Venfication Code Enter Sectors 87863
SECURE Norton	Powered by National Informatics Centre. All Rights Rese Copyright @2015	served. NIC NATIONAL INFORMATICS

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.

Curr	ent Running Registra	tion No:					MH43BD0062   MH43BE009
Tem	p Registration No MH/43	/TMP/2016/13 generated	l against Application No 1	MH1608000000965	× HSRP	× Smar	t Card 💿 Cash Counte
Selec	t Assigned Office & Actio	n		Get Pendin	g Work		
VASH Selec	t Assigned Office: II (NEW MUMBAI) t Action: OUNT-STATEMENT Show I	• Form		•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	Part 2 (Ne	egistration Pending Appls No Last 30 Days ext Ten Chars) 264 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001264	25-Aug-2016	MH43AR7079	Issue of NOC		2	NOC-VERIFICATION
2.	MH16080000001264	25-Aug-2016	MH43AR7079	Hypothecation Continu ation		1	REGISTERED-VCH-FEE

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

Do You Want to Co	ntinue?
Total Amount to p	
Ves	× No

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

	Motor Ve	TOF MAHARASHTRA ehicle Department NEW MUMBAI),MH		
RECEIPT/APPL No:	MH43R16080000075/I	MH1608000001264		3.25 8
Vehicle Class:	Motor Car		226	
Received From:	RAJESH D KURIL		■ 490	: A%4.1
Date:	25-Aug-2016			
Vehicle No:	MH43AR7079	Chassis No:	MEEAHBA11E4	501083
Regn Date:	22-Dec-2014			
Particular		Amount	Penalty	Total
Hypothecation Continu	ation	100	0	100
Issue of NOC		0	0	0
Customer Copy	generated slip, no need of		国253	113023 (B
		IT OF MAHARASHTRA ehicle Department		
		NEW MUMBAI),MH		6.46
			6 H 1 1 1	12 201
RECEIPT/APPL No:	MH43R16080000075/1	VIF100000001204	1.26	3 23 8
	MH43R16080000075/I Motor Car	WH 100800000 1204		
RECEIPT/APPL No: Vehicle Class: Received From:		WH1608000001264		
Vehicle Class: Received From:	Motor Car	MH 100800000 1204		301名 词句词
Vehicle Class: Received From: Date:	Motor Car RAJESH D KURIL	Chassis No:	MEEAHBA11E4	1501083
Vehicle Class: Received From: Date: Vehicle No:	Motor Car RAJESH D KURIL 25-Aug-2016		MEEAHBA11E4	1501083
Vehicle Class: Received From: Date: Vehicle No:	Motor Car RAJESH D KURIL 25-Aug-2016 MH43AR7079		MEEAHBA11E4	1501083 Total
Vehicle Class: Received From: Date: Vehicle No: Regn Date:	Motor Car RAJESH D KURIL 25-Aug-2016 MH43AR7079 22-Dec-2014	Chassis No:		
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular	Motor Car RAJESH D KURIL 25-Aug-2016 MH43AR7079 22-Dec-2014	Chassis No: Amount	Penalty	Total
Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular Hypothecation Continu Issue of NOC	Motor Car RAJESH D KURIL 25-Aug-2016 MH43AR7079 22-Dec-2014	Chassis No: Amount 100 0	Penalty 0	Total 100

## Step 4 > Data Verification

The user having authority to verify NOC details need to log into the system.

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e-Vahan	MINISTRY OF ROAD TRANSPORT A Government of India	AND HIGHWAYS	A <sup>+</sup> A A <sup>+</sup> English Language V
A Home 🗐 Know Your MV Ta	ах		Login
	VAHAN is the flagship e	-Governance application under National Transport Project	
	THE INTEGRATED SOLUTION FOR VEHICLE	E REGISTRATION	
State Registry (SR) and Nat	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. we was undertaken to consolidate the RTO data to State and Central levels in the form of tional Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen- Read More •	Login User ID - sverify 12 Password - Content Verification Code: - Enter Verification Code: - Enter Verification Code: - Enter Verification Code: - Login Login	
SECURE SECURE	Powered by National Informatics Centre. All Rights Re: Copyright @2015	served.	NIC INFORMATICS

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.

Curre	ent Running Registration	No:				MH43BD0062 MH43	BE0092 MH4	I38F0001 MH	43BG0030
Tem	p Registration No MH/43/TMP	9/2016/13 generated	against Application No N	/H16080	00000965	× HSRP	× Smart	t Card 💿	Cash Count
Select	t Assigned Office & Action				Get Pending	) Work			
VASH Select	t Assigned Office: II (NEW MUMBAI) t Action: DUNT-STATEMENT Show Form	•			•	Application Old Soft No Appl I Application No: Part 1 (First Six Chars) MH1608 Get Pending Wor	No Part 2 (Ne 0000001	egistration O No ext Ten Chars) 264 ack Application	Pending Appls Last 30 Days
Sr.N 0	Application No 🗢	Application Date	Vehicle No	F	'urpose	Last Remark	Movement Sr.No		Action
1.	MH1608000001264 25-/	Aug-2016	MH43AR7079	lssue of	NOC		2	NOC-VER	IFICATION

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

Application Details		
Application No. MH16080000001264 Owner Name RAJESH D KURIL	Application Date 25-AUG-2016 Chassis No MEEAHBA11E4501083	Registration No MH43AR7079 Purpose ISBUE OF NOC
Insurance Details Insurance Type * COMPREHENSIVE Insurance from (DD-MMM-YYYY) * 26-Aug-2015	Insurance Company * RELIANCE GENERAL INSURANCE CO. LT Insurance upto (DD-MMM-YYYY) * 25-Aug-2016	Policy No * 000ERS1173 Insurance Declared Value * 0
Hypothecation Details: NOC Vehicle Details		
State To(Code): Maharashtra N.C.R.B. Clearance No: * 32	Authority To: *  PUNE  NOC Issu  25-Aug  Save  Homepage  Save  Save-Options Back	RTO Dispatch No: * 13213

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗙 No	

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.

← → Ĉ ⋔ ☐ 164.100.78.3	110/vahan/vahan/ui/login/login.xhtml	😒 🔜 🍯
ervie und e-Vaham	MINISTRY OF ROAD TRANSPORT A Government of India	ND HIGHWAYS A* A A* English Language •
♠ Home 🗐 Know Your MV Ta		Login
		VAHAN is the flagship e-Governance application under National Transport Project
	THE INTEGRATED SOLUTION FOR VEHICLE	E REGISTRATION
State Registry (SR) and Nati	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in the past years. e was undertaken to consolidate the RTO data to State and Central levels in the form of onal Registry (NR) databases through periodic replication mechanism. A number of ne applications are running on these consolidated databases. These include citizen- Read More •	Login User ID - sapprove 12 Password - Enter Verification Code: + P662122 96212
SECURE Norton	Powered by National Informatics Centre. All Rights Res Copyright @2015	served.

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.

Tem	p Registration No MH/4	13/TMP/2016/13 genera	ated against Application	No MH	160800000098	65 × HSRP	🗙 Smart C	ard 💿 Cash Counte
Selec	t Assigned Office & Ac	tion			Get Pendin	g Work		
VAS Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show f	▼ Torm			•	No Soft	ware ol No rs) Part 2 (N 000000	Registration Pending No Appls Last 30 Days Ilext Ten Chars) 11264 Back Application
Sr.N o	Application No 🗢	Application Date	Vehicle No		Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001264	25-Aug-2016	MH43AR7079	lssue c	of NOC		3	NOC-APPROVAL
								<u>.</u>
Natio	nal informatic	s center						Page: 165

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.

Application No.	Application Date	Registration No
MH1608000001264	25-AUG-2016	MH43AR7079
Owner Name	Chassis No	Purpose
	MEEAHBA11E4501083	ISSUE OF NOC
Insurance Details		
Insurance Type *	Insurance Company *	Policy No *
	RELIANCE GENERAL INSURANCE CO. LT	000ERS1173
Insurance from (DD-MMM-YYYY) *	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *
26-Aug-2015	25-Aug-2016	0
Hypothecation Details:		
Hypothecation Details: NOC Vehicle Details		
NOC Vehicle Details State To(Code):	Authority To: *	RTO Dispatch No: *
NOC Vehicle Details State To(Code): Maharashtra	PUNE	RTO Dispatch No: * 13213
NOC Vehicle Details State To(Code): Maharashtra N.C.R.B. Clearance No: *	VOC Issue Date: *	
NOC Vehicle Details State To(Code): Maharashtra	PUNE	
NOC Vehicle Details State To(Code): Maharashtra N.C.R.B. Clearance No: *	VOC Issue Date: *	· · · · · · · · · · · · · · · · · · ·
NOC Vehicle Details State To(Code): Maharashtra N.C.R.B. Clearance No: *	VOC Issue Date: *	· · · · · · · · · · · · · · · · · · ·
NOC Vehicle Details State To(Code): Maharashtra N.C.R.B. Clearance No: *	PUNE       NOC Issue Date: *       25-Aug-2016	
NOC Vehicle Details State To(Code): Maharashtra N.C.R.B. Clearance No: *	PUNE       NOC Issue Date: *       25-Aug-2016       • Save-Options	

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	✤ to Incomplete Application ack for Rectification
	Yes 🗶 No	

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.

☆ Home Know Your MV Tax Online Cash Payment	C•
	VAHAN is the flagship e-Governance ap
THE INTEGRATED SOLUTION FOR VEH	ICLE REGISTRATION
VAHAN is the flagship e-Governance	Login
Vanan application under National Transport Project, a	
Mission Mode Project initiated in year 2006.	User ID *
CICC The purpose of the application was to	stest2
automate the RTO operations related to	Password *
Vehicle Registration, Permit, Taxation, Enforcement in the whole country. The	
project has achieved a many successes and crossed significant milestones in	Enter Verification Code: *
the past years.	39741
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	39741
Registry (NR) databases through periodic replication mechanism. A number of	
National and State level online applications are running on these consolidated	Te Login
databases. These include citizen-centric applications	
Read More	
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Once you are logged into the system, you need to select assigned office and ACTION to be carried out.

e-Vahan A Home © Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞
Current Running Registration No:         MH43BD0062           Temp Registration No MH/43/TMP/2016/13 generated against Application No MH/43/TMP/2016/13 generated against Application No MH	MH43BE0092   MH43BF0001   MH43BG0030  16080000000965
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pendin</li> <li>No</li> <li>Software</li> <li>No</li> <li>Application</li> <li>Appl No</li> <li>30 Day</li> </ul> Application No:           Part 1 (First Six Chars)           MH1608           Get Pending Work           Pull Back Application

# 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	
Registration No • MH43AR7080 Show Details • Back	

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.

Registration No: MH43AR7080								
X Contact Details X Insurance								
nsfer of Ownership to Insuran	ce Company: Vehicle	must be b	lack listed with r	eason Theft/D	estroyed/Accident Vehicle			
Request For Registration No: MH43AR7080)	Owner Details Vehi	cle Details	Insurance Details	Hypothecation D	petails			
Conversion of Vehicle		State	:Maharashtra Offi	ce: VASHI (NEW	/ MUMBAI)			
Duplicate FC	Owner Information							
Duplicate TO Tax Card Fitness Cancellation	Registration Type		Purchase/Delivery	Date	Registration Date			
Fitness Inspection+Certificate	TEMPORARY REC	SISTERED V	'E 15-Nov-2014		17-Nov-2014			
Fresh RC to financier	Owner Name		Son/Wife/Daughte	rof	Ownership Type			
Hypothecation Addition	RAMESH T SHIND	E	TULSHIRAM SH	IINDE	INDIVIDUAL			
Hypothecation Continuation	Ownership Serial		Registration Upto		Fitness Upto			
Hypothecation Termination	1		16-Nov-2029		16-Nov-2029			
Issue of Duplicate RC								
Issue of NOC	Owner Identificatio	in/Contacts D	etails					
RC Particulars against Fee	Owner Category *		Mobile No *		Email ID			
RC Particulars for office (urpose (Witout Fee)	OTHERS		• 0		NA			
RC Release	PAN No		Aadhar No		Passport No			
RC Surrender			NA		NA			
Re-assignment of Registration	Ration Card No		Voter ID		DL No			
lo (RMA)	NA		NA		NA			
Renewal of Registration								
Scrapped Vehicle					1			
Transfer of Ownership	Current Address			Permanent Ad	aress			
	House No. & Stree	t Name Villag	ge/Town/City	House No. & S	Street Name Village/Town/City			
Inward Application , Back	AL 5/36/12 SAH	YADR OFF	FICE SEC 17 AIRO	AL 5/36/12 S	CAHYADR OFFICE SEC 17 AIRO			
	Landmark/Police S	Station State	)	Landmark/Poli	ice Station State			
	NAVI MUMBAI	Mał	harashtra	NAVI MUMB	Al Maharashtra			
	District	PIN (	Code	District	PIN Code			
		400	708		400708			

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.

🟫 Home 🛛 Know Your MV Tax 🔲 Online Cash Payment	c•
	VAHAN is the flagship e-Governance ap
THE INTEGRATED SOL	UTION FOR VEHICLE REGISTRATION
VAHAN is the flagship	e-Governance
Vanan application under National Tra	
Mission Mode Project initiate	ed in year 2006. User ID *
CliCC The purpose of the app	lication was to stest2
automate the RTO operat	ions related to Password *
Vehicle Registration, Permit, Taxation, Enforcement in the wh	ole country. The
project has achieved a many successes and crossed signific	ant milestones in Enter Verification Code: *
the past years.	39741
In 2009, another major initiative was undertaken to consolidate	
State and Central levels in the form of State Registry (S	R) and National 39741
Registry (NR) databases through periodic replication mechan	ism. A number of
National and State level online applications are running on th	ese consolidated
databases. These include citizen-centric applications	
	Read More
SECURE Powered by Natio	nai Informatics Centre. All Rights Reserved.

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

Tem	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965 X HSRP X Smart Card Cash Counte								
Selec	t Assigned Office & Ac	tion			Get Pending	g Work			
VAS Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT	•			• 4		ware I No	Registration O No lext Ten Chars)	Pending Appls Last 30 Days
	Show I	Form				MH1608 Get Pending Wor			]
Sr.N o	Application No ≎	Application Date	Vehicle No	F	Purpose	Last Remark	Movemen t Sr.No	Ac	tion
1.	MH16080000001275	25-Aug-2016	MH43AR7080	Hypoth ation	ecation Termin		1	HPT-ENTR'	Y-SCRUTINY
Natio	nal informatic	s center						Pag	e: 169

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**.

Application	) Details								
Application	n No.		Appl	lication Date	Registration No				
MH16080	000001275		25-	AUG-2016	MH43AR7080				
Owner Nam	ne		Chas	ssis No	Purpose				
RAMESH	I T SHINDE		MA	3ELMG1S00282002	HYPOTHECAT	HYPOTHECATION TERMINATION			
Insurance (	Insurance Details								
Insurance T	Гуре *		Insur	rance Company *	Policy No *				
COMPREI	HENSIVE	•	IFF	IFFCO TOKIO GENERAL INSURANCE CO.					
Insurance fr	Insurance from (DD-MMM-YYYY) *			rance upto (DD-MMM-YYYY) *	Insurance Declare	nsurance Declared Value *			
26-Aug-2	26-Aug-2015			Aug-2016	0				
				Hypothecation Details					
S.No.	Туре	Financer		Address			From	Action	
1.	Hypothecatio	STATE BANK OF IND	NA.	MUMBAI, MUMBAI, , , Maharashtra - 0			17-NOV-20	Termir	
Ι.	n	STATE DANK OF IND		MOMBAL, MOMBAL, , , Manarashira - u			14	Terrim	
				Hypothecation Termination Details					
S.No.	Туре	Financer		Address:		From	Upto	Update	
						17-NOV-2	25-Aug-20		
1.	Hypothecation	STATE BANK OF INDIA	٠	MUMBAL, MUMBAL, , , Maharashtra - 0 014			16	Edit	
·				·			· · · ·		
				▼ Save-Options					

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

		Termi	natior	n Of H	lynoth	ecatio	n		×	10 ×		
		101111	nation		Jpoin	counc				3S464		
имм- ү	YYY) *	Upto I	Date:	*						ce Decla	red Value *	
		25-A	ug-2	016								
		0		Aug		۲		0				
				201	6	۲						
)e	Finance	Su	Мо	Tu	We	Th	Fr	Sa				From
ecatio	STATE BANK OF		1	2	3	4	5	6	arashtra - O	6		17-NOV
		7	8	9	10	11	12	13				14
		14	15	16	17	18	19	20	ion Details	_		_
	Financer	21	22	23	24	25	26	27	ddress:		From	Upto
	1 maneer	28	29	30	31							
ation				MUM	BAL	мны	RAL	Ma	harachtra ()		17-NOV-2	25-Aug

It will ask for confirmation of termination. If you are satisfied, click on Yes button.

#### (For Authorized Users Only)

Upto Date: •	Confirmation! ×	_
01-Jan-2016	▲ Do you want to Terminate?	]
	Ves X No	

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗙 No	

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.

## (For Authorized Users Only)

	[ VASHI (NEW MUMBAI) ]								
DISCLAIMER									
REGISTRATION NO : MH43AR7080									
CHOICE/FANCY REGN NO TAKEN : MH43AR7080									
Printed Date: 25-08-2016 16:27:13									
Application No:	MH1608000001275								
Ownership Type:	INDIVIDUAL								
Owner Name:	RAMESH T SHINDE								
Son/wife/daughter of:	TULSHIRAM SHINDE								
Date of Registration:	17-Nov-2014								
Purchase Date:	15-Nov-2014								
Chassis No:	MA3ELMG1S0028200	2	End of the State State of the						
Engine No:	K14BN7052581								
Passport No:		Pan No:							
Aadhar No:		Voter Id:							
Full Address (Permanent)	: AL 5/36/12 SAHYADRI	APT NR POST, OFFICE SEC	C 17 AIROLI, NAVI MUMBAI, ,						
MAHARASHTRA-400708									
Full Address (Temporary) MAHARASHTRA-400708		APT NR POST, OFFICE SEC	C 17 AIROLI, NAVI MUMBAI, -						
Dealer's Name and Addre	SS: NAVNIT MOTORS LT	D., GOKUL NAGAR, MUMB	AI AGRA ROAD,, THANE						
Maker's Name: MARUTI S		-,,							
Maker's Classification: M	ARUTI ERTIGA GREEN	/X							
Sale Amount:	Rs. 722527/-	Registration Type:	TEMPORARY						
			REGISTERED VEHICLE						
Norms:	Not Available	Month/Year of Manuf:	11/2014						
Seating Cap(inc. driver):	7	Standing Cap:							
Horse Power(BHP):		Cubic Capacity:	1373.00						
No of Cylinders:	4	Wheel base:							
Class of Vehicle:	MOTOR CAR	Type of Body:	SALOON						
Fuel used in engine:	PETROL/CNG	Colour:	S WHITE						
Unladen Weight(in kgs):	1245	GVW(in kgs):	0						
AC Fitted:	NO	Audio Fitted:	N						
Video Fitted:	N	Length (in mm):							
Width (in mm):		Height (in mm):							
Kit Manufacturer:		Kit Type:							
		Workshop Name:							
Kit Serial No:		Installation Date:							
Hydro Validity:		Cylinder Serial No:							
Hydro Validity: Approval Date:		Approval Letter No: Owner Serial No: 1							
Hydro Validity: Approval Date: Approval Letter No:			•						
Hydro Validity: Approval Date: Approval Letter No:	tion Details: STATE BA		1 MBAI, , -1, , MH, Maharashtra, 0						
Hydro Validity: Approval Date: Approval Letter No: Hypothecation Termina		NK OF INDIA, MUMBAI, MUM	•						
Hydro Validity: Approval Date: Approval Letter No: Hypothecation Termina Insurance Details: COM	PREHENSIVE Insurance	NK OF INDIA, MUMBAI, MUM	MBAI, , -1, , MH, Maharashtra, 0 AL INSURANCE CO. LTD. vide						

## **Step 3 > Collection of Fees**

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

☆ Home	<li>Online Cash Payment</li>	<del>ر.</del>
		VAHAN is the flagship e-Governance ap
<u></u>	HE INTEGRATED SOLUTION FOR VEHICLE	E REGISTRATION
project has achieved a many the past years. In 2009, another major initiativ State and Central levels in Registry (NR) databases throu	VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Faxation, Enforcement in the whole country. The successes and crossed significant milestones in e was undertaken to consolidate the RTO data to the form of State Registry (SR) and National ugh periodic replication mechanism. A number of e applications are running on these consolidated	Login User ID • stest2 Password •  Enter Verification Code: • 
SECURE Norton	Powered by National Informatics Centre. All Rights Res Copyright @2015	served.

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.

Current Run	ning Regis	tration No:						MH43E
Temp Registr	ation No MH/	43/TMP/2016/13 genera	ited against Application	No MH160800000096	5 × HSRP	K Smart C	ard 💿 Ca	ash Counter
Select Assigne	ed Office & A	ction		Get Pendin	g Work			
Select Assigne VASHI (NEW Select Action: ACCOUNT-ST	MUMBAI)	Form		•	No Soft	ware ol No 's) Part 2 (N	Registration No No Itext Ten Chars) 01275 Back Application	Pending Appls Last 30 Days
Sr.N Applica	ation No ≎	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Ad	otion
1. MH1608	0000001275	25-Aug-2016	MH43AR7080	Hypothecation Termin ation		2	REGISTER	ED-VCH-FEE

Choose the application and click on the button **REGISTERED-VEH-FEE**. This will take you to fee payment page.

			FEE - RE	GISTERI	ED VEHICI	E	Curren	nt Receipt No	
	Vehicle No: MH43AR708	)			lication No: 1160800000012	75	MH43R1	60800007	
Vehicle [	Details								
Chassis			Registration Date:				Owner Name:		
MASEL	MG1S00282002		17-Nov-2014				RAMESH T SHINDE		
Fitness \	/alidity:		Vehicle Class:						
16-Nov	-2029		Motor Car		-	J			
S.No.	Description	Fe	e Amount	Fine	Amount		Total Amount		
1.	Hypothecation Termin: 💌		100		0		100	+ -	
2.	Postal Fee		50		0		50	+ -	
	Grand Total:		150		0		150		
							TOTAL PAYABLE AM	OUNT: Rs. 150/-	
Payment	t Collection Panel								
Select P	ayment Mode:								
Cash		•							
			Save Bac	k Rever	Back For Rectifi	cation	]		

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.

#### (For Authorized Users Only)

Motor Vehicle Department VASHI (NEW MUMBAI),MH 000076/MH16080000001275 SHINDE 0 Chassis No: Amount 50 100 DRED AND FIFTY ONLY)	MA3ELMG1S00 Penalty 0 0	1282002 Total 50 100
000075/MH16080000001275 SHINDE 0 Chassis No: Amount 50 100 DRED AND FIFTY ONLY)	Penalty 0 0	Total 50
Chassis No: Amount 50 100 DRED AND FIFTY ONLY)	Penalty 0 0	Total 50
Chassis No: Amount 50 100 DRED AND FIFTY ONLY)	Penalty 0 0	Total 50
Amount 50 100 DRED AND FIFTY ONLY)	Penalty 0 0	Total 50
Amount 50 100 DRED AND FIFTY ONLY)	Penalty 0 0	Total 50
50 100 DRED AND FIFTY ONLY)	0	50
50 100 DRED AND FIFTY ONLY)	0	50
100 DRED AND FIFTY ONLY)	0	
DRED AND FIFTY ONLY)		100
	AL	
Notor Vehicle Department VASHI (NEW MUMBAI), MH 000076/MH16080000001275 SHINDE		
	MA3ELMG1S00	282002
Chassis No:		
	10000	52332
Amount	Penalty	Total
	Penalty 0	Total 50
	ASHI (NEW MUMBAI),MH 00076/MH16080000001275 HINDE	otor Vehicle Department ASHI (NEW M UM BAI), M H 000076/MH16080000001275 HINDE

## Step 4 > Data Verification

The user having authority to verify hypothecation termination details need to log into the system.

🟫 Home 🛛 🗐 Know Your MV Tax	🔹 🗐 Online Cash Payment	•
		VAHAN is the flagship e-Governance a
TE	IE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION
$\mathbf{T}$	VAHAN is the flagship e-Governance	Login
Vahan	application under National Transport Project, a	
alcar	Mission Mode Project initiated in year 2006.	User ID *
(ปียุต	The purpose of the application was to	stest2
	automate the RTO operations related to	Password *
∨ehicle Registration, Permit, T	axation, Enforcement in the whole country. The	
project has achie∨ed a many s	successes and crossed significant milestones in	Enter Verification Code: *
the past years.		39741
In 2009, another major initiative	e was undertaken to consolidate the RTO data to	
State and Central levels in t	the form of State Registry (SR) and National	39741
Registry (NR) databases throu	igh periodic replication mechanism. A number of	
National and State level online	applications are running on these consolidated	To Login
databases. These include citize	en-centric applications	
	Read More	
SECURE SECURED	Powered by National Informatics Centre. All Rights Res Copyright @2015	erved. NIC NATIO

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.

#### (For Authorized Users Only)

Cur	rent Running Regis	tration No:						MH43BD0062 MH43BE0
Tem	np Registration No MH/4	13/TMP/2016/13 genera	ated against Application	n No MH16080	000000096	HSRP 1	Smart C	ard 💿 Cash Counte
Sele	ct Assigned Office & Ac	tion			Get Pending	g Work		
VAS Selec	ct Assigned Office: SHI (NEW MUMBAI) ct Action: COUNT-STATEMENT Show f	• •			4 ،	No Soft	ware I No s) Part 2 (N	Registration Pending No Appls Last 30 Days Internet Chars) Back Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpo	ose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001275	25-Aug-2016	MH43AR7080	Hypothecat ation	ion Termin		3	HPT-VERIFICATION

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

<u></u>										
Application	n Details									
Application	n No.		Арр	licati	on Date		Registration No			
MH1608	0000001275		25	AUG	∋-2016		MH43AR7080			
Owner Nar	me		Cha	ssis I	No		Purpose			
RAMESH	H T SHINDE		MA	HXPOTHEGATI				ON TERMIN	IATION	
Insurance	Details									
Insurance	Туре •		Insu	rance	e Company *		Policy No *			
COMPRE	EHENSIVE		<ul> <li>IFF</li> </ul>	со т	TOKIO GENERAL INSURANCE CO	:O. 🔻	0031635464			
Insurance	from (DD-MMM-	YYYY) •	Insu	rance	e upto (DD-MMM-YYYY) *		Insurance Declare	ed Value •		
26-Aug-2	2015		25	Aug	-2016		0			
					Hypothecation Details					
S.No.	Туре	Finance	er		Adv	dress			From	Action
1.	Hypothecatio n	STATE BANK O	)F INDIA	MUN	MBAL, MUMBAL, , , Maharashtra	a-O			17-NOV-20 14	Termi
				ŀ	hypothecation Termination Details	ails				
S.No.	Туре	Finance	ər		Address	s:		From	Upto	Update
1.	Hypothecation	STATE BANK OF	INDIA	мu	➡ File Movement ■ Save	tra - O		17-NOV-2 014	25-AUG-2 016	Edit
				_	▲ Homepage					
					<ul> <li>Save-Options</li> <li>Back</li> </ul>					

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

Office Remarks	Confirmation ×	to Next Seat
OFFICE REMARK ?	Are you sure?	Incomplete Application ack for Rectification
	Yes X No	-
# Step 5 > Data Approval

The user having authority to approve 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.

Cur	Current Running Registration No: MH43BD0062 MH43BE009									
Ten	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965 🗙 HSRP 🗶 Smart Card 📀 Cash Counter									
Sele	Select Assigned Office & Action Get Pending Work									
VAS	ct Assigned Office: SHI (NEW MUMBAI) ct Action: COUNT-STATEMENT Show I	▼ ▼		•	<ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Appls Last</li> <li>Appl No</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>0000001275</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>					
Sr.N o	Application No \$	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action			
1.	MH16080000001275	25-Aug-2016	MH43AR7080	Hypothecation Term ation	in	4	HPT-APPROVAL			

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.

(For Authorized Users Only)

Applicatio	Application Details										
Application No. MH16080000001275 Owner Name RAMESH T SHINDE			25 Cha	25-AUG-2016			Registration No MH43AR7080 Purpose HYPOTHECATION TEPMINATION				
Insurance	Insurance Details										
	EHENSIVE	YYYY) *	IFF     Inst	surance Company * FFCO TOKIO GENERAL INSURANCE CO. 🔻 surance upto (DD-MMM-YYYY) * 25-Aug-2016			Policy No * 003163S464 Insurance Declared Value * 0				
					Hypothecation Details						
S.No.	Туре	Financ	er		,	Address			From	Action	
1.	Hypothecatio n	STATE BANK (	OF INDIA	MUN	/IBAL, MUMBAL, , , Maharast	htra - O			17-NOV-20 14	Term	
Hypothecation Termination Details											
S.No.	Туре	Financer			Addre	ess:		From	Upto	Update	
1.	Hypothecation	STATE BANK OF	F INDIA	МU	r≓File Movement ■ Save	vement 17-N0 014			25-AUG-2 016	Edit	
	to.78.110/yahan/yahan/home.xhtml										

If all the details are correct and you are satisfied with it then click on '**File Movement**' button as explained earlier.

ffice Remarks	Confirmation	to Next Seat
OFFICE REMARK ?	Are you sure?	to Incomplete Application ack for Rectification
	Yes 🗶 No	

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.

A Home ☐ Know Your MV Tax ☐ Online Cash Payment	¢
	VAHAN is the fla
THE INTEGRATED SOLUTION FOR VEHICLE	REGISTRATION
VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in 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 a many successes and crossed significant milestones in	Login User ID * Stest2 Password * Enter Verification Code: *
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	72167 72167

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

e Vahan A Home © Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 🢽
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43BD0062   MH43BE0092   MH43BF0001   MH MH43BF0001   MH MH43BF0001   MH MH43BF0001   MH MH43BF0002   MH43BF0002   MH43BF0001   MH MH43BF00062   MH43BE0092   MH43BF0001   MH MH43BF00062   MH43BE0092   MH43BF0001   MH MH43BF00062   MH43BE0092   MH43BF0001   MH MH43BF00062   MH43BE0092   MH43BF0001   MH
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  APPLICATION-INWARD-REGISTERED-VEHIC  Show Form	Application     Old Software     No     Appl No     Appl No     Appl No     Application No:     Part 1 (First Six Chars)     MH1608     Get Pending Work     Pull Back Application

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.

1	e-Vahan ↑H	ome 🧿 Report 🔸	L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra	C
			INWARD APPLICATION		
			Registration No * MH43AR7081 Show Details		

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.

		INWARD.	APPLICATION	_					
Registration No: MH43AR7081									
× Contact Details × Insurance									
ansfer of Ownership to Insurance Company: Vehicle must be black listed with reason Theft/Destroyed/Accident Vehicle									
equest For Registration No:	Owner Details	Vehicle Details	Insurance Details		Hypothecation Details				
MH43AR7081)	Owner Details	Venicie Detaile	Instrance Details		Hypotheouton Detaile				
Conversion of Vehicle									
Duplicate FC	Owner Inform	ation							
Duplicate TO Tax Card									
Fitness Cancellation	Registration		Purchase/Delive	ry Da		istration Date			
Fitness Inspection+Certificate		RY REGISTERED \				Dec-2014			
Fresh RC to financier	Owner Name		Son/Wife/Daught			Ownership Type			
Hypothecation Addition		SUNL KUMAR PANDEY			EY INC	INDIVIDUAL			
Hypothecation Continuation	Ownership S	Ownership Serial				Fitness Upto			
Hypothecation Termination	1	1			22-	Dec-2029			
Issue of Duplicate RC									
Issue of NOC	Owneride	ntification/Contacts [	Details						
RC Particulars against Fee	Owner Cat	Owner Category *			Emai	1 ID			
RC Particulars for office Purpose (Witout Fee)	OTHERS		• 2222222222						
RC Release	PAN No		Aadhar No			Passport No			
RC Surrender									
Re-assignment of Registration	Ration Car	d No	Voter ID		DLN	0	~		
No (RMA)							ר ו		
Renewal of Registration									
Scrapped Vehicle	Current Ad			- Million	Permanent Address				
Transfer of Ownership			Permanent Address						
	House No.	House No. & Street Name Village/			House No. & Street N	ame Village/Town/City			
Inward Application 😽 Back	FLAT NO	1101 SWAR	OT NO 392 & 393 S		FLAT NO 1101 SW	/AR PLOT NO 392 & 39	3 5		
	Landmark	Police Station State	e		Landmark/Police Sta	ion State			
	KOPARK	HAIRANE NA Ma	harashtra		KOPARKHAIRANE	NA Maharashtra			
	District	PIN	Code		District	PIN Code			
		400	)709			400709			

(For Authorized Users Only)

User Manual – Vehicle Registrations and Transactions

## 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 Appls Last 30 Days radio button and click on 'Get pending work' button.

Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1608000000965 KHSRP K Smart Card Cash Count									
Select Assigned Office & Action			Get Pending	) Work					
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form	•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	Part 2 (Ne 0000001	egistration Pending Apple No Last 30 Days ext Ten Chars) 280 ack Application					
Sr.N Application No ≎ Application o Date	Vehicle No	F	Purpose	Last Remark	Movement Sr.No	Action			
1. MH16080000001280 25-Aug-2016	MH43AR7081	Issue of	f Duplicate RC		1	DUP RC-ENTRY-SCRUT			

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.

e-Vahan A Home © Report - L Upo	jate Profile ►	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧧
Application Details		
Application No. MH16080000001280 Owner Name SUNL KUMAR PANDEY	Application Date 25-AUG-2016 Chassis No MALA851CLEM178605	Registration No MH43AR7081 Purpose SBCIE OF DUPLICATE SK
Duplicate Certificate Reason TORN	Reason: *	
Insurance Details		
Insurance Type * COMPREHENSIVE Insurance from (DD-MMM-YYYY) * 31-Aug-2015	Insurance Company * ICICI LOMBARD Insurance upto (DD-MMM-YYYY) * 30-Aug-2016	Policy No * 45641W6 Insurance Declared Value * 0
	Save-Options     Save-	

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		
🖬 Save		
<b>金 H</b> omepage		
▼ Save-Options	় ⇔ Ba	ick

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 <u>disapproval</u> 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 <u>corrections</u>.

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	×
Office Remarks OFFICE REMARK ?	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>
Save	🕫 Compare Changes

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 Appls Last 30 Days radio button and click on 'Get pending work' Button.

Curre	Current Running Registration No: MH43BD0062   MH43BE0092   MH43BF0001   MH43BG0030										
Tem	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1608000000965 X HSRP X Smart Card Cash Count										
Selec	Select Assigned Office & Action Get Pending Work										
VASH Selec	Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form					Application     Old Software     Registration     No     Appl No     No     Application No:     Part 1 (First Six Chars)     MH1608     O000001280     Get Pending Work     Pull Back Application					
Sr.N 0	Application No 🗢	Application Date	Vehicle No	F	Purpose	Last Remark	Movement Sr.No	Action			
1.	MH16080000001280	25-Aug-2016	MH43AR7081	Issue of	f Duplicate RC		2	REGISTERED-VCH-FEE			
	·										

Click on '**REGISTERED-VEH-FEE**' button to view the Duplicate FC fee form after that click on SAVE button for payment.

FEE - REG			EGISTERED VEHICLE		Current Receipt No				
	,	Vehicle No: MH43AR7081	1			Application No: MH16080000001280		MH43R	160800007
			-				-		
Vehicle	Details								
Chassis	s No:			Registration Date	:		Owner	Name:	
MALA	B51CLEM178605			23-Dec-2014			SUN	L KUMAR PANDEY	·
Fitness	Validity:			Vehicle Class:					
22-Dec	-2029			Motor Car		-	•		
S.No.	Descrip	otion	Fe	ee Amount		Fine Amount	To	tal Amount	
1.	Issue of Duplicat	te RC 🔽		150		0		150	+ -
2.	Postal Fee	•	50		0		50	+ -	
		Grand Total:		200		0		200	
	TOTAL PAYABLE AMOUNT: Rs. 200/-								
1									
Payment Collection Panel									
Select P	Select Payment Mode:								
Cash	Cash								
	Save Back Revert Back For Rectification								



Page: 184

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

RECEIPT/APPL No: Vehicle Class: Received From: Date:	Motor Ve	and and a second second second		
Vehicle No: Regn Date:	MH43AR7081 23-Dec-2014	Chassis No:	MALA851CLEI	178605
Particular	25-560-2014	Amount	Penalty	Total
Postal Fee		50	0	50
Issue of Duplicate RC		150	0	150
GOVERNMENT OF MAHARASHTRA     Motor Vehicle Department     VASHI (NEW MUM BAI),MH     RECEIPT/APPL No: MH43R16080000077/MH16080000001280     Vehicle Class: Motor Car     Received From: SUNL KUMAR PANDEY     Date: 25-Auo-2016				
Vehicle No: Rean Date:	MH43AR7081 23-Dec-2014	Chassis No:	MALA851CLE	1178605
Particular		Amount	Penalty	Total
Postal Fee		50	0	50
Issue of Duplicate RC	200/- (TWO HUNDRED OF	150	0	150
NoteThis is computer	generated slip, no need of s	signature.	A	LL ROLES

### Step 4 > Data Verification

National informatics center

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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

Curr	ent Running Registrat	tion No:					MH
Tem	p Registration No MH/43	/TMP/2016/13 generated	d against Application No I	MH1608000000965	× HSRP	× Smar	t Card 💿 Cash Count
Selec	t Assigned Office & Actio	n		Get Pending	) Work		
VASH Selec	t Assigned Office: H (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	• •		•	Application Old So No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000001	egistration Pending Appls No Last 30 Days ext Ten Chars) 280 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001280	25-Aug-2016	MH43AR7081	Issue of Duplicate RC		3	DUP RC-VERIFICATION
	1	1	1	1	1	1	1

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.

	Registration No				
	MH43AR7081				
/	Purpose				
78605	ISSUE OF DUPLICATE RC				
у *	Policy No *				
-	45641W6				
-MMM-YYYY) *	Insurance Declared Value *				
	0				
- Save-Options 🗖 Back					
e Movement					
ve					
mepage					
n D	D-MMM-YYYY) *				

## 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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button to get all pending applications for the approval.

Current Running Registration No:	
Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1608	80000000965 × HSRP × Smart Card © Cash Count
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form	Application     Old Software     Registration     Pending Appl:     No     Appl No     No     Application No:     Part 1 (First Six Chars)     MH1608     O000001280     Get Pending Work     Pull Back Application
Sr.N Application No ≎ Application Vehicle No o Date	Purpose Last Remark Movement Sr.No Action
1. MH16080000001280 25-Aug-2016 MH43AR7081 Issue	of Duplicate RC 4 DUP RC-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.

Application Details		
Application No.	Application Date	Registration No
MH16080000001280	25-AUG-2016	MH43AR7081
Owner Name	Chassis No	Purpose
SUNL KUMAR PANDEY	MALA851CLEM178605	ISSUE OF DUPLICATE RC
Duplicate Certificate		
Reason	Reason: *	
TORN	TORN	
Insurance Details		
Insurance Type *	Insurance Company *	Policy No *
	ICICI LOMBARD	45641\V/6
Insurance from (DD-MMM-YYYY) *	Insurance upto (DD-MMM-YYYY) *	Insurance Declared Value *
31-Aug-2015	30-Aug-2016	0
	Save-Options Sack	
	-File Movement	
	Save	
	★ Homepage	

#### 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.

E - Clica A Home © Report - L Update Profile -	Weloome ALL ROLES , U D C, Maharashtra 🧧
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43BD006 0000000965
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Application No</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>MH1608</li> <li>O0000001280</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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				
		Pending RC Today Printed RC			
Print Reg	istration Certificate				
SI.No	SI.No Application No      Registration No      Select To Print RC				
1	MH1608000000855	MH02AA1111			
2	MH1608000000716	MH03AA1252			
3	MH1608000000838	MH43BE0091			
4	MH1608000001068	MH43AR2015			
5	MH1608000000951	MH43AR4002			
6	MH1608000000828	MH43BG0028			
7	MH16080000001280	MH43AR7081	<ul><li>✓</li></ul>		
8	MH16080000001275	MH43AR7080			
9	MH1608000000686	MH43AR6585			
10	MH1608000000729	MH43BE0089			
	Print RC				

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

Printed Confirmation Panel				
Do you want to continue				
✓ Confirm Print x Cancel				

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.

#### (For Authorized Users Only)

	GOVERNMENT	OF MAHARASHTR			
Motor Vehicle Department VASHI (NEW MUMBAI)					
CERTIFICATE OF REGISTRATION					
Registration No	: MH43AR7081	Registration Date	: 23-Dec-2014		
Description of Vehicle	: MOTOR CAR	Purpose For Printing R	C :DUP		
Dealer's Name & Address					
Owner Name	SUNL KUMAR PANDEY	Son/wife/daughter of	: PRAKASH PANDEY		
Full Address: (Permanent)	MUMBA, , MAHARASHTRA-	400709	93 SEC 19, KOPARKHAIRANE NAM		
Full Address: (Temporary)	MUMBA, -MAHARASHTRA-		93 SEC 19, KOPARKHAIRANE NAM		
Fitness UpTo	:22-Dec-2029	Tax UpTo	: One Time		
Owner Serial No	:1				
Detailed Description					
Class of Vehicle	: MOTOR CAR	Link Vehicle No			
Ownership	INDIMDUAL	Norms	: Not Available		
Maker's Name	HYUNDAI MOTOR INDIA				
	LTD				
Front HSRP No	:	Rear HSRP No	:		
Type of Body	: SALOON	Month/Year of Manuf.	: 10 2014		
No of Cylinders	:4	Chassis No	: MALA851CLEM178605		
Engine No	:G4LAEM437786	Fuel	: PETROL		
Horse Power(BHP)	:	Cubic Capacity	: 1197.00		
Maker's Classification	: I10 GRAND ASTA (O)	Wheel base	:		
Seating Cap(in all)	:5	Standing Cap	:		
Sleepar Cap	:	Unladen Wt (kgs)	: 1003		
Colour	:WHITE	Laden/GV Wt (kgs)	:0		
Other Criteria	:	AC Fitted	: NO		
Additional Particulars	of all transport vehicles of	ther than motor cabs (	Gross Vehicle Weight)		
By Manuf.	: Description	As Regd.	: ight(in kgs)		
a) Front:	Description		ignitin ingay		
b) Rear:					
c) Other:					
d) Tandem:					
	e described is subject to H	whothe cation in favor	rotwet		
Purchase dt	: 19-Dec-2014	Sale Amt	:5531754		
OTT Date	:22-Dec-2014	Amount/Rcpt No	: 49786 / Y2909		
TaxUpTo	:One Time	Vehicle is Govt/Pvt.	: PRIVATE		
Tax Exempted or Not	NOT EXEMPTED	Date of Approval	: 23-Dec-2014		
Other State/Transfer/Co					
Previous Owner		Previous RegNo			
Old State		Entry Date			
Transfer Date	-	Conversion Date			
	n 23-Dec-2014 to 22-Dec-202		-		
This certificate is valid if of	1 20-000-2014 10 22-000-202	-			
ate : 25-Aug-2016 16:47:44	4	5	Signature of Registering Authority		

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.

A Home ☐ Know Your MV 1	Гах	
		VAF
in the past years. In 2009, another major initiat Central levels in the form of through periodic replication	THE INTEGRATED SOLUTION FOR VEHICL VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole isved a many successes and crossed significant milestones we was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online these consolidated databases. These include citizen-centric	LE REGISTRATION
SECURE Norton	Powered by National Informatics Centre. All Rights R Copyright @2015	eserved.

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

ि C - Vanan ते Home O Report - 👤 Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽 🗋
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080	MH43BD0062   MH43BE0092   MH43BF0001   MH43B60030
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  APPLICATION-INWARD-REGISTERED-VEHIC  Show Form	Application     Old Software     Registration     Pending Appls     No     Appl No     No     Last 30 Days     Application No:     Part 1 (First Six Chars)     MH1608     Get Pending Work     Pull Back Application

### 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.

e-Vahan	🔒 Home	💿 Report 🔸	LUpdate Profile →	Welcome ALL ROLES , U D C, Maharashtra	G
			INWARD APPLICATION		
			Registration No * MH43AE1025 Show Details & Back		

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.

INWARD APPLICATION							
Registration No: MH43AE1025							
Contact Details     K Insurance							
Transfer of Ownership to Insura	ice Company: Vehicle must be bla	ick listed with re	ason Theft/D	estroyed/Accident Vehicle	_		
Request For Registration No: (MH43AE1025)	Owner Details Vehicle Details	Insurance Details	Hypothecation D	etails			
Conversion of Vehicle	State:	Aaharashtra Offic	e: VASHI (NEW	/ MUMBAI)			
Duplicate FC	Owner Information			,			
Duplicate TO Tax Card							
Fitness Cancellation	Registration Type	Purchase/Delivery [	Date	Registration Date			
Fitness Inspection+Certificate	TEMPORARY REGISTERED VE	15-Feb-2010		23-Feb-2010			
Fresh RC to financier	Owner Name	Son/Wife/Daughter	ot	Ownership Type			
Hypothecation Continuation	TUKARAM ANNA KAMBLE	ANNA KAMBLE		INDIVIDUAL			
Hypothecation Termination	Ownership Serial	Registration Upto		Fitness Upto			
Issue of Duplicate RC		22-Feb-2025		22-Feb-2025			
Issue of NOC	Owner Identification/Contacts Det	ails					
RC Particulars against Fee	Owner Category *	Mobile No *		Email ID			
RC Particulars for office     Purpose (Witout Fee)	OTHERS	0					
RC Release	PAN No	Aadhar No	)	Passport No			
RC Surrender							
Re-assignment of Registration	Ration Card No	Voter ID		DL No			
No (RMA)	NA	NA		NA			
Renewal of Registration							
Scrapped Vehicle	Current Address		Permanent Add	dress			
	House No. & Street Name Village/	Town/City	House No. 8 9	treet Name Village/Town/City			
Inward Application 5 Back	B 1 TYPE 11 R NO 10 VASH		B 1 TYPE 11				
	Landmark/Police Station State			ce Station State			
		rashtra	NAVI MUMB				
	District PIN Co		District	PIN Code			

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.

🔒 🔒 Home 🛛 🗐 Know Your MV Ta	ax 🔲 Online Cash Payment	
		VA
in the past years. In 2009, another major initiativ Central levels in the form of S through periodic replication r	THE INTEGRATED SOLUTION FOR VEHICI VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole awad a many successes and crossed significant milestones e was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online tese consolidated databases. These include citizen-centric	LE REGISTRATION
SECURE SECURE	Powered by National Informatics Centre. All Rights R Copyright @2015	teserved.

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.

Tem	o Registration No MH/43	/TMP/2016/13 generated	l against Application No 1	MH1608000000965	× HSRP	× Smar	t Card 💿 Cash Count
Selec	Assigned Office & Actio	n		Get Pending	) Work		
VASH Select	Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT Show Form			•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (No 0000001	egistration Pending Appl No Last 30 Days ext Ten Chars) 1292 ack Application
Sr.N 0	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001292	25-Aug-2016	MH43AE1025	RC Particulars against Fee		1	REGISTERED-VCH-FEE

(For Authorized Users Only)

			FEE - R	EGIS	TERED VEHICLE		Curr	ent Receipt No
Vehicle No:				Application No:			MH43R160800	
	MH43AE1025	i			MH16080000001292	2		
Vehicle	Details							
Chassis	s No:		Registration Date:	:			Owner Name:	
ME4JC	404K98070340		23-Feb-2010				TUKARAM ANNA KAME	ILE
Fitness	Validity:		Vehicle Class:					
22-Feb	-2025		Motor Cycle/Scoo	iter	•	-		
			·		I.	_		
S.No.	Description	Fe	e Amount		Fine Amount		Total Amount	
1.	RC Particulars against F		50		0		50	• -
	Grand Total:		50		0		50	
							TOTAL PAYABLE AMO	UNT: Rs. 50/-
Paymen	t Collection Panel							
Select P	ayment Mode:							
Cash	,	•						
			Save	ack	Revert Back For Rectifica	ation		

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.

Department Copy	CONCERNING			
		NT OF MAHARASHTRA	100	AGEN AL
	國際	Aszer.		
11	905.0	0.0		
RECEIPT/APPL No:		VMH1608000001292		1.1
Vehicle Class:	Motor Cycle/Scooter		in the second	0.000
Received From:		TUKARAM ANNA KAMBLE		
Date:	25-Aug-2016	<b>C L L L L L L L L L L</b>		
Vehicle No:	MH43AE1025	Chassis No:	ME4JC404K980	70340
Regn Date:	23-Feb-2010		NAMES OF TAXABLE	1.6 1/1-1
Particular		Amount	Penalty	Total
RC Particulars against		50	0	50
GRAND TOTAL (in Rs):	50/- (FIFTY ONLY)			
Note-This is computer	generated slip, no need o	f signature	AL	L ROLES
	5	- signature.		
Curlemer Comu				
Customer Copy				326879 (F
Customer Copy	GOVERNME	NT OF MAHARASHTRA		
Customer Copy	GOVERNME	NT OF MAHARASHTRA		
	GOVERNME Motor V VASHI	NT OF MAHARASHTRA Vehicle Department (NEW MUMBAI),MH		
RECEIPT/APPL No:	GOVERNME Motor V VASHI MH43R16080000078	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292		
RECEIPT/APPL No: Vehicle Class:	GOVERNME Motor V VASHI MH43R16080000078 Motor Cycle/Scooter	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292		
RECEIPT/APPL No: Vehicle Class: Received From:	GOVERNME Motor V VASHI MH43R16080000078 Motor Cycle/Scooter TUKARAM ANNA KJ	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292		
RECEIPT/APPL No: Vehicle Class: Received From: Date:	GOVERNME Motor V VASHI MH43R16080000078 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292		
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No:	GOVERNME Motor V VASHI MH43R16080000077 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016 MH43AE1025	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292	ME4JC404K980	170340
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date:	GOVERNME Motor V VASHI MH43R16080000078 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292 AMBLE Chassis No:		0.180.023
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular	GOVERNME Motor V VASHI MH43R16080000077 Motor Cycle/Scooler TUKARAM ANNA K/ 25-Aug-2016 MH43AE1025 23-Feb-2010	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292	ME4JC404K980 Penalty	0700340 Total
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date:	GOVERNME Motor V VASHI MH43R16080000077 Motor Cycle/Scooler TUKARAM ANNA K/ 25-Aug-2016 MH43AE1025 23-Feb-2010	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292 AMBLE Chassis No:		0.180.023
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular RC Particulars against	GOVERNME Motor V VASHI MH43R16080000007 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016 MH43AE1025 23-Feb-2010 Fee	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH1608000001292 AMBLE Chassis No: Amount	Penalty	Total
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular RC Particulars against	GOVERNME Motor V VASHI MH43R16080000007 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016 MH43AE1025 23-Feb-2010 Fee	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH1608000001292 AMBLE Chassis No: Amount	Penalty 0	Total 50
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular RC Particulars against GRAND TOTAL (in Rs):	GOVERNME Motor V VASHI MH43R16080000078 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016 MH43AE1025 23-Feb-2010 Fee 50/- (FIFTY ONLY)	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292 AMBLE Chassis No: Amount 50	Penalty 0	Total
RECEIPT/APPL No: Vehicle Class: Received From: Date: Vehicle No: Regn Date: Particular RC Particulars against GRAND TOTAL (in Rs):	GOVERNME Motor V VASHI MH43R16080000007 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016 MH43AE1025 23-Feb-2010 Fee	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292 AMBLE Chassis No: Amount 50	Penalty 0	Total 50
RC Particulars against GRAND TOTAL (in Rs):	GOVERNME Motor V VASHI MH43R16080000078 Motor Cycle/Scooter TUKARAM ANNA KJ 25-Aug-2016 MH43AE1025 23-Feb-2010 Fee 50/- (FIFTY ONLY)	NT OF MAHARASHTRA Vehicle Department (NEW M UM BAI), M H VMH16080000001292 AMBLE Chassis No: Amount 50	Penalty 0	Total 50

## Step 3 > Print RC

When we collect the fee, check radio button **Pending Appls 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.

Selec	t Assigned Office & Ac	tion			Get Pendin	g Work			
VAS Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	Ţ.			• /	No Sof	tware pl No	Registration No No lext Ten Chars) 11292	Pending Appls Last 30 Days
						Get Pending Wo	rk Pull E	Back Application	]
Sr.N o	Application No 🗢	Application Date	Vehicle No	F	Purpose	Last Remark	Movemen t Sr.No	Act	ion
1.	MH16080000001292	25-Aug-2016	MH43AE1025	RC Par t Fee	rticulars agains		2	PARTICULA	R OF RC-P

#### Following RC will be generated.

	[ VASHI (N		
	VEHICLE		
Application No: Registration Date: Owner Serial No: SonWife/Daughter of: Present Address:		Registration No: Previous Registration No Owner Name: 5,VASHLNAVI MUMBAL,Maha	
Vehicle Class: Body Type: Month/Year of Manufactring:	Motor Cycle/Scooter SOLO 11/2009	Vehicle Maker: No of Cylinders:	HONDACARS INDIALTD
Chassis No: Horse Power: Unladen Wt(kg): Registration Valid upto: Cubic Capacity: Fuel: Last Transfer of Ownership of Last Change of Address dor Last Alteration of Vehicle dor COMPREHENSINE Insurance 4068158897 is valid from 26 HP Details : FAMLY CREDIT NOC Details : Black List Details :	ne on: ne on xe From IFFCO TOKIO GENE 8-Aug-2015 to 25-Aug-2016.		JC40E9107645 2 0 One Time S RED 22-Feb-2025 de policy certificate/covernote no
Mobile No: Email Id: Particular Fee Rs. 50/- paid v	vide cash receipt no MH43R	0 16080000078 dated 25-Aug-2	016.

# **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.

A Home ☐ Know Your MV <sup>-</sup>	Tax 🔲 Online Cash Payment	
in the past years. In 2009, another major initiat Central levels in the form of through periodic replication	THE INTEGRATED SOLUTION FOR VEHIC VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole energistration, Permit, Taxation, Enforcement in the whole sieved a many successes and crossed significant milestones we was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online these consolidated databases. These include citizen-centric	CLE REGISTRATION
	Read More	Login
256 BIT Norton	Powered by National Informatics Centre. All Rights	s Reserved.

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

हिन्देतित ते Home	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽 🔤
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH	MH43
Select Assigned Office & Action	Get Pending Work
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Application     Old     Registration     Pending     No     Software     No     Appls     Appl No     30 Days     Application No:     Part 1 (First Six Chars)     MH1608     0000001292     Get Pending Work     Pull Back Application

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.

e-Vahan disə	🟫 Home 🛛 🛛 Report 🗸	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra	G
		INWARD APPLICATION		
		Registration No • MH43AE2036 Show Details 🗖 Back	)	

Select Check box '**RC Particulars for office Purpose**' and Click on '**Inward Application**' button.

INWARD APPLICATION						
Registration No: MH43AE2036						
<b>X</b> Contact Details <b>X</b> Insurance						
ansfer of Ownership to Insurance Company: Vehicle must be black listed with reason Theft/Destroyed/Accident Vehicle						
Request For Registration No: (MH43AE2036)	Owner Details Vehicle Details	Insurance Details	Hypothecation Details			
Conversion of Vehicle	State	Maharashtra Offic	e: VASHI (NEW MUMBAI)			
Duplicate FC						
Duplicate TO Tax Card	Owner Information					
Fitness Cancellation	Registration Type	Purchase/Delivery [	Date Registration Date			
Fitness Inspection+Certificate	TEMPORARY REGISTERED VE	E 12-Mar-2010	18-Mar-2010			
Fresh RC to financier	Owner Name	Son/Wife/Daughter	of Ownership Type			
Hypothecation Addition	KALPESH R MHATRE	RAMAKANT MH	ATRE			
Hypothecation Continuation	Ownership Serial	Registration Upto	Fitness Upto			
Hypothecation Termination	1	17-Mar-2025	17-Mar-2025			
Issue of Duplicate RC						
Issue of NOC	Owner Identification/Contacts De	etails				
RC Particulars against Fee	Owner Category *	Mobile No *	Email ID			
RC Particulars for office Purpose (Witout Fee)	OTHERS	2222222222				
RC Release	PAN No	Aadhar No	Passport No			
RC Surrender			NA			
Re-assignment of Registration	Ration Card No	Voter ID	DL No			
No (RMA)	NA	NA	NA			
Renewal of Registration						
Scrapped Vehicle						
Transfer of Ownership	Current Address		Permanent Address			
	House No. & Street Name Villag	e/Town/City	House No. & Street Name Village/Town/City			
Inward Application 😽 Back	AT FUNDE, PO BOKC TAL	URAN,	AT FUNDE, PO BOKC TAL URAN,			
	Landmark/Police Station State		Landmark/Police Station State			
	NAVI MUMBAI Mah	arashtra	NAVI MUMBAI Maharashtra			
	District PIN C	ode	District PIN Code			
			0			

Once you click on **'Inward Application**' button, you will receive a RC as shown below. To print the RC click on **'Print'** button.

	5 18 33					
V	JSE)					
Application No:	MH1608000001309	Registration No:	MH43AE2036			
Registration Date:	18-Mar-2010	Previous Registration No	:			
Owner Serial No:	1	Owner Name:	KALPESH R MHATRE			
SonWife/Daughter of:	RAMAKANT MHATRE					
Present Address:		RA, TAL URAN, NAVI MUMBAL, N	Aaharashtra-0			
Vehicle Class:	Motor Cycle/Scooter	Vehicle Maker:	HONDACARS INDIALTD			
Body Type:	SOLO	No of Cylinders:	1			
Month/Year of Manufactring:			-			
Chassis No:	ME4JC446BA8094953	Engine No:	JC44E0483747			
Horse Power:	7.00	Seat(including driver):	2			
Unladen Wt(kg):	111	Laden Wt(kg):	0			
Registration Valid upto:	17-Mar-2025					
Cubic Capacity:	109.00	Color:	BLACK			
Fuel:	PETROL	Fitness upto:	17-Mar-2025			
Last Transfer of Ownership of	ione on:					
Last Change of Address don						
Last Alteration of Vehicle dor	ie on					
COMPREHENSIVE Insurance	e From ICICI LOMBARD vid	e policy certificate/covernote no	0000001151 is valid from 06-			
Mar-2010 to 05-Mar-2011.						
HP Details: HDFC BANK LTD	), ANDHERI EASTMUMBAI4	00059,-				
NOC Details:						
Black List Details:						
Mobile No:		2222222222				
Email Id:						
Emgn NJ.						
Signature of Registering Authority						
			EW MUMBAI) [MAHARASHTRA]			

# 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 Appls Last 30 Days radio button and click on 'Get pending work' button.

Selec	t Assigned Office & Actio	n		Get Pendin	g Work		
VASH Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show I	▼ Form		•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (No 0000001	egistration Pending Apple No Last 30 Days ext Ten Chars) 309 ack Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001309	25-Aug-2016	MH43AE2036	RC Particulars for offic Purpose (Witout Fee)	e	1	PARTICULAR OF RC-PRI

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.

[ VASHI (NEW MUMBAI) ]							
VEHICLE PARTICULARS (FOR INTERNAL USE)							
Application No:	MH16080000001309	Registration No:	MH43AE2036				
Registration Date:	18-Mar-2010	Previous Registration No	:				
Owner Serial No:	1	Owner Name:	KALPESH R MHATRE				
Son/Wife/Daughter of:	RAMAKANT MHATRE						
Present Address:	AT FUNDE, PO BOKODVIE	RA, TAL URAN, NAVI MUMBAL, N	Maharashtra-0				
Vehicle Class:	Motor Cycle/Scooter	Vehicle Maker:	HONDACARS INDIA LTD				
Body Type:	SOLO	No of Cylinders:	1				
Month/Year of Manufactring:	2/2010						
Chassis No:	ME4JC446BA8094953	Engine No:	JC44E0483747				
Horse Power:	7.00	Seat(including driver):	2				
Unladen Wt(kg):	111	Laden Wt(kg):	0				
Registration Valid upto:	17-Mar-2025	Tax Paid upto:	One Time				
Cubic Capacity:	109.00	Color:	BLACK				
Fuel:	PETROL	Fitness upto:	17-Mar-2025				
Last Change of Address dor Last Alteration of Vehicle dor COMPREHENSIVE Insuranc Mar-2010 to 05-Mar-2011. HP Details: HDFC BANK LTD NOC Details: Black List Details:	ne on e From ICICI LOMBARD vid		0 0000001151 is valid from 06-				
Mobile No: Email Id:		2222222222					
Signature of Registering Authority VASHI (NEW MUMBAI) [ MAHARASHTRA] Printed On: 25-Aug-2016 17:20:15							

This completes your transaction.

(For Authorized Users Only)

# **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.

A Home ■ Know Your MV T	ax 🔲 Online Cash Payment	
		VA
in the past years. In 2009, another major initiativ Central levels in the form of through periodic replication	THE INTEGRATED SOLUTION FOR VEHICO VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole eved a many successes and crossed significant milestones we was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online hese consolidated databases. These include citizen-centric	LE REGISTRATION
SECURE SECURE	Powered by National Informatics Centre. All Rights I Copyright @2015	Reserved. NIC

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

e - Yohan A Home	Welcome ALL ROLES , U D C, Maharashtra
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH160800	000000965 × HSRP × Smart Card Cash Cou
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VEHIC Show Form	Get Pending Work <ul> <li>Application</li> <li>Old Software</li> <li>Registration</li> <li>Pending Age</li> <li>Last 30 Date</li> <li>Application No:</li> </ul> Part 1 (First Six Chars)     Part 2 (Next Ten Chars)           MH1608         0000001309           Get Pending Work         Pull Back Application           Part 1 (First Six Chars)         Pull Back Application

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.

e-Vahan	📌 Home 🛛 Report -	💄 Update Profile 🖌	Welcome ALL ROLES , U D C, Maharashtra 🛛 🧲
		INWARD APPLICATION	
		Registration No • MH43AE4010 Show Details • Back	

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

	INWARD AF	PLICATION					
	Registration N	o: MH43AE4010					
	🗶 Contact Details	× Insuranc	•				
unsfer of Ownership to Insuran	ce Company: Vehicle must be bla	ck listed with r	eason Theft/De	stroyed/Accident Vehicle			
•	• •						
equest For Registration No: MH43AE4010)	Owner Details Vehicle Details	Insurance Details	Hypothecation De	tails			
Conversion of Vehicle	State:	/laharashtra Offi	ce: VASHI (NEW	MUMBAI)			
Duplicate FC Duplicate TO Tax Card	Owner Information						
Fitness Cancellation	Registration Type	Purchase/Delivery	Date	Registration Date			
Fitness Inspection+Certificate	TEMPORARY REGISTERED VE	03-May-2010		07-May-2010			
Fresh RC to financier	Owner Name	Son/Wife/Daughte	rof	Ownership Type			
Hypothecation Addition	GOKUL PUROHIT	GOKUL PUROHIT INDIVIDUAL					
Hypothecation Continuation	Ownership Serial	Registration Upto		Fitness Upto			
Hypothecation Termination	1	06-May-2025		06-May-2025			
Issue of Duplicate RC							
Issue of NOC	Owner Identification/Contacts Det	ails					
RC Particulars against Fee	Owner Category *	Mobile No *		Email ID			
RC Particulars for office Purpose (Witout Fee)	OTHERS	444444444					
RC Release	PAN No	Aadhar No		Passport No			
RC Surrender		] [					
Re-assignment of Registration	Ration Card No	Voter ID		DLNo			
lo (RMA)							
Renewal of Registration							
Scrapped Vehicle Transfer of Ownership	Current Address		Permanent Add	ress			
	House No. & Street Name Village/	Town/City	House No. & Str	reet Name Village/Town/City			
Inward Application 🛛 🔸 Back	H NO 2040/20 NR ANA GHAN		H NO 2040/20				
	Landmark/Police Station State		Landmark/Polic				
	NAVI MUMBAI Mahai	rashtra	NAVI MUMBA	J Maharashtra			
	District PIN Co	de	District	PIN Code			
				Π			

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 Appls Last 30 Days radio button and click on 'Get pending work' button.

Tem	p Registration No MH/43/	/TMP/2016/13 generated	against Application No 1	MH1608000000965	× HSRP	× Smart	t Card 💿	Cash Cou
Selec	t Assigned Office & Action	n		Get Pending	g Work			
VASH Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	• • Form		•	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000001	egistration No No ext Ten Chars) 312 ack Application	Pending Ap Last 30 Da
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	,	Action
1.	MH16080000001312	25-Aug-2016	MH43AE4010	RC Surrender		2	RC-SURR	ENDER-ENT

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.

E-Vahan ↑Home © Report -	👤 Update Profile 👻	Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 🗋
ngda araj		
Vehicle Details		
Vehicle No:	Chassis No:	OwnerName:
MH43AE4010	MD2DDDZZZSWM38664	GOKUL PUROHIT
Address:	Vehicle Class:	Fitness Validity:
H NO 2040/20 NR ANANT NAGAR, GHANSOL	Motor Cycle/Scooter	5/6/25
Surrender Details		
Surrender Date: *	Approved By: *	File Reference No: *
25/08/2016	TRO	13153
Reason:		
S		
Document Surrendered		
RC SerialNo: *		Permit SerialNo:
RC: S12DASD15W	Permit:	
Fitness SerialNo:		
Fitness Certificate:	Appling for Tax Exemptio	in:
	Save-Options Save	

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		
🖬 Save		
▲ Homepage		
▼ Save-Options	th Ba	ick

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 <u>disapproval</u> 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 <u>corrections</u>.

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	×
Office Remarks  DFFICE REMARK ?	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>
Save	Compare Changes

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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

Curi	Current Running Registration No: MH43BD0062 MH43BE0092 MH43BF0001 MH4								
Terr	Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1608000000965 🗱 HSRP 🗶 Smart Card 👁 Cash Counte								
Seleo	ct Assigned Office & Ac	tion			Get Pendin	g Work			
VAS Selec	Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form			•	No Soft	ware I No s) Part 2 (N	Registration Pending No Appls Last 30 Days ext Ten Chars) 11312 Rack Application		
Sr.N o	Application No 🗢	Application Date	Vehicle No	F	<sup>o</sup> urpose	Last Remark	Movemen t Sr.No	Action	
1.	MH16080000001312	25-Aug-2016	MH43AE4010	RC Sur	render		3	RC-SURRENDER-VERI	
	1	1	1			1		1	

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.

Vehicle Details			
Vehicle No: MH43AE4010		Chassis No: MD2DDDZZZSWM38664	OwnerName: GOKUL PUROHIT
Address: H NO 2040/20 NR AN	IANT NAGAR,GHANSOL	Vehicle Class: Motor Cycle/Scooter	Fitness Validity:       •       5/6/25
Surrender Details			
Surrender Date: * 25/08/2016 Reason: S		Approved By: *	File Reference No: * 13153
Document Surrendered			
RC: Fitness Certificate:	RC SerialNo: • S12DASD15W Fitness SerialNo:	Permit: Permit: File Movement Save A Homepage Save-Options Sack	Permit SerialNo:

# 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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button to get all pending applications for the approval.

Selec	ct Assigned Office & Ac	ction		Get Pend	ling Work		
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form				•	No Soft	tware ol No rs) Part 2 (N	Registration Pending No Appls Last 30 Days lext Ten Chars) 11312 Back Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001312	25-Aug-2016	MH43AE4010	RC Surrender		4	RC-SURRENDER-APP

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.

Vehicle Details				
Vehicle No:		Chassis No:		OwnerName:
MH43AE4010		MD2DDDZZZSWM38	664	GOKUL PUROHIT
Address:		Vehicle Class:		Fitness Validity:
H NO 2040/20 NR AI	NANT NAGAR,GHANSOL	Motor Cycle/Scooter	•	5/6/25
Surrender Details				
Surrender Date: *		Approved By: *		File Reference No: *
25/08/2016		TRO		13153
Reason:				
S				
Document Surrendered				
*	RC SerialNo: *			Permit SerialNo:
RC:	S12DASD15W		Permit:	
	Fitness SerialNo:			
Fitness Certificate:			Appling for Tax Exemp	tion:
			ions 🗖 🕈 Back	
		<ul> <li>Save-Opti</li> </ul>	Back	

This completes your transaction.

(For Authorized Users Only)

# **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.

🔒 Home 🔲 Know Your MV Ta	ax 🔲 Online Cash Payment	
		A∨
in the past years. In 2009, another major initiativ Central levels in the form of through periodic replication	THE INTEGRATED SOLUTION FOR VEHICI VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole eved a many successes and crossed significant milestones we was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online hese consolidated databases. These include citizen-centric	LE REGISTRATION
Secure Secure	Powered by National Informatics Centre. All Rights R Copyright @2015	eserved. NIC 🕅

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

Current Running Registration No:	
Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1	16080000000965 K HSRP K Smart Card Cash Cour
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action:  APPLICATION-INWARD-REGISTERED-VE  Show Form	<ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Application</li> <li>Software</li> <li>Appl No</li> <li>30 Day</li> <li>Application No:</li> <li>Part 1 (First Six Chars)</li> <li>Part 2 (Next Ten Chars)</li> <li>MH1608</li> <li>0000001312</li> <li>Get Pending Work</li> <li>Pull Back Application</li> </ul>

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.

e-Vahan dited	🟫 Home 🛛 Report →	L Update Profile ▼	Welcome ALL ROLES , U D C, Maharashtra	0
		INWARD APPLICATION		
		Registration No *		
		MH43AE4010		
		Show Details + Back		

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

	🗸 Contact D		No: MH43AE4010 urance 🖌 RC:S	URRENDERED		
nsfer of Ownership to Insuran	ce Company: V	ehicle must be l	olack listed with r	eason Theft/I	Destroyed/Accide	ent Vehicle
equest For Registration No: IH43AE4010)	Owner Details	Vehicle Details	Insurance Details	Hypothecation [	Details	
Conversion of Vehicle		State	:Maharashtra Offi	ce: VASHI (NEV	V MUMBAI)	
Duplicate FC	Owner Inform	nation				
Duplicate TO Tax Card						
Fitness Cancellation	Registration		Purchase/Delivery	/ Date	Registration Date	
Fitness Inspection+Certificate		RY REGISTERED V		r of	07-May-2010 Ownership Type	
Fresh RC to financier Hypothecation Addition	Owner Name			SonWife/Daughter of		
Hypothecation Continuation	GOKUL PU			MR F PUROHIT		
Hypothecation Termination	Ownership S	enai	Registration Upto			
Issue of Duplicate RC		06-May-2025		06-May-2025		
Issue of NOC	Owner Ide	ntification/Contacts E	etails			
RC Particulars against Fee	Owner Cat	edon/ *	Mobile No *		Email ID	
RC Particulars for office	OTHERS	c goly	<ul> <li>4444444444</li> </ul>			
Irpose (Witout Fee)	PAN No		Aadhar No		Passport No	
RC Release RC Surrender						
Re-assignment of Registration	Ration Ca	rd No	Voter ID		DL No	
) (RMA)						
Renewal of Registration					L	
Scrapped Vehicle						
Transfer of Ownership 🗸 🗸	Current Ac	dress		Permanent Ac	idress	
	House No	& Street Name Villa	ge/Town/City	House No. & S	Street Name Village/To	)wn/City
Inward Application 🛛 😽 Back	H NO 20	40/20 NR AN/ GH	ANSOLI	H NO 2040/2	20 NR ANA GHANS	OLI
	Landmark	Police Station State	)	Landmark/Pol	ice Station State	
	NAVI MU	IMBAI Ma	harashtra	NAVI MUME	3AI Maharas	shtra
	District PIN Co		oho^			2

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 Appls Last 30 Days radio button and click on 'Get pending work' button.

Selec	Select Assigned Office & Action					ng Work		
VAS Selec	t Assigned Office: HI (NEW MUMBAI) t Action: OUNT-STATEMENT Show F	▼ ▼			۲	No Soft App Application No: Part 1 (First Six Cha MH1608	ware ol No rs) Part 2 (N	
						Get Pending Wor		Back Application
Sr.N o	Application No 🗢	Application Date	Vehicle No	F	<sup>o</sup> urpose	Last Remark	Movemen t Sr.No	Action
1.	MH16080000001321	25-Aug-2016	MH43AE4010	RC Rel	ease		2	RC-RELEASE-ENTRY
				•			•	•

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.

Vehicle Details						
Vehicle No:		Chassis	No:			OwnerName:
MH43AE4010		MD2DD	DZZZSWM386	664		GOKUL PUROHIT
Address:		Vehicle (	Class:			Fitness Validity:
H NO 2040/20 NR ANANT NA	AGAR,GHANSOL	Motor C	ycle/Scooter		•	5/6/25
Release Details						
Release Date:		Approved	By: •			File Reference No: *
25/08/2016		s				123141
						SURRENDER DETAILS
Document Surrendered						
RC S	SerialNo: ×					Permit SerialNo:
RC: S12	2DASD15W			Permit:		
Fitne	ess SerialNo:					
Fitness Certificate:			🛹 File Moven	nent	ax Exemptior	1:
		_	🖬 Save			
		_	★ Homepage			
			▼ Save-Optic		ack	

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
🖬 Save
🏦 Homepage

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 <u>disapproval</u> 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 <u>corrections</u>.

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		×
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>	
	<b>ave</b> Compare Changes	-

Selecting **Proceed to Next Seat** will ask your confirmation and will forward application to the next seat, if confirmed by you. Click on **'Yes'** button to confirm.

Confirmation 🛛 🗙					
Are you sure?					
✓ Yes 🗙 No					

# **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 Appls Last 30 Days radio button and click on 'Get pending work' button.

Selec	t Assigned Office & Ac	tion		Get Pendi	Get Pending Work					
Selec	t Assigned Office:				Application 🔵 0	Did 🔘 F	Registration 🔵	Pending		
VAS	HI (NEW MUMBAI)	•			No Sof	tware	No	Appls Last		
Selec	t Action:				Ap Application No:	pl No		30 Days		
ACC	OUNT-STATEMENT	•			Part 1 (First Six Cha	rs) Part 2 (N	lext Ten Chars)			
	Show F	orm			MH1608	000000	)1321			
					Get Pending Wo	rk Pull E	Back Application			
Sr.N o	Application No 🗢	Application Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Ac	tion		
1.	MH16080000001321	25-Aug-2016	MH43AE4010	RC Release		3	RC-RELEA	SE-VERIFIC		
		1	1	1		1	1			

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 Appls last 30 Days** radio button and click on '**Get Pending work**' Button to get all pending applications for the approval.

(For Authorized Users Only)

Temp	Registration No MH/4	3/TMP/2016/13 genera	ted against Application	No MH1	60800000096	5 × HSRP	× Smart C	ard 💿 Cash Cour
Select Assigned Office & Action					Get Pending Work			
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT Show Form				•	No So	ftware Ipl No ars) Part 2 (N	Registration Pending No Appls La 30 Day: lext Ten Chars) 01321 Back Application	
Sr.N o	Application No 🗢	Application Date	Vehicle No	F	Purpose	Last Remark	Movemen t Sr.No	Action
1. 1	MH16080000001321	25-Aug-2016	MH43AE4010	RC Reli	ease		4	RC-RELEASE-APPR

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.

Vehicle Details							
Vehicle No:		Chassis No:			OwnerName:		
MH43AE4010		MD2DDDZZZSWM3	8664		GOKUL PUROHIT		
Address:		Vehicle Class:			Fitness Validity:		
H NO 2040/20 NR AN	ANT NAGAR, GHANSOL	Motor Cycle/Scooter			5/6/25		
Release Details							
Release Date:		Approved By: *			File Reference No: *		
25/08/2016		S			123141		
					SURRENDER DETAILS		
Document Surrendered							
✓	RC SerialNo: *				Permit SerialNo:		
RC:	S12DASD15W	Permit:					
	Fitness SerialNo:			_			
Fitness Certificate:		← File Movement ax Exempti			n:		
		E Save					
		<b>☆</b> Homepa		-			
				Back			
		▼ Save-Op	tions r t	Баск			

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.

🔒 🔒 Home 🛛 Know Your MV T	ax 🔲 Online Cash Payment	
		VAF
in the past years. In 2009, another major initiati Central levels in the form of through periodic replication	THE INTEGRATED SOLUTION FOR VEHICI VAHAN is the flagship e-Governance application under National Transport Project, a Mission Mode Project initiated in year 2006. The purpose of the application was to automate the RTO operations related to Vehicle Registration, Permit, Taxation, Enforcement in the whole ieved a many successes and crossed significant milestones we was undertaken to consolidate the RTO data to State and State Registry (SR) and National Registry (NR) databases mechanism. A number of National and State level online hese consolidated databases. These include citizen-centric	Login User ID * Stest2 Password * Content Verification Code: * 99353 99353 User Login
SECURE SECURE	Powered by National Informatics Centre. All Rights F Copyright @2015	

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

e-Vahan A Home ◎ Report - L Update Profile -	Welcome ALL ROLES , U D C, Maharashtra 🛛 💽
Current Running Registration No: Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1	M 1608000000965 × HSRP × Smart Card © Cash Cour
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: APPLICATION-INWARD-REGISTERED-VE Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Appls La</li> <li>Appl No</li> <li>30 Day</li> </ul> Application No:           Part 1 (First Six Chars)           MH1608           0000001321           Get Pending Work         Pull Back Application           Part 1 (First Six Chars)

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.

e-Vahan clea	A Home O Report →	L Update Profile ←	Welcome ALL ROLES , U D C, Maharashtra	G
		INWARD APPLICATION		
		Registration No • MH43AE2011 Show Details • Back		

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

INWARD APPLICATION								
		Registration	No: MH43AE2011					
	6	Contact Detai						
unsfer of Ownership to Insuran	Company Vol				strough / Agaidant Mahiala			
inster of ownership to insurance	ce company. ve	incle must be i	Mack listed with I	eason ment/De	stroyed/Accident venicle			
Request For Registration No: (MH43AE2011) Owner Details Vehicle Details Insurance Details Hypothecation Details								
Conversion of Vehicle		State	:Maharashtra Offi	ce: VASHI (NEW I	MUMBAI)			
Duplicate FC Duplicate TO Tax Card	Owner Informa	ation						
Fitness Cancellation	Registration Ty	/pe	Purchase/Delivery	Date	Registration Date			
Fitness Inspection+Certificate	NEW	IEW 15-Mar-2010			18-Mar-2010			
Fresh RC to financier	Owner Name	wner Name		rof	Ownership Type			
Hypothecation Addition	KISHOR GAI	VPAT MHATRE	GANPAT MHAT	RE	INDIVIDUAL Fitness Upto 17-Mar-2025			
Hypothecation Continuation	Ownership Ser	rial	Registration Upto					
Hypothecation Termination	1		17-Mar-2025					
Issue of Duplicate RC								
Issue of NOC	Owner Iden	tification/Contacts D	etails					
RC Particulars against Fee	Owner Cate	gory *	Mobile No *	Mobile No * Email ID				
RC Particulars for office Purpose (Witout Fee)	OTHERS		- 2222222222		Passport No			
RC Release	PAN No		Aadhar No	F				
RC Surrender								
Re-assignment of Registration	Ration Card	l No	Voter ID	[	DL No			
lo (RMA)								
Renewal of Registration								
Scrapped Vehicle								
Inward Application 🛛 , Back		House No. & Street Name Village/ AT-DHAKTI JUI POST- URAN			House No. & Street Name Village/Town/City			
				AT-DHAKTI JU				
		Police Station State		Landmark/Police Station State				
	NAVI MUN	MBAI Ma	harashtra	NAVI MUMBAI	Maharashtra			

Once you click on '**Inward Application**' button, it will generate unique inward application number.

(For Authorized Users Only)

User Manual – Vehicle Registrations and Transactions

# 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 Appls Last 30 Days** radio button and click on '**Get pending work**' button.

Curr	ent Running Registrat	tion No:						
Tem	p Registration No MH/43	/TMP/2016/13 generated	l against Application No 1	MH160800	00000965	× HSRP	× Smar	t Card 💿 Cash Count
Selec	t Assigned Office & Actio	n			Get Pending	I Work		
VASI Selec	t Assigned Office: H (NEW MUMBAI) t Action: DUNT-STATEMENT Show F	▼ Form			• A	Application Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (Ne 0000001	egistration Pending Apple No Last 30 Days ext Ten Chars) 337 ack Application
Sr.N 0	Application No \$	Application Date	Vehicle No	P	urpose	Last Remark	Movement Sr.No	Action
1.	MH16080000001337	25-Aug-2016	MH43AE2011	Transfer	of Ownership		1	TO-ENTRY-SCRUTINY
	1	1	I	1		1	1	1

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.
### (For Authorized Users Only)

e-Vaha	🎹 🏫 Home 🗿 R ㅋ	eport 👻 👤 Up	date Pr	rofile 🕶			Welcome ALL ROLES , U D C, Maharashtra 🛛 🕒 LOGO
Application De	etails						
Application No			Annl	ication Date			Registration No
MH16080000				AUG-2016	]		MH43AE2011
Owner Name	5001357			ssis No			Purpose
	NPAT MHATRE		_	LHA10ELA9B06041			TRANSFER OF OWNERSHIP
		)			]		
Existing Owne	er's Details						
Owner Se rial	Previous Owner Na me	Father Nan	ne	Cur	rent Address		Permanent Address
1	KISHOR GANPAT MH ATRE	GANPAT MHA	TRE	AT-DHAKTI JUI POS UMBAI , , Maharasht		МЦ	M AT-DHAKTI JUI POST-DIGHODE , URAN , NAVI M UMBAI , , Maharashtra - 0
New Owner's Details         Purpose       Owner Serial: *         SALE       2         Ownership Type *       SonWife/Daughter of *         INDIVIDUAL       •         Sale Amount.*       Sale Date:(DD-MMM-YYYY) *         231234       25-Aug-2016         Garage Address:							Owner's Name * SAMAR PATIL Owner Category * GENERAL  Transfer Date:(DD-MMM-YYYY) * 25-Aug-2016  Email ID  Passport No
Ration Card N			Vote				DL No
Address Deta	ails Insurance Details						
Current Ad					Permanent Address as Current Address		🖌 Same
	. & Street Name *	Village/Tow	n/City *				
S		VASHI			House No. & Street Na	ime	
Landmark	/Police Station	State *					VASHI
		Maharasht	ra	•	Landmark/Police Static	un	State *
District *		Pin *					Maharashtra
Thane	-	832746			District *		Pin *
					Thane		• 832746
				▼ Save-Optio	ns 🗖 Back		

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	
🖬 Save	
▲ Homepage	
<ul> <li>Save-Options</li> </ul>	🕈 Back

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

Select **Proceed to Next Seat**, <u>to approve</u> 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 <u>disapproval</u> 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 <u>corrections</u>.

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.

File Movement	:	×
Office Remarks	<ul> <li>Proceed to Next Seat</li> <li>Hold Due to Incomplete Application</li> <li>Revert Back for Rectification</li> </ul>	
Save Compare Changes	]	

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.

Print Owner Disclaimer					
Print Owner Disclaimer for: Application No: MH16080000001337 Registration No: MH43AE2011					
🗸 Ok	Print Disclaimer				

## 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 Appls Last 30 Days** radio button and click on 'Get pending work' button.

Temp Registration No M	H/43/TMP/2016/13 generate	d against Application No	MH1608000	0000965	× HSRP	× Smar	t Card 💿	Cash Counte	
Select Assigned Office &	Action			Get Pending Work					
Select Assigned Office: VASHI (NEW MUMBAI) Select Action: ACCOUNT-STATEMENT	• ow Form			() A	pplication Old Sof No Appl Application No: Part 1 (First Six Chars) MH1608 Get Pending Wo	No Part 2 (No 0000001	egistration O No ext Ten Chars) 1337 ack Application	Pending Appls Last 30 Days	
Sr.N Application No	Application Date	Vehicle No	Pur	pose	Last Remark	Movement Sr.No		Action	
1. MH160800000013	37 25-Aug-2016	MH43AE2011	Transfer of	Ównership		2	REGISTER	RED-VCH-FEE	
· · · ·	·								

Click on '**REGISTERED-VEH-FEE**' button to view the transfer of ownership fee form after that click on SAVE button for payment.

(For Authorized Users Only)

	FEE - REGISTERED VEHICLE							ıt Receipt No
	Vehicle No:				Application No:		MH43R1	608000007
	MH43AE201	1			MH160800000013	37		
Vehicle [	Details							
Chassis	No:		Registration Date	:		(	Owner Name:	
MBLHA	10ELA9B06041		18-Mar-2010				KISHOR GANPAT MHA	ATRE
Fitness \	/alidity:		Vehicle Class:					
17-Mar	-2025		Motor Cycle/Sco	ooter	-	]		
S.No.	Description	Fe	e Amount		Fine Amount		Total Amount	
1.	Transfer of Ownership		150		0		150	+ -
2.	Postal Fee		50		0		50	+ -
	Grand Total:		200		0		200	
TOTAL PAYABLE AMOUNT: Rs. 200/-								
Payment	t Collection Panel							
Select P:	ayment Mode:							
Cash		•						
			Save Bac	k 🗌	Revert Back For Rectif	ication		

Once you click on the **SAVE** button, you will receive confirmation alert box. Click on **'Yes'** button, to confirm the payment.

Do You Want to Continue?					
Total Amount to paid in Cash In Rupees: 200					
✓ Yes 🗶 No					

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

(For Authorized Users Only)

artment Copy	GOVERNMEN	T OF MAHARASHTRA	回然放	
EIPT/APPL No: icle Class:	ehicle Department NEW MUMBAI),MH MH16080000001337	- 		
eived From:	KISHOR GANPAT M	ATRE		21036234
£	25-Aug-2016			
icle No:	MH43AE2011	Chassis No:	MBLHA10ELA	9B06041
n Date:	18-Mar-2010			
rticular		Amount	Penalty	Total
stal Fee		50	0	50
nsfer of Ownership		150	0	150
lomer Copy			E 244	AND AND A
	GOVERNMEN	T OF MAHARASHTRA	回親般	20/24
		ehicle Department NEW MUMBAI),MH		常、结
EIPT/APPL No:	MH43R1608000079/	MH1608000001337	100	50.5
cle Class:	Motor Cycle/Scooter		222	Sol in the
eived From:	KISHOR GANPAT M	IATRE	E15*3	
£	25-Aug-2016			
cle No:	MH43AE2011	Chassis No:	MBLHA10ELA	9806041
n Date:	18-Mar-2010	A	Density	Total
rticular		Amount	Penalty	Total
stal Fee		50	0	50
nsfer of Ownership		150	0	150
	00/- (TWO HUNDRED O	NLY)		
IND TOTAL (IN RS): 20				
	nerated slip, no need of	signature	A	LL RC

# 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 Appls Last 30 Days** radio button and click on '**Get Pending work**' Button.

Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1608000000965 🗱 HSRP 🗶 Smart Card 💿 Cash Counter									
Select Assigned Office & Action		Get Pendir	ng Work						
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form		•	No Soft	tware pl No rs) Part 2 (No 000000	Registration Pending No Appls Last 30 Days lext Ten Chars) 01337 Back Application				
Sr.N Application No O Date	Vehicle No	Purpose	Last Remark	Movemen t Sr.No	Action				
1. MH16080000001337 25-Aug-2016	MH43AE2011	Transfer of Ownership		3	TO-VERIFICATION				

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.

e-Vahan AHome G	Report - 👤 Update F	Profile ~			Welcome ALL ROLES , U D C, Maharashtra 🛛 🕒 LOG
Application Details					
Application No.	App	lication Date	Registration No		
MH1608000001337		-AUG-2016		MH43AE20	011
Owner Name		assis No		Purpose	
KISHOR GANPAT MHATRE	KISHOR GANPAT MHATRE MBLHA10ELA9B06041			TRANSFE	R OF OWNERSHIP
Existing Outputs Dataile					
Existing Owner's Details					
Owner Se Previous Owner Na rial me	Father Name		rent Address		Permanent Address
1 KISHOR GANPAT M ATRE	IH GANPAT MHATRE	AT-DHAKTI JUI POS UMBAL, , Maharasht	Γ-DIGHODE , URAN , NAVI ra - 0		KTI JUI POST-DIGHODE , URAN , NAVI M , Maharashtra - 0
New Owner's Details					
Purpose	Ow	ner Serial: *		Owner's Nar	ne *
SALE	• 2			SAMAR P	ATIL
Ownership Type *	Sor	N/ife/Daughter of *		Owner Cate	gory *
INDIVIDUAL	▼ S/	ANTAJI PATIL		GENERAL	•
Sale Amount: *	Sal	e Date:(DD-MMM-YYYY) *		Transfer Dat	e:(DD-MMM-YYYY) *
231234	25	-Aug-2016		25-Aug-201	16
Garage Address:					
Owner Identification/Contacts Detail	Mol	oile No * 53453453	]	Email ID	
PAN No	Aac	ihar No		Passport No	
		- 10			
Ration Card No	Vot	er ID	]	DL No	
Address Details Insurance Det	ails				
Current Address			Permanent Address as Current Address		🔽 Same
House No. & Street Name *	Village/Town/City	*	<u> </u>		
S	VASHI		House No. & Street Nam	e *	Village/Town/City *
Landmark/Police Station	State *		S		VASHI
	Maharashtra	•	Landmark/Police Station		State *
District *	Pin *				Maharashtra 🔽
Thane	• 832746		District *		Pin *
			Thane	•	832746
		- Save-Option	ns 🖿 Back		

### 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 Appls Last 30 Days** radio button and click on '**Get pending work**' button to get all pending applications for the approval.

### (For Authorized Users Only)

Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965 🗱 HSRP 🗶 Smart Card 📀 Cash Coun									
Select Assigned Office & Action	Get Pending Work								
Select Assigned Office: VASHI (NEW MUMBAI)  Select Action: ACCOUNT-STATEMENT  Show Form	Application     Old     No     Software     Appl No     Application No:     Part 1 (First Six Chars)     MH1608     O000001337     Get Pending Work     Pull Back Application								
Sr.N Application No $\diamond$ Application Date Vehicle No	Purpose Last Remark Movemen t Action Sr.No								
1. MH16080000001337 25-Aug-2016 MH43AE2011 Transf	fer of Ownership 4 TO-APPROVAL								

MH1608000001337       25-AUG-2016       MH43AE2011         Owner Name       Chassis No       Purpose         KISHDR GANPAT MHATRE       MBLHAIDELA9B06041       Purpose         Existing Owner's Details       Existing Owner's Details       Permanent Address         Owner Se minil       Father Name       Current Address       Permanent Address         1       KISHOR GANPAT MM       GANPAT MHATRE       AT-DHAKTI JUI POST-DIGHDDE , URAN , NAVI M       AT-DHAKTI JUI POST-DIGHDDE , URAN , NUMBAI , , Maharashtra - 0         New Owner's Details       Owner Serial:       Owner's Name *         Sale       Owner Serial:       Owner's Name *         Sale       2       SaMMarashtra - 0         New Owner's Details       2       SaMMarashtra - 0         Purpose       Owner Serial:       Owner's Name *         Sale Amount*       SaMMarashtra - 0       SaMMarashtra - 0         Sale Amount*       SaMMarashtra - 0       Owner's Name *         Sale Amount*       Sale Amount*       General *       Owner's Name *         Sale Amount*	e-Vaha	100 🔒 Home 💿 F 디	leport + 👤 Upd	ate Profile 👻		Welcome ALL ROLES , U D C, Maharashtra 🛛 🕞 L
Application No Metrosococococococococococococococococococo	Application D	etails				
MH1060000001337 [25-AUG-2016 [MBLH410ELA9B00041 Chassis No NBSHOR GANPAT MHATRE [MBLH410ELA9B00041 Existing Owner's Details Owner's Details Owner's Details Owner's Details Owner's Details Owner's Details New Owner's Details New Owner's Details Owner's Details Owner'				Application Date		Registration No
Owner Name       Onassis No       Purpose         VISHOR GANPAT MHATRE       (MBLHA10ELA9D00041         Existing Owner's Details       Current Address         Owner Se       Previous Owner Name in and in a construction of the second of the					]	
KISHOR GANPAT MHATRE       MBLHA10ELA9806041         Existing Owner's Details       Current Address       Permanent Address         Owner Se Previous Owner Na mail       Father Name       Current Address       Permanent Address         1       ATCPHAKT JUL POST-DIGHODE , URAN , NAVI       ATCPHAKT JUL POST-DIGHODE , URAN , NAVI       ATCPHAKT JUL POST-DIGHODE , URAN , NAVI         1       ATRE       Owner's Details       Owner's Details         Purpose       Owner's Details       SankAr ATL         Owner's Details       Owner's Name *       SankAr ATL         Owner's Details       Owner's Category *       Owner's Name *         Sale Amount *       2       SankAr ATL       Owner's Category *         Sale Amount *       Sale Date (DD-MMM-YYYY) *       Transfer Date (DD-MMM-YYYY) *       2         Sale Amount *       22-53453453       Passport No       25-Aug-2016         Owner Identification/Contacts Details       Mabite No *       Email ID       2153453453         PAN No       Address       Passport No       Eacle *       VillageTown/City*       Sankar No         Landmark/Police Station       Mabite No *       Email ID       Eacle *       VillageTown/City*       Sankar No         Landmark/Police Station       Mabiarashtra       VillageTown/City*		0001001				
Existing Owner's Details       Current Address       Permanent Address         1       KISHORANPAT MIT GANPAT MITATRE       AT.DHAKTI UJ POST.DIGHODE, URAN, NAVI MURAL, Maharashtra-0       AT.DHAKTI UJ POST.DIGHODE, URAN, NAVI MURAL, Maharashtra-0         New Owner's Details       Owner Serial: *       Owner's Name *         Purpose       Owner Serial: *       Owner's Name *         Sale       •       SaMAR PATIL         Owner's Details       Owner's Serial: *       Owner's Serial: *         Owner's Details       SonOWIndDaughter of *       Owner Calegoy *         Owner Calegoy *       SaMAR PATIL       Oener Calegoy *         Sale Amount *       Sale Date OD-MMM YYY) *       Transfer Date (DO-MMM YYY) *         Z21234       [25:Aug-2016       [25:Aug-2016         Owner Identification/Contacts Details       Mobile No *       Email ID         Owner Identification/Contacts Details       Insurance Details       Passport No         Address Details       Insurance Details       Passport No         Address Details       Insurance Details       Insurance Details         Current Address       Iste *       Iste *       VASHI         Landmark/Police Station       State *       Iste *       Iste *       Iste *         Disthet *       (B32746		NPAT MHATRE				
Owner Se nal     Previous Owner Na me     Father Name     Current Address     Permanent Address       1     KISHOR GANPAT MH ATRE     GANPAT MHATRE     AT-DHAKTI JUI POST-DIGHODE , URAN , NAVI M UMBAI , Maharashtra - 0     AT-DHAKTI JUI POST-DIGHODE , URAN , NAVI M UMBAI , Maharashtra - 0       New Owner's Details     Owner Serial: *     Owner's Name *       Purpose     Owner Serial: *     Owner's Name *       SALE     •     2       Som/Mrie/Daughter of *     Owner's Name *       Sale Anount *     Sale Colle (OD-MMM-YYY) *     Transfer Date (OD-MMM-YYY) *       1     Sale Anount *     Sale Colle (OD-MMM-YYY) *     Transfer Date (OD-MMM-YYY) *       231234     26-Aug-2016     25-Aug-2016       Owner Identification/Contacts Details     Mobile No *     Email ID       PAN No     Aadhar No     Passport No       Address Details     Insurance Details       Current Address     Vaspi /       House No. & Street Name *     VilagerTown/city *       State *     Insurance Details       Current Address     VilagerTown/city *       State *     Insurance Details       Current Address     VilagerTown/city *       Isandar Police Station     State *       District *     Pin *       Thane     832746					)	
nal     me     Patter Name     Current Address     Perminant Address       1     ISBOR GANPAT MH ATRE     GANPAT MHATRE     AT-DHAKT JUI POST-DiGHODE, URAN, NAVI M JMBAI, , Maharashtra - 0     AT-DHAKT JUI POST-DiGHODE, URAN, NAVI M JMBAI, , Maharashtra - 0       New Owner's Details     Owner's Name *       Purpose     Owner's Name *       SALE     *       SonWife/Daughter of *     Owner's Name *       ISANTALI PATIL     Generatil       Sale Date (DD-MMM YYYY) *     Transfer Date (DD-MMM YYYY) *       21524     (25-Aug-2016)       225-Aug-2016     (25-Aug-2016)       Owner Identification/Contacts Details     Mobile No *       Mobile No *     Email ID       215345353     Passport No       Address     Vater ID       Owner Identification/Contacts Details     Passport No       Address Details     No       Address Details     Vater ID       Current Address     Vaser       House No. & Street Name *     VillageTown/City *       State *     Maharashtra *       District *     Pin *       Thane     (832746)	Existing Owne	er's Details				
1       IXENDR CANPAT Mit GANPAT MHATRE       AT-DIFAKTI JUI POST-DIGHODE, URAN, NAVIM       AT-DIFAKTI JUI POST-DIGHODE, URAN, NAVIM         1       ATRE       VIMBAL, , Maharashtra - 0       UMBAL, , Maharashtra - 0         New Owner's Datais       Owner Striat: *       Owner's Name *         Sale       •       2       SaMAR PATIL         Owner's Name *       Sale Amount *       Sale Amount *       Sale Amount *         Sale Amount *       Sale Date (DD-MMM YYYY) *       Transfer Date (DD-MMM YYYY) *       Transfer Date (DD-MMM YYYY) *         231234       25-Aug-2016       25-Aug-2016       25-Aug-2016         Owner Identification/Contacts Details       Mobile No *       Email ID         21534533       Passport No       Address       Passport No         Address Details       Voter ID       DL No       Email ID         Current Address       Vashit       San       San         House No. & Street Name *       Village/Town/City *       San       San         District *       Maharashtra       •       District *       Pin *         Thane       (B32746       Usage/Town/City *       San				e Curr	ent Address	Permanent Address
SALE <ul> <li>SAMAR PATIL</li> <li>Owner Category *</li> <li>Owner Category *</li> <li>SANTAJI PATIL</li> <li>Sale Anount *</li> <li>Sale Anount *</li> <li>Sale Date (DD-MMM-YYYY) *</li> <li>Transfer Date (DD-MMM-YYYY) *</li> </ul> Transfer Date (DD-MMM-YYYY) *           231234         25-Aug-2016         25-Aug-2016           Garage Address:         25-Aug-2016         25-Aug-2016           Owner identification/Contacts Details         Email ID         2153453453           PAN NO         Aadhar No         Passport No           Ration Card No         Voter ID         DL No           Current Address         Sate +         sacurent Address           Istate +         Sate +         S         VASHI           District *         Pin *         Pin *         Tinane           B32746         B32746         Passport         B32746		KISHOR GANPAT MH	GANPAT MHAT	RE AT-DHAKTI JUI POST UMBAI , , Maharashtr	-DIGHODE , URAN , NAVI a - 0	
Purpose Owner Serial: Owner's Name · SALE · SALE · SAMAR PATIL SonWife/Daughter of · Owner Category · IDDMDUAL · SANTAJI PATIL · OENERAL · Sale Amount: Sale Date (DD-MMM-YYYY) · Transfer Date (DD-MMM-YYYY) · Sarge Address: Owner Identification/Contacts Details Owner Identification/Contacts Details PAN No Address PAN No Addrar No Passport No Ration Card No Viter ID DL No Current Address · Sand Current Address a Current Address · Village/Town/City · S VASHI Landmark/Police Station State · District · Pin · Thane · B32746 · Village/Town/City · Sand Card No · Current Address · Sand Card No · District · Thane · (B32746 · Current Address · (Card No · Card No · Card No · Current Address · Sand Card No · Current Address · Sand · Current Address · Sand · Sand · Current Address · Sand · Sand · Current Address ·						
SALE       •       2       SAMAR PATIL         Ownership Type •       SonWife/Daughter of •       Owner Category •       Owner Category •         Sale Amount •       Sale Date.(DD-MIMM-YYYY) •       Transfer Date.(DD-MIMM-YYYY) •       ?         221234       25-Aug-2016       25-Aug-2016         Owner Identification/Contacts Details       25-Aug-2016       25-Aug-2016         Owner Identification/Contacts Details       Mobile No •       Email ID         PAN No       Aadhar No       Passport No         Ration Card No       Voter ID       DL No         Address Details       Insurance Details         Current Address       Sand         House No. & Street Name •       Village/Town/City •         S       VASHI       Sandmark/Police Station       State •         District •       Pin •       Maharashtra       •         District •       Pin •       Pin •       Pin •         Thane       832746       Site *       Sastate	New Owner's	Details				
Dwmership Type * Son/Wife/Daughter of * Owmer Category *   IND/DUAL <ul> <li>SANTAU PATIL</li> <li>GENERAL</li> <li>GEN</li></ul>	Purpose			Owner Serial: *		Owner's Name *
INDMDUAL Sale Anount * SANTAJI PATIL GENERAL * Transfer Date.(DD-MMM-YYYY) * 231234 Sale Anount * 231234 (25-Aug-2016 (25-	SALE		-	2		SAMAR PATIL
Saie Amount.* Saie Date:(DD-MMM-YYYY) * Transfer Date:(DD-MMM-YYYY) * 231234 (25-Aug-2016 (25-Au		pe *				
231234 26-Aug-2016 25-Aug-2016 Garage Address: Cowner Identification/Contacts Details Cowner Identification/Contacts Details PAN No Address PAN No Address Details Current Address House No. & Street Name * Village/Town/City * S House No. & Street Name * Village/Town/City * S District * Thane * B 32746 Current Address B 32746 Current Address Pasport No Current Address Pa	INDIVIDUAL		-	SANTAJI PATIL		GENERAL
Garage Address:         Owner Identification/Contacts Details         Mobile No •         2153453453         PAN No         Aadhar No         Passport No         Ration Card No         Voter ID         DL No         Address         House No. & Street Name *         Village/Town/City *         S         Landmark/Police Station         State *         District *         Pin *         Thane         @ 32746	Sale Amount:	*		Sale Date:(DD-MMM-YYYY) *		Transfer Date:(DD-MMM-YYYY) *
Owner Identification/Contacts Details         Mobile No*         [2153453453         PAN No         Aadhar No         Passport No         Ration Card No         Voter ID         DL No         Address Details         Ourrent Address         House No. & Street Name*         Village/Town/City*         S         Landmark/Police Station         State*         District*         Pin *         B32746	231234			25-Aug-2016		25-Aug-2016
Mobile No* Email ID   2153453453	Garage Addre	ISS:				
Ration Card No       Voter ID       DL No         Address Details       Insurance Details         Current Address       San         House No. & Street Name *       Village/Town/City *         S       VASHI         Landmark/Police Station       State *         District*       Pin *         Thane       832746					]	Email ID
Address Details         Current Address         House No. & Street Name *         Village/Town/City *         S         VASHi         Landmark/Police Station         State *         District *         Pin *         B32746	PAN No			Aadhar No		Passport No
Address Details         Current Address         House No. & Street Name *         Village/Town/City *         S       VASHi         Landmark/Police Station       State *         District *       Pin *         Thane       832746	Ration Card N	lo		Voter ID	]	DI No
Current Address       San         House No. & Street Name *       Village/Town/City *         S       VASHI         Landmark/Police Station       State *         Maharashtra       *         District *       Pin *         Thane       *         B32746       *		10				
Current Address       San         House No. & Street Name *       Village/Town/City *         S       VASHI         Landmark/Police Station       State *         Maharashtra       *         District*       Pin *         Thane       *         B32746       *	Addroce Dot:	alle Incurance Datail				
House No. & Street Name *       Village/Town/City *         S       VASHI         Landmark/Police Station       State *         Maharashtra       *         District *       Pin *         Thane       832746	Audress Deta		•			
House No. & Street Name*     Village/Town/City*       S     VASHI       Landmark/Police Station     State *       District*     Pin *       Thane     *       832746     *						Same
Landmark/Police Station State • Maharashtra • District • Pin • Thane • 832746 S VASHI Landmark/Police Station State • District • Pin • Thane • 832746 S VASHI Landmark/Police Station State • District • Pin • Thane • 832746		. & Street Name *		(City *	<u></u>	
Landmark/Police Station State * Landmark/Police Station State						
District* Pin* Thane  B32746 District* Pin* B32746 B32746 B32746	Landmark	Police Station	$\neg$			
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Thane B32746					District a	
	Thane		832746			
✓ Save-Options → Back					Linane	002740
<ul> <li>Save-Options</li> <li>Back</li> </ul>						
				✓ Save-Option	Back	

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.

Temp Registration No MH/43/TMP/2016/13 generated against Application No MH1	1608000000965 × HSRP × Smart Card © Cash Counte
Select Assigned Office & Action Select Assigned Office: VASHI (NEW MUMBAI) Select Action: NEW-RC-PRINT Show Form	Get Pending Work <ul> <li>Application</li> <li>Old</li> <li>Registration</li> <li>Pending</li> <li>Appls Last</li> <li>Application No:</li> </ul> <ul> <li>Part 1 (First Six Chars)</li> <li>MH1608</li> <li>0000001337</li> </ul> Pending Appls Last 30 Days            MH1608 <ul> <li>O000001337         </li> </ul> <ul> <li>Part 2 (Next Ten Chars)</li> <li>MH1608         </li> </ul> <ul> <li>OD00001337         </li> </ul> <ul> <li>Part 2 (Next Ten Chars)</li> <li>MH1608         </li></ul> <ul> <li>OD00001337         </li> </ul> <ul> <li>Part 2 (Next Ten Chars)</li> <li>Part 2 (Next Ten Chars)             </li></ul> <li> <ul> <li>OPART APPLICATION INCLUSTION INCLUSTICS</li> <li> </li></ul></li>
	Get Pending Work Pull Back Application

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		
	Pending RC O Today Printed RC		
Print Regi	Print Registration Certificate		
SI.No	Application No 🗢	Registration No ≎ 	Select To Print RC
1	MH1608000000855	MH02AA1111	
2	MH1608000000716	MH03AA1252	
3	MH1608000000838	MH43BE0091	
4	MH16080000001068	MH43AR2015	
5	MH1608000000951	MH43AR4002	
6	MH1608000000828	MH43BG0028	
7	MH16080000001337	MH43AE2011	✓
8	MH16080000001275	MH43AR7080	
9	MH1608000000686	MH43AR6585	
10	MH16080000000729	MH43BE0089	
	Print RC		

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



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

**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.

	GOVERNMENTO	F MAHARASHTR	A
	Motor Vehicle Departm	ent VASHI (NEW MU	JMBAI)
	FOR	RM 23	CONTRACTOR OF
	CERTIFICATE O	F REGISTRATION	
Registration No	:MH43AE2011	Registration Date	: 18-Mar-2010
Description of Vehicle	: MOTOR CYCLE/SCOOTER		
Dealer's Name & Address		N, SECTOR 8, KOPERK	HAIRANE, NAVI MUMBAI,
Owner Name	: SAWAR PATIL	Son/wife/daughter of	: SANTAJI PATIL
Full Address: (Permanent)	: S, VASHI, , THANE, MAHARA		
Full Address: (Temporary)			
Fitness UpTo	: 17-Mar-2025	Тах UpTo	: One Time
Owner Serial No	:2		
Detailed Description			
Class of Vehicle	: MOTOR CYCLE/SCOOTER	Link Vehicle No	: _
Ownership	INDIMDUAL	Norms	: Not Available
Maker's Name	200.002/2020 EX	100. A	
Front HSRP No	-	Rear HSRP No	
Type of Body	:SOLO	Month/Year of Manuf.	: 3 2010
No of Cylinders	:1	Chassis No	: MBLHA10ELA9B05041
Engine No	:HA10EBA9B06696	Fuel	: PETROL
Horse Power(BHP)	-	Cubic Capacity	: 97.20
Maker's Classification	PASSION PLUS DRUM	Wheel base	
Seating Cap(in all)	:2	Standing Cap	
Sleepar Cap		Unladen Wt (kgs)	: 116
Colour	BLACK	Laden/GV Wt (kgs)	:0
		AC Fitted	NO
Other Criteria		and the second second second	(Gross Vehicle Weight)
	of all transport vehicles oth	her than motor cabs	
	of all transport vehicles ot	As Regd.	:
Additional Particulars		As Regd.	: eight(in kgs)
Additional Particulars	k.	As Regd.	:
Additional Particulars By Manuf.	k.	As Regd.	:
Additional Particulars By Manuf. a) Front:	k.	As Regd.	:
Additional Particulars By Manuf. a) Front: b) Rear: c) Other:	k.	As Regd.	:
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem:	Description	As Regd. We	: sight(in kgs)
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov	Description	As Regd. We ypothecation in favo	: sight(in kgs)
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt	Description e described is subject to H :15-Mar-2010	As Regd. We ypothecation in favo Sale Amt	: sight(in kgs) ur of w.e.f
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date	Description e described is subject to H :15-Mar-2010 :18-Mar-2010	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No	: sight(in kgs) ur of w.e.f. : 426504 : 2978 / Q13154
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo	Description e described is subject to H :15-Mar-2010 :18-Mar-2010 :One Time	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No Vehicle is Govt/Pvt.	: bight(in kgs) ur of w.e.f. : 425504 : 2978 / Q13154 : PRMATE
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo TaxExempted or Not	Description e described is subject to H :15-Mar-2010 :18-Mar-2010 :One Time :NOT EXEMPTED	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No	: bight(in kgs) ur of w.e.f. : 426504 : 2978 / Q13154
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo Tax Exempted or Not Other State/Transfer/Coi	Description e described is subject to H : 15-Mar-2010 : 18-Mar-2010 : One Time : NOT EXEMPTED nversion Details	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No Vehicle is Govt/ Pvt. Date of Approval	: sight(in kgs) ur of w.e.f. : 425504 : 2978 / Q13154 : PRNATE
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo Tax Exempted or Not Other State/Transfer/Coi	Description e described is subject to H :15-Mar-2010 :18-Mar-2010 :One Time :NOT EXEMPTED	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No Vehicle is Govt/Pvt.	: bight(in kgs) ur of w.e.f. : 425504 : 2978 / Q13154 : PRNATE
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo Tax Exempted or Not Other State/Transfer/Co Previous Owner	Description e described is subject to H : 15-Mar-2010 : 18-Mar-2010 : One Time : NOT EXEMPTED inversion Details : KISHOR GANPAT	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No Vehicle is Govt/ Pvt. Date of Approval	: bight(in kgs) ur of w.e.f. : 425504 : 2978 / Q13154 : PRNATE
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo Tax Exempted or Not Other State/Transfer/Co Previous Owner Old State	Description e described is subject to H : 15-Mar-2010 : 18-Mar-2010 : One Time : NOT EXEMPTED inversion Details : KISHOR GANPAT	As Regd. We ypothecation in favo Sale Amt Amount/Ropt No Vehicle is Govt/Pvt. Date of Approval Previous RegNo	: bight(in kgs) ur of w.e.f. : 425504 : 2978 / Q13154 : PRNATE
By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo Tax Exempted or Not Other State/Transfer/Col Previous Owner Old State Transfer Date	Description e described is subject to H : 15-Mar-2010 : 18-Mar-2010 : One Time : NOT EXEMPTED inversion Details : KISHOR GANPAT MHATRE	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No Vehicle is Govt/ Pvt. Date of Approval Previous RegNo Entry Date Conversion Date	: sight(in kgs) ur of w.e.f. : 42550/- : 2978 / Q13154 : PRIVATE : 25-Aug-2016 :
Additional Particulars By Manuf. a) Front: b) Rear: c) Other: d) Tandem: The motor vehicle abov Purchase dt OTT Date TaxUpTo Tax Exempted or Not Other State/Transfer/Co Previous Owner Old State Transfer Date	Description e described is subject to H 15-Mar-2010 18-Mar-2010 One Time NOT EXEMPTED Inversion Details KISHOR GANPAT MHATRE 2 25-Aug-2016 n 18-Mar-2010 to 17-Mar-2020	As Regd. We ypothecation in favo Sale Amt Amount/Rcpt No Vehicle is Govt/Pvt. Date of Approval Previous RegNo Entry Date Conversion Date	: sight(in kgs) ur of w.e.f. : 42550/- : 2978 / Q13154 : PRIVATE : 25-Aug-2016 :

This completes your transaction.

# **ANNEXURE 1**

# VAHAN 4.0 TRANSACTIONS FLOW:

Sr. No.	Transaction
1	Dealer side New registration LMV
	1. Dealer side data entry
	2. RTO inspection(verification)
	3. Dealer fee & tax collection (add to cart)
	4. Dealer cart payment
	5. RTO approval
	6. New RC print
2	Dealer side Temporary Registration
	1. Dealer temporary data entry
	2. Dealer temp RC verification
	3. Dealer Temp registration fee (Add to cart)
	4. Dealer cart payment
	5. RTO temp RC approval
	6. Dealer temp RC print
3	New Registration LMV RTO premises
	1. Data entry
	2. Fitness inspection
	3. Collection of Fee + Taxes
	4. Verification
	5. Approval
	6. RC print
4	New registration TWO WHEELER RTO premises
	1. Data entry
	2. Fitness inspection
	3. Collection of Fee + Taxes
	4. Verification
	5. Approval
	6. Print
5	New registration Transport Goods RTO premises
	1. Data entry
	2. Fitness fee
	3. Fitness inspection
	4. Collection of Fee + Taxes
	5. Verification

	6. Approval
	7. RC print + Fitness certificate print
6	New registration passenger RTO premises
U	1. Data entry
	2. Fitness fee
	3. Fitness inspection
	4. Collection of Fee + Taxes
	5. Verification
	6. Approval
	7. RC Print+ Fitness certificate print
7	New registration motor cab RTO premises
	1. Data entry
	2. Fitness fee
	3. Fitness inspection
	4. Collection of Fee + Taxes
	5. Verification
	6. Approval
	7. RC print+ fitness certificate print
8	PERMIT
	Goods permit
	1. Data entry
	2. Permit fee
	3. Permit verification
	4. Permit approval
	5. Permit print
	National goods permit
	1. Permit entry
	2. Permit fee
	3. Permit verification
	4. Permit approval
	5. Permit print
	Meter taxi permit
	1. Permit entry
	2. Permit fee
	3. Permit verification
	4. Permit approval
	5. Permit print
	Educational bus permit
	1. Permit entry       2. Permit fee
	2. Permit fee 3. Permit verification
	4. Permit approval
	5. Permit print

9	Temporary registration RTO premises
	1. Data entry
	2. Fee
	3. Verification
	4. Approval
	5. Temporary RC Print
10	Registration of temporary registered vehicle
	1. Data entry
	2. Fitness fee FOR TRANSPORT
	3. Fitness test for Transport vehicles
	1. Fee + Taxes
	2. verification
	3. approval
	4. RC print
11	Permit by name
	1. Data entry
	2. Permit fee
	3. Verification
	4. Approval
12	Change of address
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
	6. RC print
13	Alteration of vehicle
	1. Inward no generation
	2. Fee
	3. Data entry
	4. Verification
	5. Approval
	6. RC print
14	Conversion of vehicle
	1. Inward no generation
	2. Fee
	3. Data entry
	4. Verification
	5. Approval
	6. RC Print
15	Hypothecation termination
	1. Inward no generation
	2. Data entry

	3. Fee
	4. Verification
	5. Approval
	6. RC Print
16	Fitness inspection certificate
	1. Inward no generation
	2. Fee
	3. Data entry
	4. Verification
	5. Approval
	6. New RC print
17	Transfer of ownership
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
	6. New RC print
18	Hypothecation addition
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
	6. RC Print
19	RC surrender
	1. Inward no generation
	2. Data entry
	3. Verification
	4. Approval
20	RC release
	1. Inward no generation
	2. Data entry
	3. Verification
	4. Approval
21	Issue of duplicate RC
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
	6. RC Print
22	Issue of NOC

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	1. Inward no generation
	2. Data entry
	3. Verification
	4. Approval
	5. Print NOC slip
23	Cancellation of NOC
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
24	RC particular against fee
	1. Inward no generation
	2. Fee
	3. Particular of RC print
25	Renewal of registration
	1. Inward number generation
	2. Inspection
	3. Fee
	4. Verification
	5. Approval
	6. RC print
26	Hypothecation continuation
	1. Inward no generation
	2. Fee
27	Duplicate FC
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
	6. Print fitness certificate
28	Fresh RC to financer
	1. Inward no generation
	2. Data entry
	3. Fee
	4. Verification
	5. Approval
	6. RC print
29	Cancellation of RC by authority
	1. Inward no generation
	2. Data entry
	3. Verification

# Abbreviations

APP	Application
CC	Clearance Certificate
CMVA	Central Motor Vehicle Act
CMVR	Central Motor Vehicle Rules
DB	Database
DEITY	Department of Electronics and Information Technology
DTO	District Transport office
EA	Enforcement Agency
G2B	Government to Business
G2C	Government to Citizen
G2G	Government to Government
GIS	Global Information System
HHT	Hand Held Terminal
LL	Learner's License
DL	Driving license (also called Permanent License)
MoRTH	Ministry of Road Transport and Highways
NIC	National Informatics Center
NICNET	NIC Network
NOC	No Objection Certificate
NR	National Registry
ODI	Oracle Data Integrator
RC	Registration Certificate (Vehicle's Registration Certificate)
RTO	Regional Transport Office
SCR	State Consolidation Register
SMS	Swift Messaging Service
SOW	Sarathi On Web
SR	State Registry
S/W	Software
VC	Video Conference