

# Misc Services (TO, CA, HPA, HPT, HPC, Duplicate RC)

## Process Flow of Misc Services

### ➤ Step 1 Home Page-Enter Vehicle Registration Number

Applicant Enter the Vehicle Registration number to avail “*Misc Services (TO, CA, HPA, HPT, HPC Duplicate RC)*” service.

Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)

VAHAN CITIZEN SERVICES

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS  
Government of India

Vahan dleed

Home Other Services Appointment Status Cart Related User Manual FAQ Contact Us

Vahan Citizen Services

XXXXXXXXXX

Vehicle Registration Number

Proceed

Note:

- ✦ Different sets of Vahan Online Services have been implemented by different states/ RTOs at present.
- ✦ To know the availability of your desired service(s) and also to apply for these services please enter your Vehicle Registration Number (without any gap)

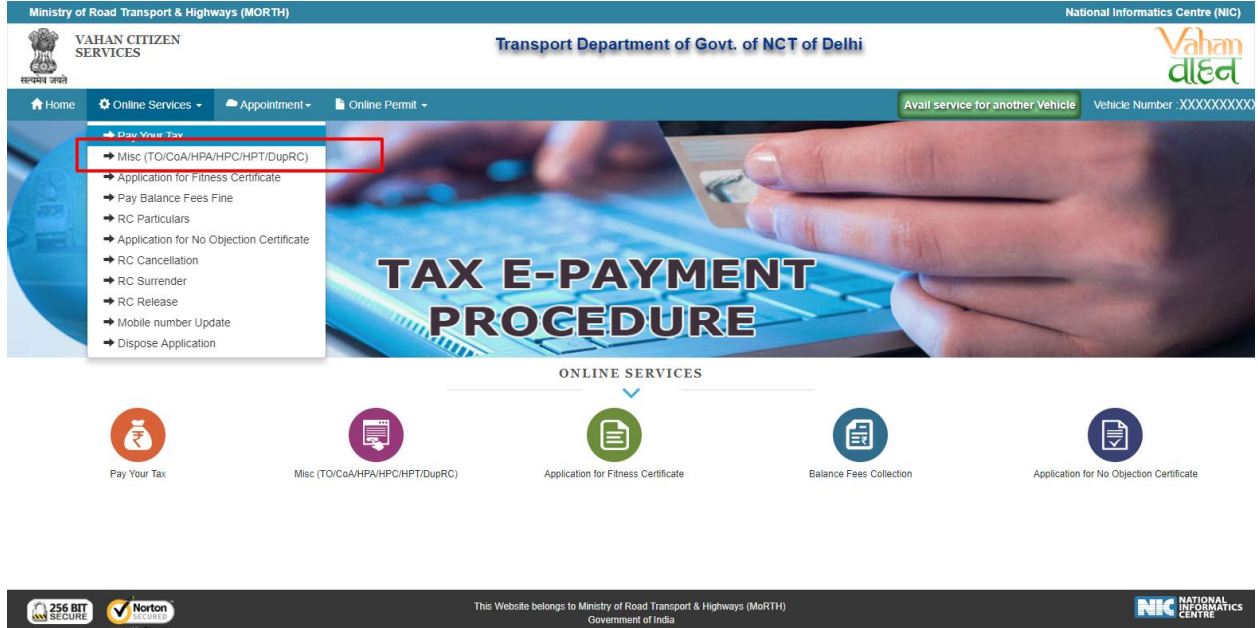
256 BIT SECURE Norton

This Website belongs to Ministry of Road Transport & Highways (MoRTH)  
Government of India

NIC NATIONAL INFORMATICS CENTRE

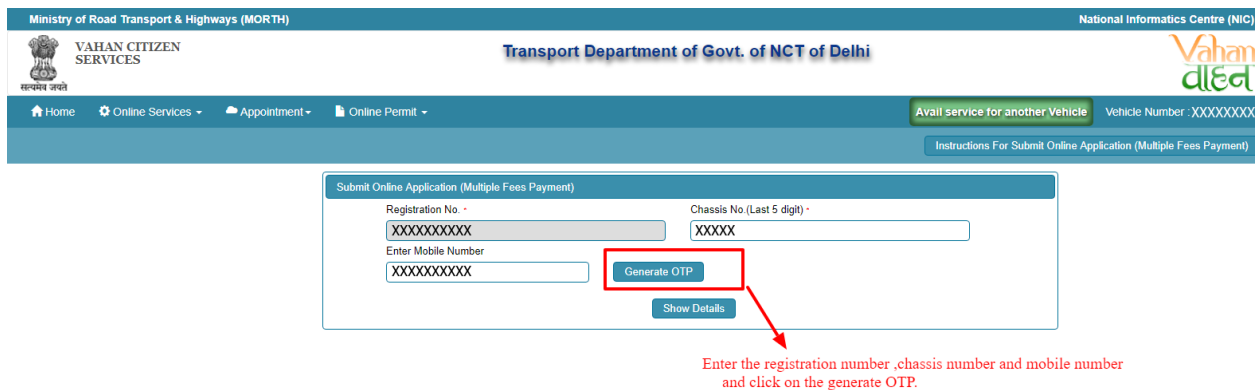
## ➤ Step 2 Select the Misc services application form

Applicant selects the “Misc (TO, COA, HPT, HPA Dup RC and HPC” service from the drop down “Online Services” menu.



## ➤ Step 3 Click Generate OTP button

Click on the “Generate OTP”, button and you can proceed further.



## ➤ Step 4 OTP Generation

Here, OTP will be generated and sent to mobile number provided by applicant, also pop up message will be shown.

The screenshot shows the 'Submit Online Application (Multiple Fees Payment)' form on the Vahan Citizen Services portal. The form includes fields for 'Registration No.' (XXXXXXXXXX), 'Chassis No. (Last 5 digit)' (XXXXX), and 'Enter Mobile Number' (XXXXXXXXXX). A blue alert box is displayed in the center, stating 'OTP has been generated and sent to Mobile No: XXXXXXXXXX'. Below the alert box are 'Show Details' and 'Reset' buttons. The portal header includes the Ministry of Road Transport & Highways (MORTH) logo, 'VAHAN CITIZEN SERVICES', and the Transport Department of Govt. of NCT of Delhi. The right side of the header shows 'Vahan dEd' and a 'Vehicle Number: XXXXXXXX'.

## ➤ Step 5 Enter Generated OTP

Applicants enter the received OTP as given below.


The screenshot shows the 'Submit Online Application (Multiple Fees Payment)' form on the Vahan Citizen Services portal. The form includes fields for 'Registration No.' (XXXXXXXXXX), 'Chassis No. (Last 5 digit)' (XXXXX), and 'Enter Mobile Number' (XXXXXXXXXX). A 'Re-Generate OTP (Last Chance)' button is located next to the mobile number field. Below these fields is an 'Enter OTP' field with a red box around it, containing the text 'XXXX'. Below the OTP field are 'Show Details' and 'Reset' buttons. A red arrow points from the text 'Enter the OTP and click on the show details button' to the 'Show Details' button. The portal header is identical to the previous screenshot.

## ➤ Step 6 Application Data Entry and Fees


Select the required application to which applicant want to apply. Now filled the all details required by the application form as given below. Applicant can also see the fees breakup for the particular application. And click on payment button.

Ministry of Road Transport & Highways (MORTH)

National Informatics Centre (NIC)

VAHAN CITIZEN SERVICES

Transport Department of Govt. of NCT of Delhi



[Home](#) [Online Services](#) [Appointment](#) [Online Permit](#)

Avail service for another Vehicle Vehicle Number :XXXXXXXXXX

Vehicle No. XXXXXXXXXX

Instructions For Submit Online Application (Multiple Fees Payment)

COLLECTION OF FEES

Application Selection

☐ Transfer of Ownership ☐ Termination of Hypothecation ☒ Duplicate RC  
☐ Change of Address ☐ Addition of Hypothecation ☐ Continuation of Hypothecation

Owner Information

Owner NameXXXXXXXXXX

Purchase/Delivery DateXX-XX-XXXX

MakerXXXXXXXXXX

Laden Weight (Kg.)XXX

Sleeper Capacity0

Registration DateXX-XX-XXXX

Fitness Valid UptoXX-XX-XXXX

Son/Wife/Daughter ofXXXXXXXXXX

Vehicle ClassXXXXXXXXXX

Maker ModelXXXXXXXXXX

Seating CapacityX

Standing Capacity0

Vehicle TypeXXXXXXXXXX

Engine NoXXXXXXXXXX

Body TypeXXXXXXXXXX

Unladen Weight (Kg.)XXX

Manufacture YearXXXX

Chassis NoXXXXXXXXXX

Vehicle CategoryXX

Latest Tax Details

Tax UptoXX-XX-XXXX

Receipt DateXX-XX-XXXX

AmountXXXX

TRANSFER OF OWNERSHIP DETAILS

DUPLICATE RC DETAILS

HYPOTHECATION TERMINATION DETAILS

HYPOTHECATION ADDITION DETAILS

CHANGE OF ADDRESS DETAILS

Duplicate Certificate

ReasonOTHER

ReasonXXXXXXXXXX

Insurance Details

Insurance Type \*XXXXXXXXXX

Insurance from (DD-MMM-YYYY) \*XX-XX-XXXX

Insurance Company \*XXXXXXXXXX

Insurance upto (DD-MMM-YYYY) \*XX-XX-XXXX

Policy No \*XXXXXXXXXX

Insurance Declared Value \*0

Fee Panel

S.No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXXXXXXXX	XXX	0.0	XXX
2.	XXXXXXXXXX	XXX	0.0	XXX
Grand Total:		XXX	0.0	XXX

User/Service Charges: XXX

Total Payable Amount (In Rs): XXX

Payment


Reset

## ➤ Step 7 Confirmation box


Confirmation box will be shown to applicant. Confirm the details and proceed further.

Ministry of Road Transport & Highways (MORTH)

National Informatics Centre (NIC)

VAHAN CITIZEN SERVICES

Transport Department of Govt. of NCT of Delhi



[Home](#) [Online Services](#) [Appointment](#) [Online Permit](#)

[Avail service for another Vehicle](#) Vehicle Number :XXXXXXXXXX

Vehicle No. XXXXXXXXXX

[Instructions For Submit Online Application \(Multiple Fees Payment\)](#)

COLLECTION OF FEES

Application Selection

☐ Transfer of Ownership ☐ Termination of Hypothecation ☒ Duplicate RC  
☐ Change of Address ☐ Addition of Hypothecation ☐ Continuation of Hypothecation

Owner Information

Owner NameXXXXXXXXXXSon/Wife/Daughter ofXXXXXXXXXXEngine NoXXXXXXXXXX

Purchase/Delivery DateXX-XXX-XXXXVehicle ClassXXXXXXXXXXBody TypeXXXXXXXXXX

MakerXXXXXXXXXX

Laden Weight (Kg.)XXX

Sleeper Capacity0

Registration DateXX-XXX-XXXX

Fitness Valid UptoXX-XXX-XXXX

Fees Collection Details

Do you want to continue

[Confirm Details](#) [Edit Details](#)

Total Fees in Rupee : XXXX

Duplicate Certificate Details

Reason:XXXXX

FIR No/POLICE REPORT No:XXXXX

FIR Date:XXXXX

Police Station:XXXXX

Latest Tax Details

Tax UptoXX-XXX-XXXXReceipt DateXX-XXX-XXXXAmountXXXX

TRANSFER OF OWNERSHIP DETAILS

DUPLICATE RC DETAILS

HYPOTHECATION TERMINATION DETAILS

HYPOTHECATION ADDITION DETAILS

CHANGE OF ADDRESS DETAILS

Duplicate Certificate

ReasonOTHER

Reason:XXXXXXXXXX

Insurance Details

Insurance Type \*XXXXXXXXXXInsurance Company \*XXXXXXXXXXPolicy No \*XXXXXXXXXX

Insurance from (DD-MMM-YYYY) \*XX-XXX-XXXXInsurance upto (DD-MMM-YYYY) \*XX-XXX-XXXXInsurance Declared Value \*0

Fee Panel

S.No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXXXXXXXX	XXX	0.0	XXX
2.	XXXXXXXXXX	XXX	0.0	XXX
Grand Total:		XXX	0.0	XXX

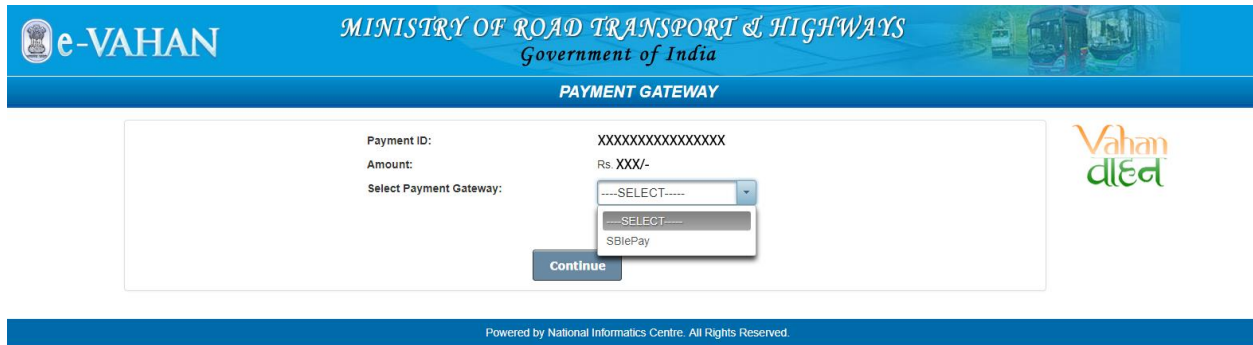
User/Service Charges: XXX

Total Payable Amount (In Rs): XXX

[Payment](#) [Reset](#)

## ➤ Step 8 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

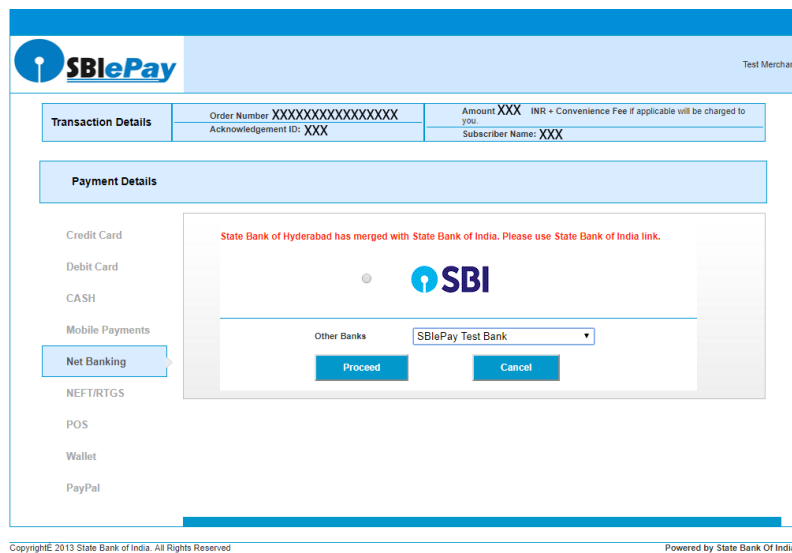
Make payment button will allow you to select payment gateway. Select SBlePAY payment gateway for the e-payment.



The screenshot shows the 'e-VAHAN' portal under the 'MINISTRY OF ROAD TRANSPORT & HIGHWAYS, Government of India'. The page is titled 'PAYMENT GATEWAY'. It contains a form with the following fields: 'Payment ID:' with a masked value 'XXXXXXXXXXXXXXXX', 'Amount:' with 'Rs. XXX/-', and 'Select Payment Gateway:' with a dropdown menu. The dropdown menu is open, showing '---SELECT---' and 'SBlePay'. A 'Continue' button is located below the dropdown. To the right of the form is the 'Vahan dEd' logo. At the bottom, a footer states 'Powered by National Informatics Centre. All Rights Reserved.'

## ➤ Step 9 Online Fee Payment: Selecting Bank

Select your bank and then click on “proceed” button.



The screenshot shows the 'SBlePay' interface. At the top, it says 'Test Merchant'. Below this is a 'Transaction Details' section with fields for 'Order Number XXXXXXXXXXXXXXXX', 'Acknowledgement ID: XXX', 'Amount XXX INR + Convenience Fee if applicable will be charged to you', and 'Subscriber Name: XXX'. Below this is a 'Payment Details' section. On the left, there is a list of payment methods: 'Credit Card', 'Debit Card', 'CASH', 'Mobile Payments', 'Net Banking' (highlighted with a blue bar and an arrow), 'NEFT/RTGS', 'POS', 'Wallet', and 'PayPal'. To the right of this list is a large box containing the SBI logo and a message: 'State Bank of Hyderabad has merged with State Bank of India. Please use State Bank of India link.' Below the message is a dropdown menu labeled 'Other Banks' with 'SBlePay Test Bank' selected. At the bottom of this box are 'Proceed' and 'Cancel' buttons. At the very bottom of the page, there is a footer that reads 'Copyright© 2013 State Bank of India. All Rights Reserved' and 'Powered by State Bank Of India.'

➤ **Step 10 Proceed further as per the gateway**

In this sample page, select **“Pay Now”** option.

The screenshot shows the SBlePay gateway interface. At the top, there's a header with the SBlePay logo and 'Test Merchant' text. Below the header, there's a 'Transaction Details' section with fields for Order Number (XXXXXXXXXXXXXXXX), Acknowledgement ID (XXX), Amount (XXX INR + Convenience Fee if applicable will be charged to you), and Subscriber Name (XXX). Below this is a 'Payment Details' section with a list of payment methods: Credit Card, Debit Card, CASH, Mobile Payments, Net Banking (highlighted), NEFT/RTGS, POS, Wallet, and PayPal. A 'Transaction Summary' modal is displayed in the center, showing Transaction Amount (XXXX INR), Transaction Processing Fee (0.0 INR), GST (0.0 INR), and Total Amount to be Paid (XXXX INR). The modal has 'Pay Now' and 'Cancel' buttons. At the bottom, there's a footer with 'Copyright© 2013 State Bank of India. All Rights Reserved' and 'Powered by State Bank Of India.'.

➤ **Step 11 Proceed Transaction**

In this sample page, select **“Successful”** option.

<u>SBlePAY Test Bank</u>	
OrderNumber :	XXXXXXXXXXXX
Amount :	XXXX
<input type="button" value="Successful"/>	<input type="button" value="Decline"/>

## ➤ Step 12 Fee Receipt After Successful Payment.

If bank status is success then transactions get approved and fee receipt will be generated.

Customer Copy



**E-FEE RECIEPT**  
Transport Department, Government Of Delhi  
Registration Authority RAJPUR ROAD/BURARI, DL



TRANSACTION No./RECEIPT No:  
Owner Name:  
Vehicle No:

XXXXXXXXXXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX

Vehicle Class:  
Receipt Date:  
Chassis No:

Three Wheeler (Passenger)  
XX-XXXX-XXXX XX-XX  
XXXXXXXXXXXX

Particular	Amount	Penalty	Total
Service Charge	XX	0	XX
Smart Card Fee	XXX	0	XXX
Issue of Duplicate RC	XXX	0	XXX

GRAND TOTAL (in Rs): 740/- (SEVEN HUNDRED AND FORTY ONLY)

For further query, Please go to the zone RTO : RAJPUR ROAD/BURARI, DL  
Note--This is computer generated slip, no need of signature.

Fitness Office :

Office Copy



**E-FEE RECIEPT**  
Transport Department, Government Of Delhi  
Registration Authority RAJPUR ROAD/BURARI, DL



TRANSACTION No./RECEIPT No:  
Owner Name:  
Vehicle No:

XXXXXXXXXXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX

Vehicle Class:  
Receipt Date:  
Chassis No:

Three Wheeler (Passenger)  
XX-XXXX-XXXX XX-XX  
XXXXXXXXXXXX

Particular	Amount	Penalty	Total
Service Charge	XX	0	XX
Smart Card Fee	XXX	0	XXX
Issue of Duplicate RC	XXX	0	XXX

GRAND TOTAL (in Rs): 740/- (SEVEN HUNDRED AND FORTY ONLY)

For further query, Please go to the zone RTO : RAJPUR ROAD/BURARI, DL  
Note--This is computer generated slip, no need of signature.

Fitness Office :

[Home](#) [Print](#) [Print form\\_26](#)

[Use this link, If you want to book an Appointment](#) ([Book Appointment](#))

# Thank You