1. Applying For Alteration of Route for Bus Operators:

The OPMS application allows a bus owner to alter the route associated with the permit using OPMS Application after registration. The procedure for registration of a bus operator in OPMS has been described in www.opms.odishatransport.gov.in the User Manual “For Bus Operator Registration”. This is available under “User Manual” in the home page of the website. Get your login id and password by registration and use it for logging into OPMS application. Once you log in, your dashboard as shown in SS-1, would be visible in the computer screen.

To alter the route, the steps as detailed below to be followed.

1.1. After logging in into OPMS click on ‘Apply for’ in the left navigation column of the Dashboard as in SS-1. It will show a list of services for which a bus operator can apply.

Clicking on ‘Alteration of Route’ it will take you to the following screen as shown below (SS-2).
SS-2

In the display at SS-2 there are 3 sections as described below.

**Section 1:** Fill in the Vehicle Number. Click the “Validate To Proceed” button.

**Section 2:** By clicking the “Validate To Proceed” button the vehicle details would be automatically filled up from the OPMS database and VAHAN database.

**Section 3:** In this section, the bus operator have to select the Application For i.e. Extension, Diversion or Curtailment; Reason of alteration; distance and Vehicle Type. You need to upload the scanned copy of your permit. An OTP would be generated in your mobile once you click “Validate to Proceed” in section-1. You need to enter the OTP in the appropriate box in section-3. You can regenerate the OTP if the same is timed out. The Bus- owner needs to click on “Submit” button to go to next stage.

**Note:**

If the Bus Operator have chosen Extension in “Application For” field, the Screen as shown at SS-3 will be displayed.

If the Bus Operator have chosen Diversion in “Application For” field, the Screen as shown at SS-4 will be displayed.

If the Bus Operator have chosen Curtailment in “Application For” field, the Screen as shown at SS-5 will be displayed.

**Note:** OTP is being used to check the genuineness of the mobile number and to secure the
1.2 In case of extension, the bus operator can extend the route of his/her bus maximum up to 24 kms only from end terminus points. It may be noted that such extension can’t be done from intermediate terminus points.

- In SS-3, the stop/timing table as per the approved route in the permit is shown with Arrows against end terminus points in the last column of the time table in SS-3. Usually, the bus operator will extend the route at one end keeping the existing timing at all stops intact.

- In first step, the bus operator needs to click on the ‘Arrow’ button against the terminus from where he intends to extend the route. This would create a blank row either before or after the terminus stop entry.

- Second step is to select the stop from the drop-down list of stops from database of OPMS by typing out first 3-4 letters of the new stop. Once a stop is selected, the distance between the terminus stop and the new stop is automatically calculated.

- Similarly, either the arrival time at the new stoppage, if the new stop is after the terminus stop or the departure time at new stop if the new stop is before the terminus stop is automatically calculated based on the service type (ordinary or express) of the permit. The bus operator needs to indicate the Halt time to get also.

- Likewise 2nd or subsequent new stops may be added as the subsequent new stops may be added as the ‘Arrow’ button would be automatically pop up against the new stop.
Once all the stops is proposed extension has been added, one needs to click on ‘Check Time Clash’ button to check if any of the timing in the newly added stops is clashing with any other bus.

If there is time clash, the halt time needs to be modified to avoid clash.

Once all the time clash are avoided or if there is no time clash, then click on ‘Submit’ button, it will take you to SS-6 for payment of application fees.

### SS-4

#### 1.3
In case of diversion, the bus operator can add a stop after any stop in his permit route except the terminus stops subject to a maximum diversion distance of 24km. This can be done at the bottom of the timing/distance table of the existing permit as shown in SS-4.

- First step is to indicate the stop serial number after which diversion is proposed to be done.
- Second step is to select the stop from drop-down list by typing out 3-4 letters of the proposed stop.
- If more than one diversion stops are to be added same can be done by clicking on ‘Add’ button located on the bottom right corner of the time table as shown at SS-4.
- Due to diversion, one or two stops may be deleted so them would be provision to deleted the stops after the selected stops from where diversion taken place.
- Please note that once a stop is selected, the OPMS would automatically calculated the distance between the original stop (point of diversion) and the diversion stop and
accordingly, the cum-distance would be field in diverted stop. That would enable OPMS to calculate the departure time at the new diverted stop. It may be noted that the arrival time at new stop is calculated automatically once distance is generated by opms from stop selection.

- Fourth step is to check on “Check Time Clash” button to check if there is any time clash at the new diversion stop.
- In case there is a clash, you have to change the halt time at the new stop so as to avoid same.
- In case there is no clash of time at new diversion stop(s), you can submit the same by clicking on ‘Submit’ button at the bottom of the table in SS-4.
- Once submitted, you will land up in a screen at SS-6 which is the screen for application fee payment. In OPMS, this payment can be done online.

### SS-5

1.4 In case of curtailment, the bus operator can reduce his/her route from the end terminus point. However, there is no limit in distance with respect to curtailment.

- The procedure is similar to extension but the bus operator has to delete stops without changing the time of the remaining stops.
- Secondly, there is no need to check time-clash as no new stops are being added.
- Here instead of “Arrow” icon, there would be a “Cross(X)” icon which would be shown at the all the terminus points.
- After deleting the stops the bus operator has to submit the application.
- Once submitted, you will land up in a screen at SS-6 which is the screen for application fee payment. In OPMS, this payment can be done online.

1.5 The page for online payment process for payment of application fees would be opened at SS-7. As Govt. dues are to be routed through the Treasury, this process will take you to the web pages of *Directorate of Treasuries and Inspection (DTI)* (three screens) and through the pages of the Bank (four screens) from where you have to make payment. As a sample, the web pages of State Bank of India have been shown in this user manual.

<table>
<thead>
<tr>
<th>Online Payment Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit Name</strong></td>
</tr>
<tr>
<td>SANTANJU HANSODAH</td>
</tr>
<tr>
<td><strong>Contact Number</strong></td>
</tr>
<tr>
<td>8658827771</td>
</tr>
<tr>
<td><strong>Email Id</strong></td>
</tr>
<tr>
<td><a href="mailto:smita2490@gmail.com">smita2490@gmail.com</a></td>
</tr>
<tr>
<td><strong>Depositor Address</strong></td>
</tr>
<tr>
<td>BBSR</td>
</tr>
<tr>
<td><strong>Permit No</strong></td>
</tr>
<tr>
<td>PP96/130394/0</td>
</tr>
<tr>
<td><strong>Vehicle No</strong></td>
</tr>
<tr>
<td>OD168663</td>
</tr>
<tr>
<td><strong>Authority Name</strong></td>
</tr>
<tr>
<td>STA-Odisha</td>
</tr>
<tr>
<td><strong>Payment Type</strong></td>
</tr>
<tr>
<td>Application Fee</td>
</tr>
<tr>
<td><strong>Payment Amount</strong></td>
</tr>
<tr>
<td>500.00</td>
</tr>
</tbody>
</table>

**SS-7**

1.6 The fields in this screen SS-7 would be auto filled based on Bus-owner’s registration from VAHAN database. The amount for payment of Replacement application fees would also be automatically filled in the appropriate column. You need to click the “**Proceed to Online-Payment**” at the bottom of the screen that will take you to SS-8 as shown below which is a web page of *Directorate of Treasuries and Inspection (DTI)*.
1.7 In SS-8, please select the mode of payment (Net Banking or Credit Card or Debit Card) and the Name of the Bank from the drop down list. Next step is to fill the captcha and click on “Proceed” button. It will take you another web page of DTI as shown at SS-9.
1.8 It will show you details of transaction to be made which you need to confirm by clicking on the “Confirm” button at the bottom left corner of the screen.
1.9 By Clicking on “Confirm” button, the screen as shown at SS-10 would be displayed (a third web page of DTI).
1.10 Actually Screens SS-9 and SS-10 are similar except that SS-9 is for confirmation of the entry details and SS-10 has the Challan number and is to make Payment. Clicking the “Make Payment” button in SS-10 would take you to SS-11 which is the web page of the Bank selected by you. In the instant case, as State Bank of India (SBI) has been chosen as a sample, SBI’s web page is being displayed in this user manual.

SS-11

1.11 You have to enter your User Name and Password provided by your Bank for Net Banking (Option selected by you in SS-8) and click on “Log in” button. The page as shown in SS-12 would be displayed. This is the confirmation page of your bank portal. Where you need to confirm the amount.
1.12 By clicking on “Confirm” button in SS-12, the screen as shown at SS-13 would be displayed.

1.13 Please click on “Confirm” button to confirm the payment to be made. When you will the “Confirm” button it will take you to SS-14 as shown below.
1.14 This is the last page of Bank Portal. By clicking on the ‘Click Here’ link on SS-14, the Payment status page of OPMS will be opened which shows the status of payment of application fees along with other details as shown at SS-15.

**Note:- Please wait for 60 seconds after clicking on ‘Click hear’ .If you exit the screen earlier, your payment details may not be captured by DTI or OPMS application.**

SS-15

1.15 Please take a printout of the page by clicking for your record and future reference on “PRINT” located at bottom left corner of SS-15.
2. **Process of Approving Alteration of Route application by appropriate Authority.**

After the appropriate authority logs into the OPMS, the Dashboard page would be displayed as shown at SS-16. Such dashboard would be available for all authorities like Dealing Assistant (DA), Under Secretary, Secretary, Chairman at STA and Dealing Assistant (DA), RTO, Collector at RTA level.

2.1 The Alteration of Route Application is first made available to the dealing assistant (DA) to do the miscellaneous checks with respect to Alteration of Route application and uploaded documents.

   In case of STA, Once the same is done the application is sent up to RTO/EE, PWD/RD for Verification of Distance. After distance verification the application is again sent back to DA for application processing. Then, the alteration application is sent up to Under Secretary, Secretary STA and Chairman STA for approval or rejection as the case may be.

   In case of RTA, Once the same is done, the alteration application is sent up to RTO, Chairman RTA for approval or rejection as the case may be.

2.2 In case of rejection, a detailed reason has to be recorded for the benefit of the applicant in the concerned Text Box when decision of proceeding is being recorded by secretary at STA or RTO at RTA.

   Once the Alteration of Route application is rejected, there is no need to take any further action as same would be reflected in the dashboard of the applicant bus owner along with reason for rejection.

2.3 If the Alteration of Route application is approved, there is a need to issue the alteration order. Here, the applicant has to pay the "**Alteration fee**" online.
The alteration order is basically a permit copy with revised route and timing. Once the bus owner pays the Alteration of Route fees, it would be issued by Under Secretary in STA and RTO in RTAs. This would be available in the Dashboard of Bus owner for print and use.

2.4 The Dealing Assistant (DA) has to first go through following steps to process the application for alteration.

A. DA has to log into the OPMS.

B. She/he has to click on “Process Application for” from the left column of Menu which would expand containing several sub-items.

C. Next, She/he has to click on “Alteration of Route” sub-item.

D. A table showing all Alteration of Route applications pending at that point of time would be displayed as shown in SS-17.

![SS-17](image_url)

E. DA has to click on the ‘View’ button in the last column of the table upon which the screen as shown at SS-18 will be displayed. This contains the Alteration of Route application details.
SS-18

F. The bottom portion of SS-18 has the “Query For Alteration of Route” section where the Dealing Assistant is to write a query about the additional stoppage and distance to the concern RTO to whose the region where the additional stoppage belongs.

G. By clicking on “Send Request” button, one small screen appears showing various authorities in the hierarchy as in SS-19.

H. DA has to select the RTA to forward the query and then click on “Send Request” button as shown in SS-19 to send the application to concern RTO.
I. After sending the request to the RTA, the alteration application would be available to the RTA.

J. The concerned RTO has to log into OPMS and after logging in, he/she has to click “Request For Route Alteration” menu present in the left side of the dashboard as shown at SS-20.

K. By clicking “Request For Route Alteration” the page shown at SS-21 will be shown.

L. RTO has to click on the ‘View’ button in the last column of the table upon which the screen as shown at SS-22 will be displayed. This contains the Alteration of Route application details.
## Route Alteration Request

**Registration No:** OD163663  
**Permit Number:** PP99/1301190/G  
**Transport Authority:** STA-Odisha  
**Date of Route Alter Request:** 21-05-2018  
**Request query:** Please verify new stops and the distance from the terminus point

### Route & Time Information

<table>
<thead>
<tr>
<th>Slno</th>
<th>Stop Name</th>
<th>Arrv Time</th>
<th>Dept Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Balisankara</td>
<td>00:00</td>
<td>03:30</td>
</tr>
<tr>
<td>2</td>
<td>Raidhi</td>
<td>04:50</td>
<td>05:01</td>
</tr>
<tr>
<td>3</td>
<td>Darlipali</td>
<td>05:03</td>
<td>05:08</td>
</tr>
<tr>
<td>4</td>
<td>Jinc Nagar</td>
<td>05:25</td>
<td>05:30</td>
</tr>
<tr>
<td>5</td>
<td>Sargipali</td>
<td>06:38</td>
<td>06:45</td>
</tr>
<tr>
<td>6</td>
<td>Ujalpur</td>
<td>05:56</td>
<td>05:58</td>
</tr>
<tr>
<td>7</td>
<td>Sundargarh</td>
<td>06:10</td>
<td>06:22</td>
</tr>
<tr>
<td>8</td>
<td>Raigangpur</td>
<td>07:47</td>
<td>07:52</td>
</tr>
<tr>
<td>9</td>
<td>Rourkela</td>
<td>08:47</td>
<td>09:02</td>
</tr>
<tr>
<td>10</td>
<td>Raigangpur</td>
<td>09:57</td>
<td>10:02</td>
</tr>
<tr>
<td>11</td>
<td>Sundargarh</td>
<td>11:27</td>
<td>12:04</td>
</tr>
<tr>
<td>12</td>
<td>Raigangpur</td>
<td>13:29</td>
<td>13:34</td>
</tr>
<tr>
<td>13</td>
<td>Rourkela</td>
<td>14:29</td>
<td>16:09</td>
</tr>
<tr>
<td>14</td>
<td>Raigangpur</td>
<td>17:04</td>
<td>17:09</td>
</tr>
<tr>
<td>15</td>
<td>Sundargarh</td>
<td>18:34</td>
<td>21:10</td>
</tr>
<tr>
<td>16</td>
<td>Ujalpur</td>
<td>21:22</td>
<td>21:23</td>
</tr>
<tr>
<td>17</td>
<td>Sargipali</td>
<td>21:34</td>
<td>21:35</td>
</tr>
<tr>
<td>18</td>
<td>Jinc Nagar</td>
<td>21:42</td>
<td>21:47</td>
</tr>
<tr>
<td>19</td>
<td>Darlipali</td>
<td>22:04</td>
<td>22:09</td>
</tr>
<tr>
<td>20</td>
<td>Raidhi</td>
<td>22:11</td>
<td>22:14</td>
</tr>
<tr>
<td>21</td>
<td>Balisankara</td>
<td>22:54</td>
<td>00:00</td>
</tr>
</tbody>
</table>

**Notice:**  
Send Letter Offline to EE/RR/PWD Offline for Route Alteration  
Upload Letter (verified by EE/RR/PWD)

**Note:** The stops applied are correct and the extension distance at 29 km is within 24 kms
M. Here the Concern RTO will write will note his/her observation/inputs on the matter. He/she will ask the concerned EE of PWD or RD to check the distance of diversion or extension, upon getting written letter from the EE, s/he will make his note in the text box at Ss-22 and upload the scanned copy of letter of EE for further action at STA.

But if the route is an Intra-district route, he will deal it at his level and forward it to chairman RTA for approval.

By clicking the “Submit” button the application will be send back to Dealing Assistant as shown at SS-23.
Here Dealing Assistant can review the Query Request by clicking on "View Request Query" button.
O. By clicking on “Forward To” button one small screen appears showing various authorities in the hierarchy.

P. Dealing Assistant need to choose his/her next authority to forward the application and then click on “Send” button as shown in SS-24 to send the application to next higher authority.

![SS-24]

Q. The same process is repeated till the alter application reaches Chairman of STA/RTA for final decision.

R. In Chairman’s (of RTA/STA)’s screen, Instead of the “Forward To” button, “Approved” and “Rejected” buttons will appear.

S. Any authority higher than DA can use the “Query” button after recording the query in the Note. By clicking the “Query” button, the file would automatically be transferred to the next lower level authority for compliance.
3.0. Procedure for Paying Alteration of Permit Fees by Bus Operator:

3.1 If the bus owner’s application for alteration of route has been approved then it will shown in his/her Dashboard. A SMS alert would be sent to registered mobile number of bus operator to pay the Permit Fee. One can pay the permit fee by Clicking on “Pay Permit Fee” item from the left side menu of your Dashboard .This would take you to the Pay Permit fee page as shown in SS-25.

![SS-25]

3.2 Please choose the type of fees from the dropdown for which you want to pay, in this case you have to choose the “Alteration of Route” and key the Vehicle number in the Text Box then click the “Submit” button. By clicking the “Submit” button it will take you to SS-26.
3. To pay the Permit fee, click on “Pay Now” for online payment. It will take you to the page as shown SS-27.
3.4 The procedure for payment of Replacement fee is similar to that of payment of application fees. Only the amount changes. Please click on “Proceed to Online Payment” in “SS-27” which would take you to “SS-28”. You have to go through 3 screens of Treasury (DTI) portal and four screen of Bank portal as shown at SS-8 to SS-14. The same screens are repeated with changed amount of Rs.5,000/- from SS-28 to SS-34.

3.4 In SS-28, please select the mode of payment (Net banking or Credit Card or Debit Card) and the Name of the Bank from the drop down list. Next step is to fill the captcha and click on “Proceed” button. It will take you to another web page of DTI as shown at SS-29.
SS-29

3.5 It will show you details of transaction to be made which you need to confirm by clicking on the “Confirm” button at the bottom left corner of the screen. By clicking on “Confirm” button, the screen as shown at SS-30 would be displayed (a third web page of DTI).
3.6 Actually Screens SS-29 and SS-30 are similar except that SS-29 is for confirmation of the entry details and SS-30 has the challan number and is to make Payment. Clicking the “Make Payment” button in SS-30 would take you to SS-31 which is the web page of the Bank selected by you. In the instant case, as State Bank of India has been chosen, SBI’s web page is being displayed in this user manual.
3.7 You have to enter your User Name and Password provided by your Bank and click on “Log in” button. The page as shown in SS-32 would be displayed. This is the confirmation page of your bank portal. Where you need to confirm the amount.
3.8 This screen is similar to previous screen (SS-32) except that it records the status of transaction references on the top of the screen. By clicking on “Confirm” button, the screen as shown at SS-33 would be displayed.

SS-33

3.9 Please click on “Confirm” button on SS-33 confirm the payment to be made. If not, you may go back by clicking on “Back” button. When you will the “Confirm” button it will take you to SS-34 as shown below.

SS-34

3.10 This is the last page of Bank Portal. By clicking on the ‘Click Here’ link on SS-34, the Payment status page of OPMS will be opened that shows the status of payment along with other details as shown at SS-35.

Note:- Please wait for 60 seconds after clicking on ‘Click here’. If you exit the screen, your payment details may not be captured by DTI or OPMS application.
SS-35

3.11 You can take a printout of this page by clicking on “PRINT” bottom left corner of SS-35.

NOTE: After paying the replacement fees the permit application is issued by Under Secretary/RTO. You can check the status of your permit application on your Dashboard at SS-38.
4. Issue of Altered Route Permit:

Under Secretary/RTO can see all the in-process applications in their Dashboard and Issue the permits for which fee have been paid. The steps to be followed are,

4.1. After logging in, click on “Issue of Permit/Order” menu from the left side menu section present in SS-36. It would show you list of services for which orders need to be issued as shown at SS-37.

SS-36

4.2. Please click on ‘Alteration of Route’ as shown in SS-36. It would take you to “SS-37” which would be a table showing all applications for ‘Alteration of Route’.

SS-37

4.3. Click on “Issue Permit” icon located on the far right column of the table. It would result in issue of Alteration of Route permit online. It would be visible to applicant bus owner in his dashboard at SS-37.
5.0. Printing the Issue Order By Bus Operators:

The Applicant can print the altered permit route after issue of permit by US/RTO. She/He has to follow the steps as detailed below for permit generation.

5.1 After log in, she/he can see the dashboard which would show two rows of blocks. One for TP application and second for Other applications as shown in SS-38. Under Other application, she/he can click on ‘Approved’ block which would take you to a table as shown in SS-39 or he/she can go to “Print Issue Order” menu on left side and click on “Alteration of Route” to come to same table.

5.2 Clicking on “View” on right column to see the alteration of route permit, you can see the altered route permit (with QR-Coded) as shown at SS-40.
SS-40

5.3 By clicking on “Print” on “SS-40”, Permit Copy PART-A will be printed.

5.4 By clicking on “Print Part-B” on SS-40, it will redirect to Part-B page, that is shown below in “SS-41”
SS-41

5.5 By clicking on “Next Page” on SS-41, it will redirect to Route and Time page, that is shown below in SS-42.
SS-42

5.6. By clicking “Print” button the route will be printed.