

# CITIZEN'S CHARTER

## (A) REGISTRATION OF VEHICLES

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	ROAD TAX	SMART CARD FEES	HSRP FEES	TIME FRAME	COUNTER NUMBER
1	<b>REGISTRATION OF PRIVATE(NON-TRANSPORT ) VEHICLES</b>	20 & Form-A	-Original -Temporary RC. -Invoice copy. -Original Form-21. -Original Form-22. -Aadhar Card. -Insurance certificate.	Registration Fee-Rs 300/- Inspection Fee-Rs 200/- HPA(if any)- Rs 400/- Imported (if)-Rs 2,500/- Automation Charge-Rs 200/- Postal fee –Rs 25/-	<b>Cost of the vehicle</b> (i)Up to Rs 1.0 Lakh -@5%. (ii) More than Rs 1.0 Lakh-@ 8%	Rs 119/-	Rs 401.20	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	13
	i) Two Wheelers :-		-Original -Temporary RC. -Invoice copy. -Original Form-21. -Original Form-22. -Aadhar Card. -Insurance certificate. -Garage Certificate.	Registration Fee-Rs 600/- Inspection Fee-Rs 400/- HPA(if any)- Rs 1,500/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 500/- A.C Fee-Rs 5,000/- Video Fee (5 yrs)- Rs 500/- Postal fee –Rs 25/-	<b>Cost of the vehicle</b> (i)Up to Rs 6.0 Lakh -@6%. (ii) More than Rs 6.0 Lakh but upto Rs 10.0 Lakh-@ 7%. iii) More than Rs 10.0 Lakh-@ 8%.	Rs 119/-	Rs 696.20		
2	<b>TRANSPORT PASSENGER VEHICLES</b>	20, Form-A, P-Temp-A, & C.F.A		Registration Fee-Rs 1,000/- Fitness inspection Fee Rs600/- Inspection Fee-Rs 400/- Issue of Fitness –Rs200/- HPA(if any)- Rs 1,500/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Postal fee –Rs 25/-	i) Seating Capacity up to 3 + 1 - Rs 180/- per year. ii) Seating Capacity more than 3 + 1 – Rs 480/- per year	Rs119/-	Rs 519.20		
	i. Three wheelers:-		-Original -Temporary RC. -Invoice copy. -Original Form-21. -Original Form-22.						

	ii. Four Wheelers :-		-Form-22(A) (if body is Fabricated). -Aadhar Card. -Insurance certificate. -Garage Certificate. -Offer of Permit.	Registration Fee-Rs 1,000/- Fitness inspection Fee-Rs600/- Inspection Fee-Rs 400/- Issue of Fitness –Rs200/- HPA(if any)- Rs 1,500/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 250/- A.C Fee-Rs 5,000/- Video Fee (5 yrs)- Rs 500/- Postal fee –Rs 25/-	-Rs 90/- per seat per year	Rs119/-	Rs 696.20		13	
	lii Medium			Registration Fee-Rs 1,000/- Fitness inspection Fee-Rs600/- Inspection Fee-Rs 1,000/- Issue of Fitness –Rs200/- HPA(if any)- Rs 3,000/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 250/- A.C Fee-Rs 5,000/- Video Fee (5 yrs)- Rs 500 Postal fee –Rs 25/-	-Rs 90/- per seat per year	Rs119/-	Rs 696.20	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs		
	iv. Heavy			Registration Fee-Rs 1,500/- Fitness inspection Fee-Rs600/- Issue of Fitness –Rs200/- Inspection Fee-Rs 1,000/- HPA(if any)- Rs 3,000/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 250/- A.C Fee-Rs 5,000/- Video Fee (5 yrs)- Rs 500 Postal fee –Rs 25/-	-Rs 90/- per seat per year	Rs119/-	Rs 696.20			

3	<b>REGISTRATION OF GOODS VEHICLES</b>			Registration Fee-Rs 1,000/- Fitness inspection Fee-Rs600/- Issue of Fitness –Rs200/- Inspection Fee-Rs 400/- HPA(if any)- Rs 1,500/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 250/- A.C Fee-Rs 5,000/- Postal fee –Rs 25/-	i) Upto 1.0 MT- Rs300/- per year. ii) 1.0 -3.0 MT- Rs900/- per year. iii) 3.0 -5.56 MT- Rs 1,200/- per year	Rs119/	Rs 696.20		
	ii) Medium Goods			-Original -Temporary RC. -Invoice copy. -Original Form-21. -Original Form-22. -Form-22(A) (if body is Fabricated). -Aadhar Card. -Insurance certificate.					

	iii) Heavy Goods			Registration Fee-Rs 1,500/- Fitness inspection Fee-Rs600/- Issue of Fitness –Rs200/- Inspection Fee-Rs 600/- HPA(if any)- Rs 1,500/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 500/- A.C Fee-Rs 5,000/- Postal fee –Rs 25/-		Rs119/	Rs 696.20		
	<b>REGISTRATION OF CONSTRUCTION EQUIPMENTS/ MACHINARIES</b>	20, Form-A, P-Temp-A, & C.F.A	-Original -Temporary RC. -Invoice copy. -Original Form-21. -Original Form-22. -Aadhar Card. -Insurance certificate	Registration Fee-Rs 3,000/- Fitness inspection Fee-Rs600/- Issue of Fitness –Rs200/- Inspection Fee-Rs 600/- HPA(if any)- Rs 1,500/- Imported (if)-Rs 5,000/- Automation Charge-Rs 200/- Audio Fee(5 yrs)-Rs 500/- A.C Fee-Rs 5,000/- Postal fee –Rs 25/-	i) ULW upto 500kg- Rs 800/-.  ii) ULW exceeding 500kg- Rs 900/- for first 500 kgs + Rs 100/- for additional 100kgs.	Rs119/	Rs 696.20	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	12

**(B) FITNESS OF TRANSPORT VEHICLES**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1	Fitness of Transport Vehicles	C.F.A & Form-A	-Original Fitness Certif. -Registration Certificate. -Insurance Certificate. - PUC Certificate. -Tax payment receipt. -Route Permit. -Aadhar Card	i) Three Wheelers - Inspection fee -Rs400/- -Issuance Certificate-Rs 200/-  ii) Light Motor Vehicles -Inspection fee -Rs400/- -Issuance Certificate-Rs 200/-  iii) Medium Motor Vehicles -Inspection fee –Rs600/- -Issuance Certificate-Rs 200/-  iii) Heavy Motor Vehicles -Inspection fee –Rs600/- -Issuance Certificate-Rs 200/-	Approval by 24 Hours And Delivered Through Counter Within 48 hrs	6
			<b>SPECIAL REMARKS</b> :- Additional Fee of Rs 50/- for each day of delay after expiry of certificate of fitness shall be levied			

**( C ) ASSIGNMENT REGISTRATION FOR OTHER STATE VEHICLES**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	Road Tax	SMART CARD FEES	HSRP FEES	TIME FRAME	COUNTER NUMBER
1.	All categories of vehicles	27	i) Original R.C copy. ii) Insurance copy. iii) PUC copy. iv) Aadhar copy. vi) NOC in Form-28(on-line) vii) Affidavit deliration. viii) Report from NCRB ix) Duly filled self addressed envelope.	i) Fees as applicable for registration of new vehicles.  Postal fee –Rs 25/-	100% above of the same category of new vehicle for every 5 years	Rs119/-	Rs 696.20	One and Half Month.	13

**( D ) ISSUE OF DUPLICATE REGISTRATION/FITNESS/ROUTE PERMIT CERTIFICATE**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1	Issue of Duplicate Registration Certificate	26	i) G.D Entry of Police station. ii) Valid Insurance iii) Valid PUC iv) Duly filled self addressed envelope.	Half of the Registration fee Postal fee –Rs 25/-	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs  Fitness & Permit (Through Counter)	12
	i) Registration Certificate					
	ii) Fitness Certificate	Plain Paper	i) G.D Entry of Police station. ii) Valid Insurance iii) Valid PUC	Rs 100/-		6
	iii) Route Permits		i) G.D Entry of Police station. ii) Valid Insurance	Rs 30/-		5

			iii) Valid PUC			
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**( E ) TRANSFER OF OWNERSHIP OF VEHICLES ( IN CASE OF SALE)**

Sl No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1.	i) Non- Transport Vehicles	Form -29 in duplicate & Form-30	i) Original R.C copy. ii) Insurance copy. iii) PUC copy. iv) Aadhar copy. vi) Affidavit declaration. vii) NOC for other state vehicles. viii) Clearance certificate if vehicle registered in other district. ix) Duly filled self addressed envelop	i) Half of the registration fees. ii) Inspection fee –Rs 400/- Postal fee –Rs 25/-	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs  1 <sup>1/2</sup> Month For Other State Vehicles.  (Note :- In case of delay in submission of NOC (no objection certificate)	12
	ii) Goods Vehicles( Transport)					
	iii) Passenger service Vehicles					

**( F ) TRANSFER OF OWNERSHIP OF VEHICLES( IN CASE OF DEATH)**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1.	All categories of vehicles	31	i) Original R.C copy. ii) Insurance copy. iii) PUC copy. iv) Aadhar copy. vi) Affidavit declaration. vii) Death Certificate. viii) Survival Certificate ix) Clearance certificate if vehicle Registered in other district. x) Duly filled self addressed envelop	i) Half of the registration fees. ii) Inspection fee –Rs 400/- Postal fee –Rs 25/-	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	12

**( G ) CHANGE OF ADDRESS IN REGISTRATION CERTIFICATE**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	SMART CARD FEES	HSRP FEES	TIME FRAME	COUNTER NUMBER
1.	All categories of vehicles	33	i) Original R.C copy. ii) Insurance copy. iii) PUC copy. iv) Aadhar copy. vi) New address proof vii) Clearance certificate if vehicle registered in other district. viii) Duly filled self addressed envelop	i) Half of the registration fees. ii) Inspection fee –Rs 400/- iii) Automation fee-Rs200/- Postal fee –Rs 25/-	Rs119/-	Rs 696.20	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	12



**( H ) ISSUE OF R.C PARTICULAR**

SINo	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1.	All categories of vehicles	Plain paper	i) Insurance copy. ii) PUC copy.	Rs 50/-	Same day	12

**( H ) ENDORSEMENT & CANCELLATION OF HIGHER PURCHASE**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	SMART CARD FEES	TIME FRAME	COUNTER NUMBER
1.	All categories of vehicles	34	i) Original R.C ii) Insurance iii)Valid PUC iv) Letter of endorsement from Financer. vii) Duly filled self addressed envelop	For Two Wheelers- Rs 500/- Three & Four Wheelers-Rs 1,500/- Medium & Heavy –Rs 3,000/- Automation Charge-Rs 200/- Postal fee –Rs 25/-	Rs 119/-	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	12
	i). Endorsement						
	ii) Cancelation	35	i) Original R.C ii) Insurance iii)Valid PUC iv) Letter of Cancellation from Financer. vii) Duly filled self addressed envelope	No fee involve			

**( I ) ALTERATION OF VEHICLES**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	SMART CARD FEES	TIME FRAME	COUNTER NUMBER
1.	All categories of vehicles	B.T.I	i) Original R.C ii) Insurance iii)Valid PUC iv) Letter of endorsement from Financer. vii) Duly filled self addressed envelope. viii) Prior permission Registering Authority.	i) With approval from Registering Authority -Three wheelers- Rs 500/- -LMV -Rs 2,000/- -MMV & above -Rs 2,500/- ii) Without approval from Registering Authority -Three wheelers- Rs 3,000/- -LMV -Rs 4,000/- -MMV & above -Rs 5,000/- lii) Automation charge-Rs200/- iv) Inspection fee-Rs 400/-	Rs 119/-	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	12

			Postal fee –Rs 25/-			
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**(J) ISSUE / CANCELLATION OF N.O.C**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1	All categories of vehicles	28- in triplicate	i) Original R.C ii) Insurance iii) Valid PUC iv) Police verification	i) Non- Transport-Rs 1,500/- ii) Transport - LMV- Rs 300/- -MMV –Rs 500/- -HMV-Rs 600/-	Delivery Through Counter by 48 hours	12

**(K) ISSUE OF FANCY NUMBER**

SI No	TYPE OF SERVICE	FORM NO.	DOCUMENTS REQUIRED	REQUISITE FEES	TIME FRAME	COUNTER NUMBER
1	All categories of vehicles	Fourth Schedule-A	i- Original Temporary RC. -Invoice copy. -Original Form-21. -Original Form-22. -Aadhar Card. -Insurance certificate. -Garage Certificate.	i) Rs 2,000/- with in thousand of running number ii) For every thousand above the 1000 running number –Rs 1000/- extra.	Approval by 24 Hours And Dispatched Through Ordinary Postal Service Within 48 hrs	13