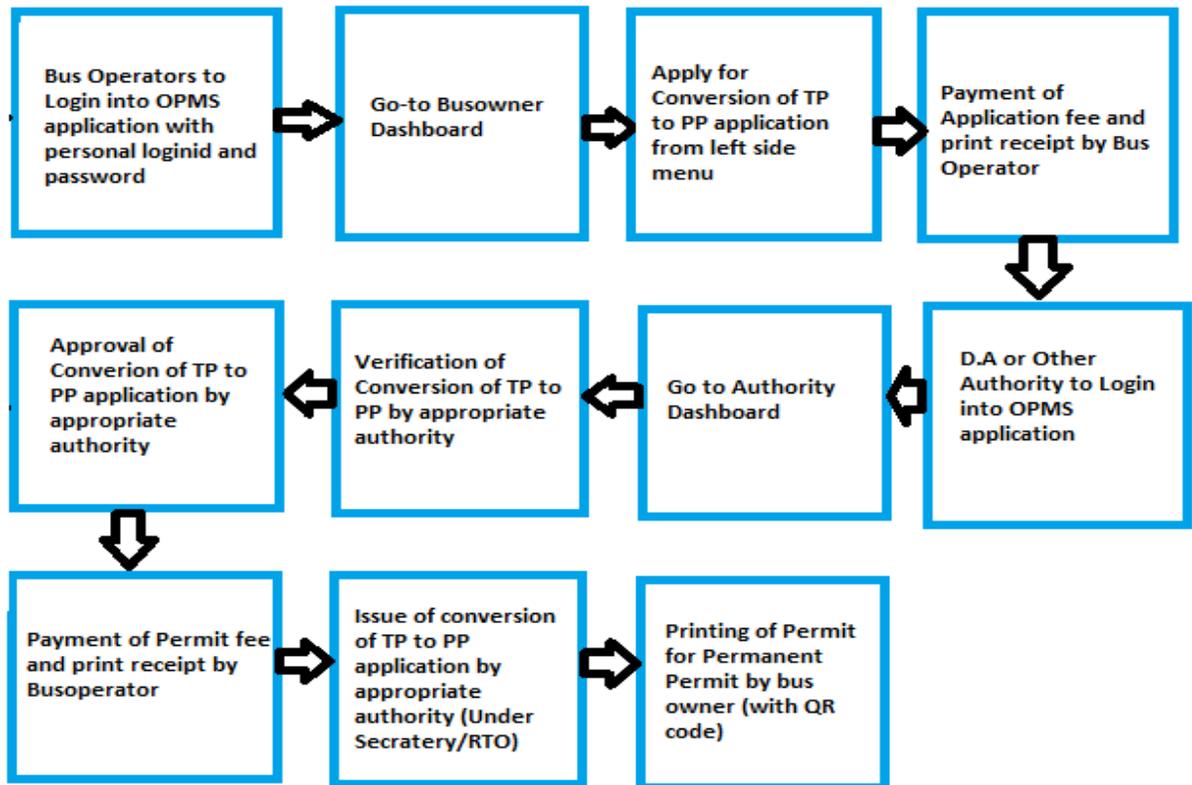


SECTION-IV

| CHAPTER | Page No. |
|--|----------|
| 21 Applying for Conversion of TP to PP by Bus Operators | 1 |
| 22 Process of Approving Conversion of TP to PP Application | 8 |
| 23 Procedure for Paying Permit Fees for Bus Owners | 13 |
| 24 Issue of Permit | 20 |
| 25 Printing an Approved Permit | 21 |



Please Note: - A Bus Operator has to first register in OPMS application as paragraph 2.3 of the user manual hosted in the website of *“opms.odisgatransport.gov.in”* in order to access the OPMS application.

21. Applying for Conversion of TP to PP by Bus Operators:

The OPMS Application allows Bus owner to convert Temporary Permit (TP) to Permanent Permit (PP) using OPMS Application after registration. The procedure for registration of a Bus operator in OPMS application has been described in **paragraph 2.3** of the user manual hosted in the website www.opms.odishatransport.gov.in. Get your login id and password by registration and use it for logging in.

To convert TP to PP, the steps as detailed below to be followed.

- 21.1.** After logging in into OPMS click on '**Apply for**' in the left navigation column of the Dashboard as in SS-115. It will show a list of services for which a bus operator can apply. Click on **Conversion of TP to PP**' it will take you to the following screen as shown below (SS-116).

The screenshot displays the OPMS dashboard for a user named Smitanjali Hansdah. The dashboard is divided into two main sections: 'Temporary Permit Applications' and 'Other Applications'. Each section contains four data cards representing different application statuses. Below these sections, there are two notification banners. The first banner is a red alert: 'Keep these Documents ready for New permit application' with a sub-link 'Refer help section before apply'. The second banner is a light blue box labeled 'News & Notice'.

| Category | Submitted | Heard | Rejected | Approved |
|-------------------------------|-----------|-------|----------|----------|
| Temporary Permit Applications | 240 | 0 | 1 | 14 |
| Other Applications | 17 | 0 | 1 | 6 |

SS-115

Odisha Permit Management System (OPMS)

Bus Owner
Smitanjali Hansdah

Smitanjali Hansdah

- Dashboard
- Apply
- Apply For Permit Fee
- TP to PP Conversion
- Objection on Permits
- Route Frequency
- Vacant Routes
- Permit Status
- Manage User Profile
- Help
- Sign Out

Conversion of Temporary to Permanent Permit

1. Enter Temporary Permit Number

Permit Number * SC/SIRT99/00322/2017

Vehicle number * OR23A1825

2. Owner's Details

Owner's Name SANKARSHAN PRADHAN

Father Name Husband Name MOTILAL PRADHAN

Present Address AT-GUMADERA BELPAHAR,nuli,JHARS

3. Other Details

Fitness Certificate Valid upto 02-03-2018

Tax Paid upto 31-10-2017

Insurance Validity. 24-12-2014-To-23-12-2015

Audit Dues NO

VCR Pending

4. Vehicle Details

Registration Date 01-02-2006

Registered with RTO JHARSUGUDA

Engine Number 497TC93HUZ876475

Chassis Number 386513KUZ054616

Model LP 709/38

Make TATA MOTORS LIMITED

Manufacturing Year 2005

Type of vehicle BUS

Class of vehicle BUS(SC)

Stand capacity 10

Seating Capacity 31

Carriage Type Stage

HP agreement NO

Off Road Status NO-OFFROAD

Route Time Details

| Sno | Station Name | Arrv time | HALT | Dept Time | Distance | Cumulative Distance | Trip no |
|-----|---|-----------|-------|-----------|----------|---------------------|---------|
| 1 | Athagarh,Athagarh NAC,Cuttack,CT150101 | 07:59 | 00:00 | 00:00 | 0 | 0 | 1 |
| 2 | Mundali,Banki,Cuttack,CT020101 | 06:59 | 00:08 | 07:07 | 35 | 35 | 1 |
| 3 | Balikuda,Cuttack (MC),Cuttack,CT180102 | 05:26 | 00:09 | 05:35 | 91 | 91 | 1 |
| 4 | Link Road,Cuttack (MC),Cuttack,CT180113 | 05:22 | 00:00 | 05:22 | 94 | 94 | 1 |
| 5 | Cuttack (Badambadi),Cuttack (MC),Cuttack,CT180103 | 05:19 | 00:00 | 05:19 | 96 | 96 | 1 |
| 6 | Link Road,Cuttack (MC),Cuttack,CT180113 | 05:22 | 00:00 | 05:22 | 98 | 98 | 1 |
| 7 | Balikuda,Cuttack (MC),Cuttack,CT180102 | 05:26 | 00:09 | 05:35 | 10 | 10 | 1 |
| 8 | Mundali,Banki,Cuttack,CT020101 | 06:59 | 00:08 | 07:07 | 15 | 15 | 1 |
| 9 | Athagarh,Athagarh NAC,Cuttack,CT150101 | 07:59 | 00:00 | 00:00 | 19 | 19 | 1 |

Map view

User Verification

Enter the OTP sent on your mobile * 397856

Developed by : SPARC Under aegis of ORSAC for STA , Odisha

SS-116

The screen display at **SS-116** has 3 sections as described below.

- Section 1:** Fill the Vehicle Number and Permit number. Click “**Validate to Proceed**” button.
- Section 2:** It would be automatically filled up from the **VAHAN** database and permit route time details would be automatically filled up from the **OPMS** database.
- Section 3:** In this section, the Bus Owner has to fill the OTP send to their registered mobile number. This is to check the genuineness of the mobile number and secure the transaction. The Bus-owner needs to click on “**Proceed to Pay**” button to go to next stage.

21.2 The page for online payment process for payment of application fees would be opened at **SS-117**. 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.

The screenshot displays the 'Online Payment Process' interface. On the left is a dark sidebar with the user's name 'Bibek Ghose' and a menu with options: Dashboard, Apply, Apply For Permit Fee, TP to PP Conversion, Objection on Permits, Route Frequency, Vacant Routes, Permit Status, Manage User Profile, Help, and Sign Out. The main content area is titled 'Online Payment Process' and shows 'Payment details' for Bibek Ghose. The form fields are as follows:

| | |
|-------------------------|---|
| Depositor Name | Bibek Ghose |
| Contact Number | 9861198638 |
| Email Id | sen.saibal4@gmail.com |
| Depositor Address | distric center chandrasekharpur ,Bhubanesw: |
| Permit No | PP99/140320/G |
| Vehicle No | OR15K9800 |
| Authority Name | STA-Odisha |
| Payment Type | Application Fee |
| Payment Amount (in Rs.) | 500 |

At the bottom of the form, there are two buttons: 'Proceed for Online Payment' (highlighted with a red circle) and 'Cancel'. The footer of the page reads 'Developed by : SPARC Under ageis of ORSAC for STA , Odisha'.

SS-117

21.3. The fields in this screen **SS-117** would be auto filled on Bus owner’s registration number and **VAHAN** database. The amount for payment of TP to PP application fees would 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-118** as shown below which is a web page of *Directorate of Treasuries and Inspection (DTI)*.

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

Home | Help | Bank Branch List

Tax Information

Corporate banking users paying through Central Bank Payment Gateway will not get echallan instantly because of some technical difficulties with the bank site. The echallan will be available in our site after two working days on receipt of scroll from bank site.

| Tax Form | |
|---------------------|-------------|
| Depositor Name * | Bibek Ghose |
| Contact No | 9861198638 |
| Department Name | TRP |
| Amount to be Paid * | 500 |

| Department Specific information if any | |
|--|--|
| PermitNo | PP99/140320/G |
| VehicleNumber | OR15K9800 |
| EmailId | sen.saibal4@gmail.com |
| Address | distric center chandrasekharpur ,Bhubaneswar |
| AuthorityName | STA-Odisha |
| PaymentDate | 21/10/2017 16:53:17 |
| TransactID | TRN00000099-10-2017 |

| Head of account Details | | |
|-----------------------------|-----------------|------------|
| Head of account | Description | Amount |
| 0041-00-101-0098-01026-055 | Application Fee | 500 |
| Total Challan Amount | | 500 |

| | |
|-------------------------|---|
| Payment Mode | Net Banking |
| Bank * | STATE BANK OF INDIA |
| Remarks | Application Fee |
| Please enter the string | V1RJJB Click to try another string v1rjib |

Note: * Marked Fields are mandatory.

Proceed>>

SS-118

21.4. In **SS-117**, 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 below at **SS-119**.

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

Tax verification

| Tax Confirmation | |
|---------------------|-------------|
| Depositor Name * | Bibek Ghose |
| District | |
| Contact No | 9861198638 |
| Department Name | TRP |
| Total Amount | 500 |

| Department Specific information if any | |
|--|--|
| PermitNo | PP99/140320/G |
| VehicleNumber | OR15K9800 |
| EmailId | sen.saibal4@gmail.com |
| Address | distric center chandrasekharpur ,Bhubaneswar |
| AuthorityName | STA-Odisha |
| PaymentDate | 21/10/2017 16:53:17 |
| TransactID | TRN00000099-10-2017 |

| Head of account Details | | |
|-----------------------------|-----------------|------------|
| Head of account | Description | Amount |
| 0041-00-101-0098-01026-055 | Application Fee | 500 |
| Total Challan Amount | | 500 |

Payment Mode: Net Banking
Bank: STATE BANK OF INDIA

Confirm

SS-119

- 21.5. 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.
- 21.6. By Clicking on “**Confirm**” button, the screen as shown at **SS-120** would be displayed (a third web page of DTI).

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

Home | Help | Bank Branch List

Tax verification

NOTE : Challan Reference Id is **27D1B20EA1** . Use this for future References.

| Tax Confirmation | |
|---------------------|-------------|
| Depositor Name * | Bibek Ghose |
| District | |
| Contact No | 9861198638 |
| Department Name | TRP |
| Total Amount | 500 |

| Department Specific information if any | |
|--|--|
| PermitNo | PP99/140320/G |
| VehicleNumber | OR15K9800 |
| EmailId | sen.saibal4@gmail.com |
| Address | distric center chandrasekharpur ,Bhubaneswar |
| AuthorityName | STA-Odisha |
| PaymentDate | 21/10/2017 16:53:17 |
| TransactID | TRN00000099-10-2017 |

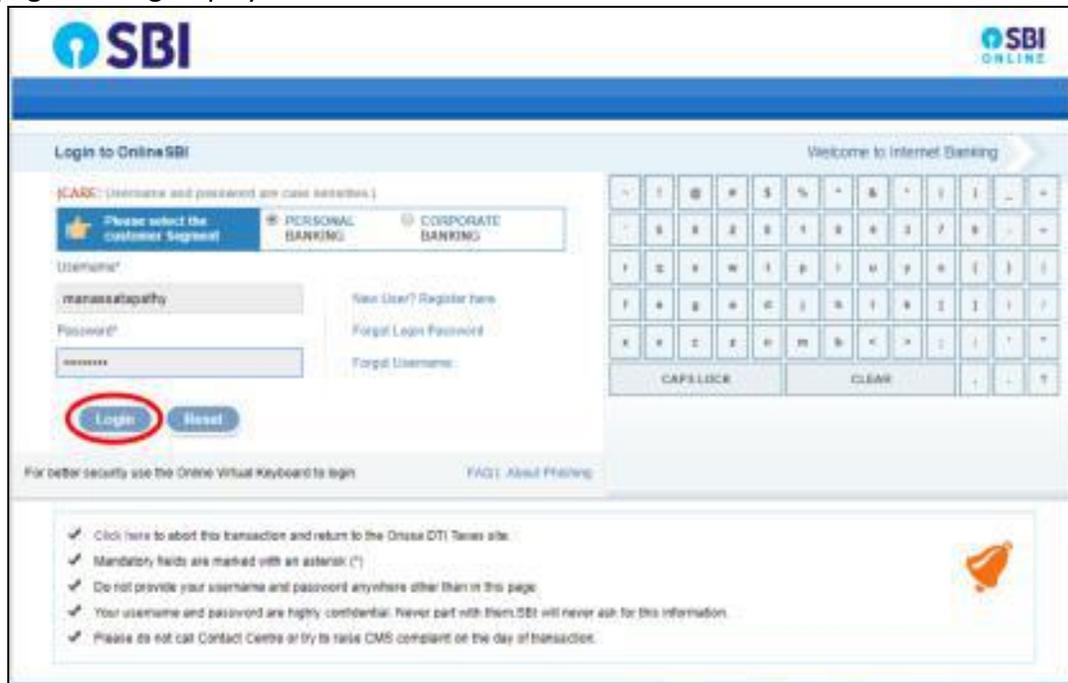
| Head of account Details | | |
|-----------------------------|-----------------|------------|
| Head of account | Description | Amount |
| 0041-00-101-0098-01026-055 | Application Fee | 500 |
| Total Challan Amount | | 500 |

Payment Mode: Net Banking
Bank: STATE BANK OF INDIA

Make Payment

SS-120

21.7. Actually Screens **SS-119** and **SS-120** are similar except that **SS-119** is for confirmation of the entry details and **SS-120** has the challan number and is to make Payment. Clicking the **“Make Payment”** button in **SS-120** would take you to **SS-121** 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-121

21.8. You have to enter your *User Name* and *Password* provided by your Bank (Option selected by you in **SS-118**) and click on **“Log in”** button. The page as shown in **SS-122** would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.

SBI ONLINE Welcome : Logout

our previous site visit: 21-Oct-2017 13:29 IST

Orissa DTI Taxes 21-Oct-2017 [16:57 IST] Help

You can debit any of your transaction accounts to pay Orissa DTI Taxes.
Select an account and enter Orissa DTI Taxes payment details

| Account No. / Nick name | Account Type | Branch |
|-------------------------|-----------------|-------------|
| 00000032413198631 | Savings Account | IDCO TOWERS |

Selected Account 00000032413198631

Payment details

| | |
|----------------------|---|
| DTI's Reference No | 27D1B20EA1 |
| Challan Net Amount | 500 |
| Depositors Name | Bibek Ghose |
| Head of account | 0041-00-101-0098-01026-055-Application Fee- 500 |
| Payment Mode | N |
| Transaction Date MIS | 21-10-2017 16:10:08 PM |
| Amount in words | FIVE HUNDRED RUPEES ONLY |

Confirm **Reset**

[Click here](#) to abort this transaction and return to the Orissa DTI Taxes site

SS-122

21.9. This screen is similar to previous screen (**SS-122**) except that it records the status of transaction reference on the top right of the screen. By Clicking on “**Confirm**” button in **SS-122**, the screen as shown at **SS-123** would be displayed.

SBI ONLINE Welcome : Logout

our previous site visit: 21-Oct-2017 13:29 IST

Orissa DTI Taxes 21-Oct-2017 [16:57 IST] Help

Details of last three Orissa DTI Taxes transactions performed today are displayed below.
Please check these transactions before proceeding with the current transaction.

| Reference No. | Account No. | Branch Name | Transaction Date | Amount (INR) | Status |
|---------------|-------------------|-------------|------------------|--------------|---------|
| IK00IKART0 | 00000032413198631 | IDCO TOWERS | 21-Oct-2017 | 1.00 | Success |

Verify and confirm Orissa DTI Taxes transaction details

Debit Account Details

| Account No. | Description | Branch |
|-------------------|-----------------|-------------|
| 00000032413198631 | Savings Account | IDCO TOWERS |

DTI's Reference No 27D1B20EA1

Challan Net Amount 500

Depositors Name Bibek Ghose

Head of account 0041-00-101-0098-01026-055-Application Fee- 500

Payment Mode N

Transaction Date MIS 21-10-2017 16:10:42 PM

Amount in Words FIVE HUNDRED RUPEES ONLY

Confirm **Back**

[Click here](#) to abort this transaction and return to the Orissa DTI Taxes site

Copyright SBI. Privacy Statement | Terms of Use

SS-123

21.10 Please click on “**Confirm**” button in **SS-123** to confirm the payment to be made. When you click the “**Confirm**” button, it will take you to **SS-124** as shown below.

The screenshot shows the SBI logo at the top left. Below it, a blue bar contains the text "Your previous site visit: 21-Oct-2017 13:29 IST". The main content area is titled "Orissa DTI Taxes" and displays a green checkmark icon next to "Account Details". The details are as follows:

| | |
|---------------------|--------------------------|
| Reference No. | IK00IKGMY1 |
| Debit Account No. | 00000032413198631 |
| DTI's Reference No. | 27D1B20EA1 |
| Amount | INR 500.00 |
| Amount in Words | FIVE HUNDRED RUPEES ONLY |
| Status | Completed Successfully |
| Debit Branch | IDCO TOWERS |
| Date - Time | 21-Oct-2017 16:58 IST |

Below the table, there are two links: "Click here to see the challan details" and "Download in PDF". At the bottom of the main content area, a red arrow points to a link that says "Click here to return to the Orissa DTI Taxes site. Else, you will be automatically redirected to the Orissa DTI Taxes site in 60 seconds." The footer contains "© Copyright SBI." on the left and "Privacy State" on the right.

SS-124

21.11 This is the last page of Bank Portal. By clicking on the '**Click Here**' link on **SS-124**, the Payment status page of OPMS will be opened that shows the status of payment along with other details as shown at **SS-125**.

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

Odisha Permit Management System (OPMS)

The screenshot shows the 'Bus Owner' interface for Smitanjali Hansdah. The main content area is titled 'Payment Status' and contains two tables:

| Payment Details | |
|-----------------|----------------------|
| Depositor Name | SMITANJALI HANSDAH |
| Contact Number | 8658827771 |
| Email | smita24694@gmail.com |
| Permit No | PP99/130356/G |
| Vehicle Number | OR02BS3051 |
| Authority Name | STA-Odisha |
| Payment Type | Application Fee |

| Online Payment Details | |
|------------------------|---------------------------|
| Transaction Id | TRN00000286-11-2017 |
| Challan Amount | 500 |
| Challan Ref Id | IK00IYGGJ9 |
| Bank Transaction Id | 27D701BD89 |
| Transaction Date | 10/11/2017 10:58:19 AM |
| Payment Status | Payment Successful |

A 'Print' button is located at the bottom left of the content area, circled in red.

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SS-125

21.12 You can take a printout of the page for your record and future reference by clicking on **"PRINT"** bottom located at the left corner of **SS-125**.

22. Process of Approving TP to PP Application by appropriate Authority.

After the appropriate authority logs into the OPMS, the Dashboard page would be displayed as shown at **SS-126**. 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.

The screenshot shows the OPMS dashboard for an Under Secretary. The dashboard is divided into several sections:

- Authorities:** Under Secretary
- Temporary Permit Applications:**
 - 1 No. of Applications Received
 - 15 No. of Application Heard
 - 3 No. of Applications Processed
 - 10 No. of Application Decided
- Other Applications:**
 - 1 No. of Other Applications Received
 - 8 No. of Other Application Processed
 - 0 No. of Other Applications Returned
 - 4 No. of Other Applications Decided
- Permit Code Details:**

| Sl No. | Permit code | Description |
|--------|-------------|--|
| 1. | SARP | Stage Carriage Intra Region Permanent Permit |
- To Do List:**

| Slno | Task Name | Task Description | CRUD |
|------------------|-----------|------------------|------|
| No Records Found | | | |

SS-126

22.1 The TP to PP application is first made available to the dealing assistant (DA) to do the miscellaneous checks with respect to TP to PP application.

Once the same is done, the TP to PP application is sent up to Under Secretary/RTO, Secretary STA and Chairman (STA/RTA) for approval or rejection as the case may be.

22.2. 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.

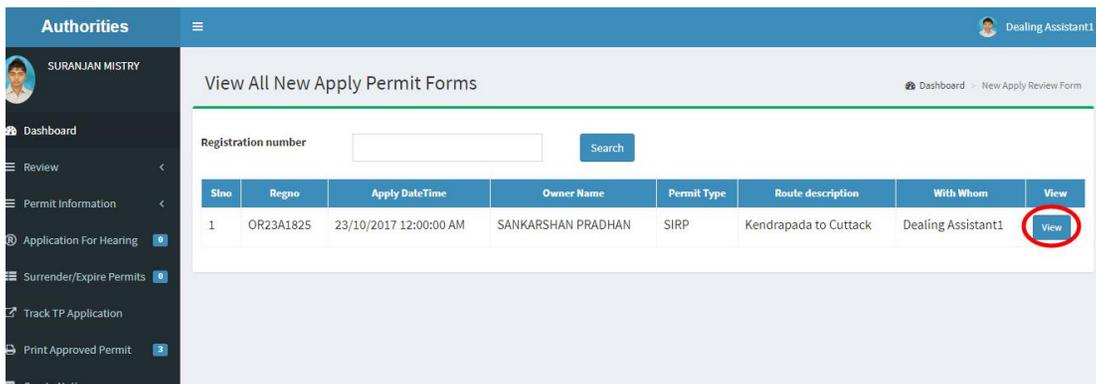
Once the TP to PP application is rejected, there is no need to take any further action as same would be reflected in the dashboard of the applicant bus owner along with the reason for rejection.

22.3. If the TP to PP application is approved, there is a need to issue Permanent Permit (PP). Here, the applicant has to pay the permit fee online before issue of PP.

Once the bus owner pays the permit fees, the TP to PP would be issued by Under Secretary in STA and RTO in RTAs. The issued permit would be available in the Dashboard of Bus owner for print and use.

22.4. To Record the Proceeding Details, Dealing Assistant has to process the application.

- A. DA has to log into the OPMS.
- B. She/he has to click on “**Process Application For**” menu item from the left column of Menu which would expand containing several sub-items.
- C. Next, She/he has to click on “**Conversion of TP to PP**” sub- item.
- D. A table showing all TP to PP conversion applications pending at that point of time would be displayed as shown in **SS-127**.



The screenshot shows the 'View All New Apply Permit Forms' page in the OPMS. It features a search bar for registration numbers and a table with the following data:

| Sno | Regno | Apply DateTime | Owner Name | Permit Type | Route description | With Whom | View |
|-----|-----------|------------------------|--------------------|-------------|-----------------------|--------------------|------|
| 1 | OR23A1825 | 23/10/2017 12:00:00 AM | SANKARSHAN PRADHAN | SIRP | Kendrapada to Cuttack | Dealing Assistant1 | View |

SS-127

- E. The DA has to click on the ‘**View**’ button in the last column of the table upon which the screen as shown at **SS-128** will be displayed. This contains the TP to PP application details.

Odisha Permit Management System (OPMS)

Authorities
Under Secretary

STAAS

- Dashboard
- Review
- Permit Information
- Permit Fee(Approval)
- Publish New TP
- Application For Hearing
- Surrender/Expire Permits
- Track TP Application
- Create Notice
- Reports
- Archives
- Route Frequency
- Vacant Routes
- Existing Permit Details
- Replacement Vehicle
- Application Hierarchy
- New Registration
- Manage User Profile
- Feedback Review
- Help
- Sign Out

View Individual Applied form

Owner Details

| | |
|-----------------------------|--------------------------------------|
| 1. Registration No. | OR23A1825 |
| 2. Applicant Number | APPN99/00114/2017 |
| 3. Owner Name | SANKARSHAN PRADHAN |
| 4. Mobile No | 9937320280 |
| 5. Email | smita24694@gmail.com |
| 6. Communication Address | AT-GUMADERA BELPAHAR,null,JHARSUGUDA |
| 7. Aadhar/Pan Card No | 123334555555 |
| 8. Aadhar/Pan Card Document | Show File |

Vehicle Details

| | |
|------------------------------------|--------------------------|
| 1. Registration Date | 01-02-2006 |
| 2. Registered with RTO | JHARSUGUDA |
| 3. Engine Number | 497TC93HUZ876475 |
| 4. Chasis Number | 386513KUZ054616 |
| 5. Model | LP 709/38 |
| 6. Make | TATA MOTORS LIMITED |
| 7. Yr. of Manufacturing Dt. | 2005 |
| 8. Type of vehicle | BUS |
| 9. Class of vehicle | BUS(SC) |
| 10. Stand capacity | 10 |
| 11. Seating Capacity | 31 |
| 12. Carraige Type | Stage |
| 13. Fitness Certificate Valid upto | 02-03-2018 |
| 14. Tax Paid upto | 31-10-2017 |
| 15. Audit Dues | NO |
| 16. VCR Pending | |
| 17. Insurance validity | 24-12-2014-To-23-12-2015 |
| 18. HP agreement | NO |
| 19. Off Road Status | NO-OFFROAD |

Permit Application Details

| | |
|------------------------------------|---------------|
| 1. Apply at | STA-Odisha |
| 2. Select Permit Type | SIRP |
| 3. Nature of Service(Service type) | Ordinary |
| 4. Service Day | Daily service |
| 5. Permit Duration | 1825 |
| 6. Application fee(Rs) | 500.00 |
| 7. Is there any Court case ? | --Select-- |

Route & Time Information

| Sno | Station Name | Arrv time | Dept Time | Trip no | Distance |
|-----|---|-----------|-----------|---------|----------|
| 1 | Athagarh,Athagarh NAC,Cuttack,CT150101 | 07:59 | 00:00 | 1 | 0 |
| 2 | Mundali,Banki,Cuttack,CT020101 | 06:59 | 07:07 | 1 | 35 |
| 3 | Balikuda,Cuttack (MC),Cuttack,CT180102 | 05:26 | 05:35 | 1 | 56 |
| 4 | Link Road,Cuttack (MC),Cuttack,CT180113 | 05:22 | 05:22 | 1 | 3 |
| 5 | Cuttack (Badambadi),Cuttack (MC),Cuttack,CT180103 | 05:19 | 05:19 | 1 | 2 |
| 6 | Link Road,Cuttack (MC),Cuttack,CT180113 | 05:22 | 05:22 | 1 | 2 |
| 7 | Balikuda,Cuttack (MC),Cuttack,CT180102 | 05:26 | 05:35 | 1 | 3 |
| 8 | Mundali,Banki,Cuttack,CT020101 | 06:59 | 07:07 | 1 | 56 |
| 9 | Athagarh,Athagarh NAC,Cuttack,CT150101 | 07:59 | 00:00 | 1 | 35 |

Map Layers

- District Boundary
- Block Boundary
- Existing Road
- Existing RTA Route
- Existing STA Route
- Existing Frequency
- Important Location
District/Block HQ
Bus Stand
Bus Stop

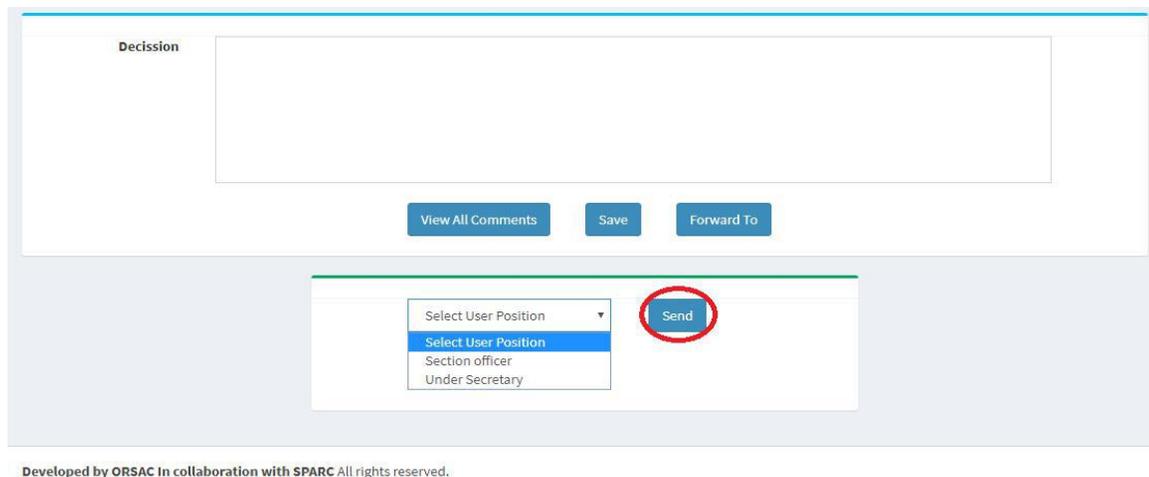
Map view

Note everything fine

[View All Notes](#)
[Save](#)
[Forward To](#)

SS-128

- F. In the bottom section of **SS-128**, is the “ **Note**” section where the Dealing Assistant will note his/her observation/suggestions on the matter.
- G. By clicking on “**Forward To**” button one new section appears showing various authorities in the hierarchy.
- H. Dealing Assistant need to choose his/her next authority to forward the application and then click on “**Send**” button as shown in **SS-128** to send the application to next authority.



SS-129

- I. The same process is repeated till the TP to PP application reaches Chairman of STA/RTA for final decision.
- J. In Chairman’s (of RTA/STA)’s screen, instead of the” **Forward To**” button, “**Approved**” and “**Rejected**” buttons will appear. The screen for the Chairman of STA/RTA would be shown as **SS-130**.

Odisha Permit Management System (OPMS)

Authorities

ChairMan-STA

STATC
Dashboard > New Apply Review Form > New Individual Apply Form

- STATC
- Dashboard
- Review
- Permit Information
- Permit Fee(Approval)
- Application For Hearing
- Surrender/Expire Permits
- Track TP Application
- Print Approved Permit
- Create Notice
- Reports
- Archives
- Route Frequency
- Vacant Routes
- Existing Permit Details
- Replacement Vehicle
- Application Hierarchy
- New Registration
- Manage User Profile
- Feedback Review
- Help
- Sign Out

View Individual Applied form

Owner Details

| | |
|-----------------------------|--------------------------------------|
| 1. Registration No. | OR23A1825 |
| 2. Applicant Number | APPN99/00114/2017 |
| 3. Owner Name | SANKARSHAN PRADHAN |
| 4. Mobile No | 9937320280 |
| 5. Email | smita24694@gmail.com |
| 6. Communication Address | AT-GUMADERA BELPAHAR,null,JHARSUGUDA |
| 7. Aadhar/Pan Card No | 123334555555 |
| 8. Aadhar/Pan Card Document | Show File |

Vehicle Details

| | |
|------------------------------------|--------------------------|
| 1. Registration Date | 01-02-2006 |
| 2. Registered with RTO | JHARSUGUDA |
| 3. Engine Number | 497TC93HUZ876475 |
| 4. Chasis Number | 386513KUZ054616 |
| 5. Model | LP 709/38 |
| 6. Make | TATA MOTORS LIMITED |
| 7. Yr. of Manufacturing Dt. | 2005 |
| 8. Type of vehicle | BUS |
| 9. Class of vehicle | BUS(SC) |
| 10. Stand capacity | 10 |
| 11. Seating Capacity | 31 |
| 12. Carraige Type | Stage |
| 13. Fitness Certificate Valid upto | 02-03-2018 |
| 14. Tax Paid upto | 31-10-2017 |
| 15. Audit Dues | NO |
| 16. VCR Pending | |
| 17. Insurance validity | 24-12-2014-To-23-12-2015 |
| 18. HP agreement | NO |
| 19. Off Road Status | NO-OFFROAD |

Permit Application Details

| | |
|------------------------------------|---------------|
| 1. Apply at | STA-Odisha |
| 2. Select Permit Type | SIRP |
| 3. Nature of Service(Service type) | Ordinary |
| 4. Service Day | Daily service |
| 5. Permit Duration | 1825 |
| 6. Application fee(Rs) | 500.00 |
| 7. Is there any Court case ? | --Select-- |

Route & Time Information

| Sno | Station Name | Arrv time | Dept Time | Trip no | Distance |
|-----|---|-----------|-----------|---------|----------|
| 1 | Athagarh,Athagarh NAC,Cuttack,CT150101 | 07:59 | 00:00 | 1 | 0 |
| 2 | Mundali,Banki,Cuttack,CT020101 | 06:59 | 07:07 | 1 | 35 |
| 3 | Balikuda,Cuttack (MC),Cuttack,CT180102 | 05:26 | 05:35 | 1 | 56 |
| 4 | Link Road,Cuttack (MC),Cuttack,CT180113 | 05:22 | 05:22 | 1 | 3 |
| 5 | Cuttack (Badambadi),Cuttack (MC),Cuttack,CT180103 | 05:19 | 05:19 | 1 | 2 |
| 6 | Link Road,Cuttack (MC),Cuttack,CT180113 | 05:22 | 05:22 | 1 | 2 |
| 7 | Balikuda,Cuttack (MC),Cuttack,CT180102 | 05:26 | 05:35 | 1 | 3 |
| 8 | Mundali,Banki,Cuttack,CT020101 | 06:59 | 07:07 | 1 | 56 |
| 9 | Athagarh,Athagarh NAC,Cuttack,CT150101 | 07:59 | 00:00 | 1 | 35 |

Map Layers

- District Boundary
- Block Boundary
- Existing Road
- Existing RTA Route
- Existing STA Route
- Existing Frequency
- Important Location
District/Block HQ
Bus Stand
Bus Stop

Map view

Upload Of Decision As Per Proceeding

ok I am approving

View All Decisions
Query
Save
Reject
Approval

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SS-130

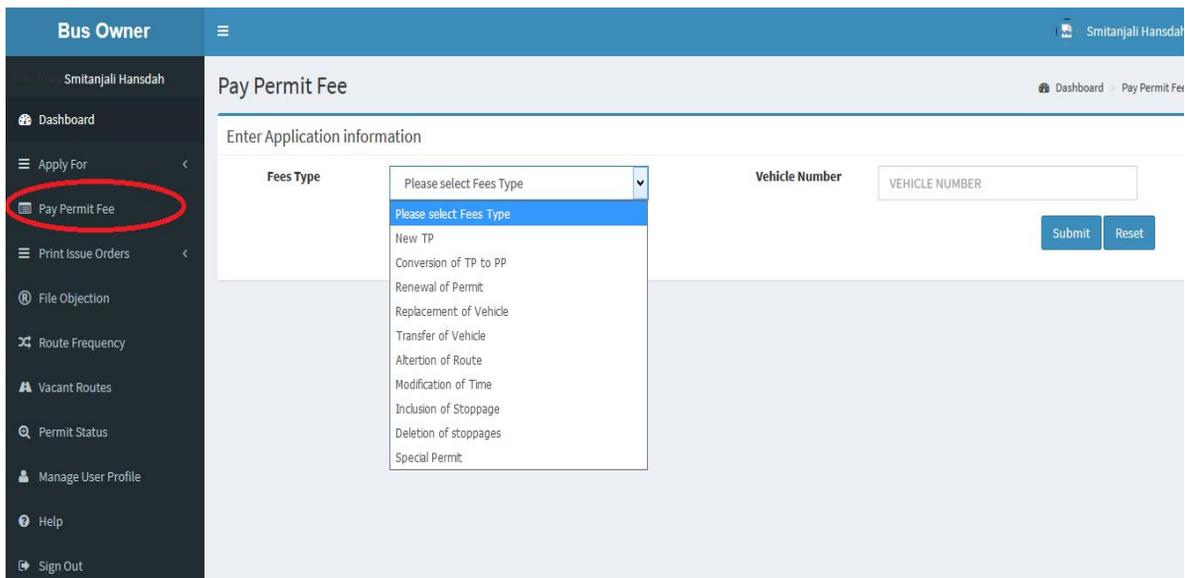
User Manual–Ver.1-09-Nov-2017

14

- K. 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.

23. Procedure for Paying Permit Fees for Bus Owners:

- 23.1. If your application for Conversion of TP to PP has been approved, then it will be shown in your Dashboard. A SMS alert would come to your registered mobile number requesting you to pay the Permit Fee. You can pay the permit fee by Clicking on “**Pay Permit Fee**” menu from the left menu. This would take you to the “Pay Permit fee” page as shown in **SS-130**.



SS-131

- 23.2 Please choose the Application type from the dropdown for which you want to pay the permit fees. In this case, you have to choose the “**Conversion of TP to PP**” and key in the Vehicle number in the Text Box. Then click the “**Submit**” button. It will take you to the screen as at **SS-132**.

Odisha Permit Management System (OPMS)

Bus Owner | Smitanjali Hansdah

Pay Permit Fee

Enter Application information

Application Type: **Conversion of TP to PP** | Vehicle Number: OR19N4097

1. Application Status

| | |
|---------------------|----------------|
| Application status: | Granted |
| Applied At: | STA-Odisha |
| Application No: | PP99/120972/G |
| Application To: | Chairman-STA |
| Applied On: | 13/11/2017 |
| Approved On: | 13/11/2017 |

2. Application Fee Status

| | |
|----------------------------------|---------------------|
| Application fee amount: | 500.00 |
| Application Fee paid on: | 13/11/2017 |
| Application Fee Challan number : | IK00IZTVZ2 |
| Transaction number : | TRN00000287-11-2017 |
| Bank Reference number : | 27D72FA0AE |

3. Permit Fee Status

| | |
|------------------|-----------|
| Permit type: | SIRP |
| Permit Duration: | 1825 Days |
| Permit fee : | 13000 |

SS-132

23.3. To pay the Permit fee, click on **“Pay Now”** to make payment online. It will take you to the web page as shown **SS-133**.

Bus Owner | Mansids

Online Payment Process

Payment details

Depositor Name: ANUP KUMAR MOHANTY

Contact Number: 9437537087

Email Id: mani1111@gmail.com

Depositor Address: AT-ICHINDA W NO-12,PO/PS-RAIRANGPUR,RAI

Application No: APPN99-00203-2017

Vehicle No: OD11A9992

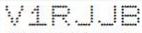
Authority Name: STA-Cuttack

Payment Type: Permit Fee

Payment Amount: 13000

SS-133

- 23.4.** The procedure for payment of permit fee is similar to that of payment of application fees. Only the amount changes. Please click on “Proceed to Online Payment” in SS-133 which would take you to SS-134. You have to go through three (3) screens of Treasury (DTI) Portal and four (4) screen of Bank Portal as shown at **SS-118** to **SS-124**. The same screens are repeated with changed amount of Rs. 13,000/- from **SS-134** to **SS-140**.

| Tax Form | | |
|--|--|--------------|
| Depositor Name * | Bibek Ghose | |
| Contact No | 9861198638 | |
| Department Name | TRP | |
| Amount to be Paid * | 13000 | |
| Department Specific information if any | | |
| PermitNo | PP99/140320/G | |
| VehicleNumber | OR15K9800 | |
| EmailId | sen.saibal4@gmail.com | |
| Address | distric center chandrasekharpur ,Bhubaneswar | |
| AuthorityName | STA-Odisha | |
| PaymentDate | 21/10/2017 16:53:17 | |
| TransactID | TRN00000099-10-2017 | |
| Head of account Details | | |
| Head of account | Description | Amount |
| 0041-00-101-0098-01026-055 | Application Fee | 13000 |
| | Total Challan Amount | 13000 |
| Payment Mode | Net Banking ▼ | |
| Bank * | STATE BANK OF INDIA ▼ | |
| Remarks | Application Fee | |
| Please enter the string |  Click to try another string <input type="text" value="v1r1jb"/> | |
| Note: * Marked Fields are mandatory. | | |
| Proceed>> | | |

SS-134

- 23.5.** In **SS-134**, 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-135**.

Odisha Permit Management System (OPMS)

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

Home | Help | Bank Branch List

Tax verification

| Tax Confirmation | | |
|--|--|--------------|
| Depositor Name * | Bibek Ghose | |
| District | | |
| Contact No | 9861198638 | |
| Department Name | TRP | |
| Total Amount | 13000 | |
| Department Specific information if any | | |
| PermitNo | PP99/140320/G | |
| VehicleNumber | OR15K9800 | |
| EmailId | sen.saibal4@gmail.com | |
| Address | distric center chandrasekharpur ,Bhubaneswar | |
| AutorityName | STA-Odisha | |
| PaymentDate | 21/10/2017 16:53:17 | |
| TransactID | TRN00000099-10-2017 | |
| Head of account Details | | |
| Head of account | Description | Amount |
| 0041-00-101-0098-01026-055 | Application Fee | 13000 |
| Total Challan Amount | | 13000 |
| Payment Mode | Net Banking | |
| Bank | STATE BANK OF INDIA | |

Confirm

SS-135

- 23.6. It will show you details of transaction to be made which you need to be confirmed by clicking on the “**Confirm**” button at the bottom left corner of the screen **SS-135**. By Clicking on “**Confirm**” button, the screen as shown at **SS-136** would be displayed (a third web page of DTI).

Directorate of Treasuries and Inspection
Finance Department, Government of Odisha

Home | Help | Bank Branch List

Tax verification

NOTE : Challan Reference Id is **27D1B20EA1** . Use this for future References.

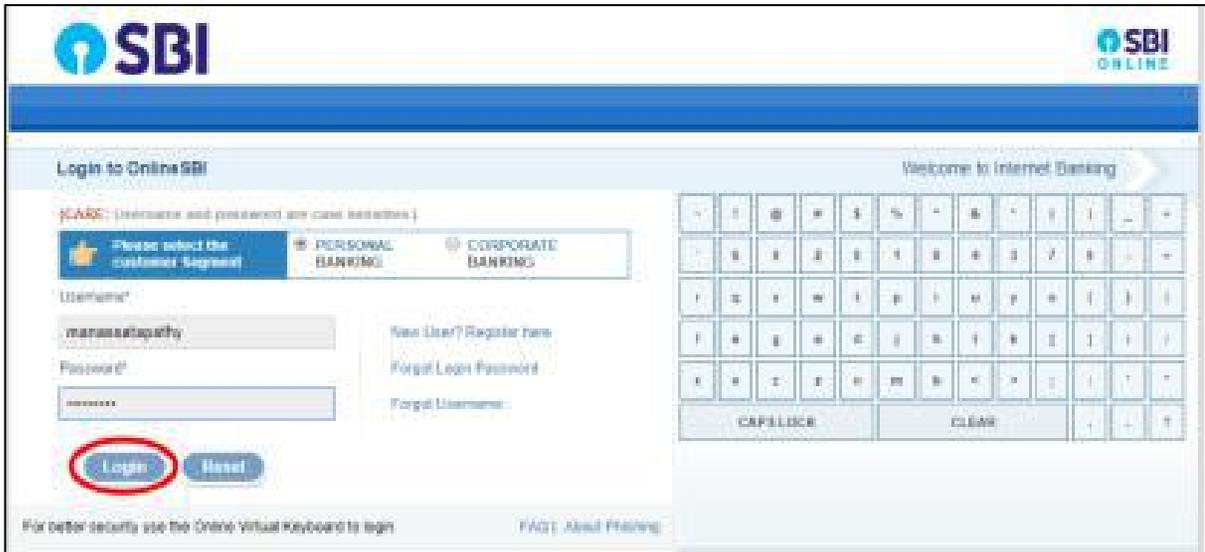
| Tax Confirmation | | |
|--|--|--------------|
| Depositor Name * | Bibek Ghose | |
| District | | |
| Contact No | 9861198638 | |
| Department Name | TRP | |
| Total Amount | 13000 | |
| Department Specific information if any | | |
| PermitNo | PP99/140320/G | |
| VehicleNumber | OR15K9800 | |
| EmailId | sen.saibal4@gmail.com | |
| Address | distric center chandrasekharpur ,Bhubaneswar | |
| AutorityName | STA-Odisha | |
| PaymentDate | 21/10/2017 16:53:17 | |
| TransactID | TRN00000099-10-2017 | |
| Head of account Details | | |
| Head of account | Description | Amount |
| 0041-00-101-0098-01026-055 | Application Fee | 13000 |
| Total Challan Amount | | 13000 |
| Payment Mode | Net Banking | |
| Bank | STATE BANK OF INDIA | |

Make Payment

SS-136

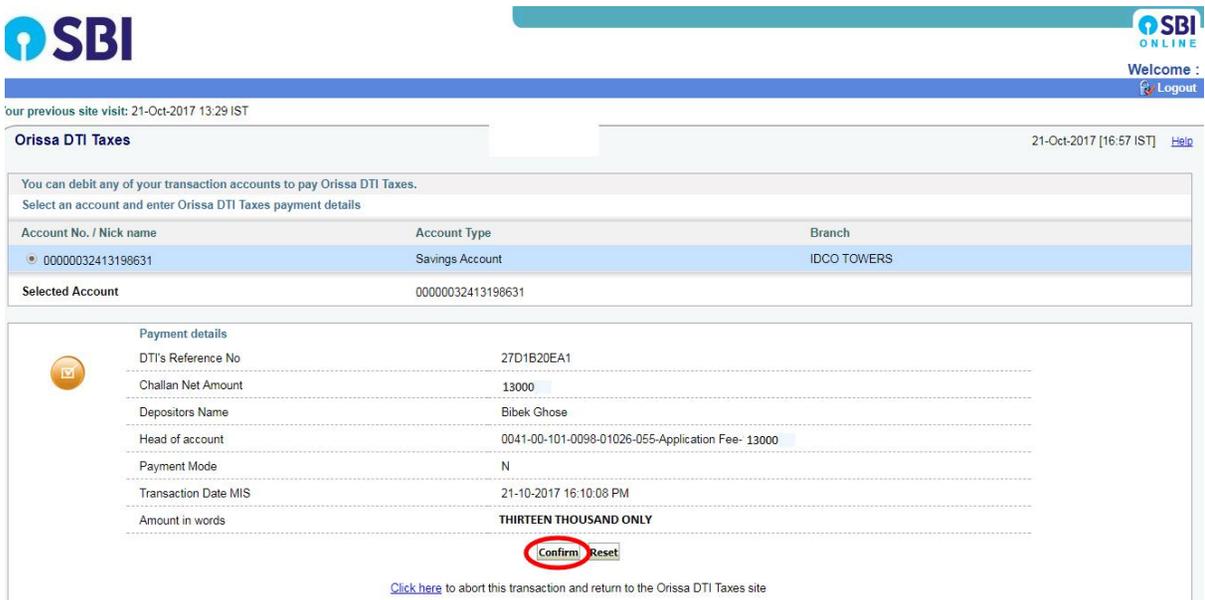
- 23.7. Actually Screens **SS-135** and **SS-136** are similar except that **SS-135** is for confirmation of the entry details and **SS-136** has the challan number and is to make Payment. Clicking the “**Make Payment**” button in **SS-136** would take you to **SS-137** is the web

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.



SS-137

23.9. 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-138 would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.



SS-138

23.10. This screen is similar to previous screen(SS-138) except that it records the status of transaction references on the top of the screen. By clicking on “Confirm” button, the screen as shown SS-139 would be displayed.

Orissa DTI Taxes

Details of last three Orissa DTI Taxes transactions performed today are displayed below. Please check these transactions before proceeding with the current transaction.

| Reference No. | Account No. | Branch Name | Transaction Date | Amount (INR) | Status |
|---------------|-------------------|-------------|------------------|--------------|---------|
| IK00IKART0 | 00000032413198631 | IDCO TOWERS | 21-Oct-2017 | 13000 | Success |

Verify and confirm Orissa DTI Taxes transaction details

Debit Account Details

| Account No. | Description | Branch |
|-------------------|-----------------|-------------|
| 00000032413198631 | Savings Account | IDCO TOWERS |

DTI's Reference No: 27D1B20EA1

Challan Net Amount: 13000

Depositors Name: Bibek Ghose

Head of account: 0041-00-101-0098-01026-055-Application Fee-13000

Payment Mode: N

Transaction Date MIS: 21-10-2017 16:10:42 PM

Amount in Words: THIRTEEN THOUSAND ONLY

Confirm

SS-139

23.12 Please click on “Confirm” button to confirm the status of transaction. When you will click the “Confirm” button, it will take you to SS-140 as shown below.

Orissa DTI Taxes

Account Details

| | |
|--------------------|------------------------|
| Reference No. | IK00IKGMY1 |
| Debit Account No. | 00000032413198631 |
| DTI's Reference No | 27D1B20EA1 |
| Amount | INR 13000 |
| Amount in Words | THIRTEEN THOUSAND ONLY |
| Status | Completed Successfully |
| Debit Branch | IDCO TOWERS |
| Date - Time | 21-Oct-2017 16:58 IST |

[Click here to see the challan details](#)

[Download in PDF](#)

[Click here](#) to return to the Orissa DTI Taxes site. Else, you will be automatically redirected to the Orissa DTI Taxes site in 60 seconds.

Copyright SBI. Privacy Statement

SS-140

23.13 This is the last page of Bank Portal. By clicking on the ‘Click Here’ link on **SS-140**, the Payment status page of OPMS will be opened, that shows the status of payment along with other details as shown at **SS-141**.

The screenshot shows the 'Payment Status' page in the OPMS. The page has a blue header with 'Bus Owner' and a user profile for 'Smitanjali Hansdah'. A dark sidebar on the left contains navigation links: Dashboard, Apply, Pay Permit Fee, TP to PP Conversion, Objection on Permits, Route Frequency, Vacant Routes, Permit Status, Manage User Profile, Help, and Sign Out. The main content area is titled 'Payment Status' and contains two tables. The first table, 'Payment Details', lists information such as Depositor Name (SMITANJALI HANSDAH), Contact Number (8658827771), Email (smita24694@gmail.com), Permit No (PP99/130356/G), Vehicle Number (OR02BS3051), Authority Name (STA-Odisha), and Payment Type (Application Fee). The second table, 'Online Payment Details', lists Transaction Id (TRN00000286-11-2017), Challan Amount (500), Challan Ref Id (IK00IYGGJ9), Bank Transaction Id (27D701BD89), Transaction Date (10/11/2017 10:58:19 AM), and Payment Status (Payment Successful). A 'Print' button is located at the bottom left of the main content area, circled in red. At the bottom of the page, it says 'Developed by : SPARC Under ageis of ORSAC for STA , Odisha'.

SS-141

You can take a printout of the page by clicking on “**PRINT**” bottom left corner of **SS-141** screen.

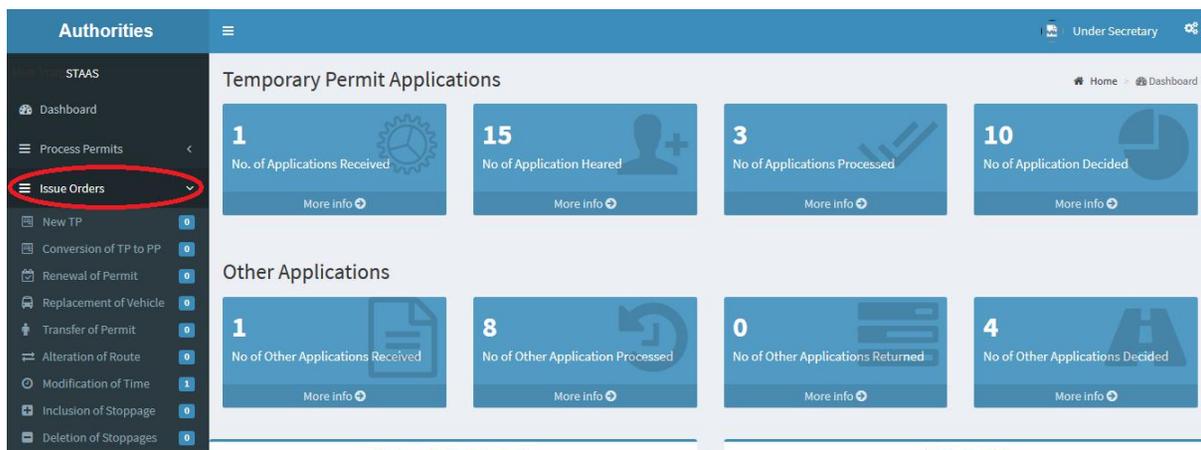
Note:- Please wait for 60 seconds after clicking on ‘Click Hear’ .If you exit the screen, your payment details may not be captured by DTI or OPMS application.

23.14 NOTE: After paying the permit fee the permit is issued by the Under Secretary/RTO. You can check the status of your permit application in your Dashboard as shown at **SS-77**.

24. Issue of Permit:

Under Secretary/RTO can see all the applications and Issue the permits for which permit fee have been paid. The steps to follow are,

- 24.1.** After logging in click on “Issue of Permit/Order” menu from the left side menu section present as shown at **SS-141**.It would show the list of services for which orders need to be issued as shown in SS-142.



SS-141

- 24.2.** Please click on “Conversion of TP to PP” as shown in SS-141.That would take you to SS-142 which would be a table showing all applications for ‘Conversion of TP to PP’

SS-142

Status of fees paid in respect of List of applications for Conversion of TP to PP Dashboard > View List of Approved Permits with fees paid

| Sino | Reg No. | Owner Name | Application For | Amount of Permit Fee Paid | Date of Payment | Payment Status | Appl Status | Order to be Made |
|------|-----------|---------------|---------------------|---------------------------|-----------------|--------------------|-------------|------------------|
| 1 | OR22F7475 | ATMANANDA DAS | TP to PP Conversion | 13000.00 | 31-10-2017 | Payment Successful | ₹ | Issue Order |

- 24.3.** Clicking on Issue Order icon located on the far-right column of the table. It would result in issue of Conversion of TP to PP order online. It would be visible to the application in his/her dashboard at **SS-143**.

25. Printing an Approved Permit:

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

The screenshot shows the 'Bus Owner' dashboard. The left sidebar menu includes 'Print Issue Orders' which is circled in red. The main content area displays two rows of application statistics:

- Temporary Permit Applications:** 240 Number of Applications, 1 Number of Applications Reject, 14 Number of Applications Approved, 0 Number of Objections.
- Other Applications:** 13 Number of other Applications, 1 Number of other Applications Reject, 6 Number of Applications Approved, 0 Number of Other Objections.

Below the statistics, there is a section titled 'Keep these Documents ready for New permit application' with a table:

| Sl No. | Documents |
|--------|----------------------------|
| 1. | RC book for your reference |

SS-143

25.2. 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-143**. Under Other application, she/he can click on 'Approved' block which would take you to a table as shown in **SS-144** or he/she can go to "Print Issue Order" menu on left side and click on "Conversion of TP to PP" to come to same table.

The screenshot shows the 'Total Approved Application For TP to PP Conversion' table:

| Sl No. | Regn No. | Owner Name | Application Type | Permit No. | Approved By | Date of Apply | Date of Issue | Print |
|--------|-----------|------------------|------------------------|-------------------|-------------|---------------|---------------|-------|
| 1 | OR22F7475 | Smitanjali Hasda | Conversion of TP to PP | SIRP99/00303/2017 | STA-Odisha | 31-10-2017 | 01-11-2017 | |
| 2 | OR09N4465 | Smitanjali Hasda | Conversion of TP to PP | PP99/130644/G | STA-Odisha | 09-11-2017 | 13-11-2017 | |

SS-144

25.3. Clicking on "Print" on right column to see the TP to PP conversion Order at SS-145.

Odisha Permit Management System (OPMS)



Form NO XXII

[SEE RULE 46(1)(i)]

Permit in respect of a stage carriage

PART-A

(Full permit to be kept by holder)

Transport Authority:

Permit No:

1.Name of Holder:

2.Father/Husband Name:

3.(a) Address:

3.(b) Mobile Number:

4.(a) Registration Mark:

(b)The Vehicle is help under a H.P. agreement with:

5.(a) Number of Passengers Seats:

(b) Number of Standees:

6.Weight of Personal Luggage per passenger not to exceed 25 Kgs per head.

7. Route / Areas for which the Permits is valid:

8.1 Date of Issue:

8.2 Date of Expiry:

9. Rate of fare fixed under OMV Rules 1993:

Paisa Per Km.as revised by Govt. from time to time:

(a) The Standard of fares fixed under the Odisha Motor Vehicle Rules, 1993:

The fare to be charged shall be as notified by Government from time to time for various type of service/buses with minimum of Rs 5/- for ordinary and Rs 13/- for Delux and AC Delux Buses

STA-Odisha

SC/SIRP99/00346/2017

SUMIT KUMAR JENA

RANKANATH JENA

AT-GOTPALLI,PO-KULEI,KHURDA

OD19J8600

37

10

JANHIKUDA,MALUDA,BALUGAON,KHURDA,BBSR,CUTTACK

23-11-2017

22-11-2022

10. Particulars of Time Table to be observed, if any: Time Table duly approved is attached separately.

11. Only personal goods of passengers subject to limit at item 6 may be carried.

12. The Vehicle above described may be used by the holder of this permit as a Contract Carriage within the areas herein under specified and subject to the following Condition:

13. Fare Table(FT) is to be exhibited on the Vehicle permanently

14. The Time Table(TT) is to be exhibited on the vehicle prominently & followed

16. The records to be maintained and returns to be submitted, specified by Transport Authority, under Rule 66 of 4 of O.M.V Rules are to be complied :

Date

**Transport
Authority**

Print

Print Part-B

SS-145

25.3. By clicking on “**Print**” button, the permit would be printed.

25.4. By clicking on “**Print Part-B**” button, the part-b of the permit for concerned vehicle would be seen with QR Code as shown at **SS-146**.

Odisha Permit Management System (OPMS)



PART-B

(SUMMARY TO BE CARRIED ON THE VEHICLE)



lblIssueDate

Transport Authority:

Permit No.

1.Name of Holder:**SUMIT KUMAR JENA**

2.Vehicle Registration Marks:**OD19J8600**

3.Route Area For Which Permit is Valid:

4.(a)Date of Issue:

4.(b)Valid Upto:

Conditions: a)G.A.- **Yes** b)TT- **Yes** c)FT- **Yes**

STA-ODISHA

SC/SIRP99/00346/2017

JANHIKUDA, MALUDA, BALUGAON, KHURDA, BBSR, CUTTACK

23-11-2017

22-11-2022

Secretary
Transport Authority

Condition:-Code letters or abbreviations are suggested thus

GA:Goods may be carried in addition to passengers.

TT:A timetable must be exhibited and observed.

FT:A fare table must be exhibited and observed

PL:Personal luggage allowed to each passenger.

Print

Next Page

SS-146

25.5. By clicking on “**Next Page**” button, the part-b of the permit for concerned vehicle would be seen with QR Code as shown at **SS-147**.

☰
Smitanjali Hansdah

Route & Time Information

Permit No.: **SC/SIRP99/00315/2017**
 Reg No.: **OD19J8600**



| Sino | Station Name | Arrv time | Dept Time | Trip no | Distance |
|------|--------------|-----------|-----------|---------|----------|
| 1 | HANSALA | 00:00 | 05:30 | 1 | 0 |
| 2 | CHUNAMATIA | 05:50 | 06:00 | 1 | 8 |
| 3 | KHAMAR | 07:00 | 07:10 | 1 | 23 |
| 4 | PALA LAHARHA | 08:05 | 09:45 | 1 | 25 |
| 5 | KHAMAR | 10:35 | 10:40 | 1 | 25 |
| 6 | TALCHER | 12:10 | 12:45 | 1 | 48 |
| 7 | KHAMAR | 14:00 | 14:05 | 2 | 48 |
| 8 | PALA LAHARHA | 14:50 | 15:00 | 2 | 25 |
| 9 | KHAMAR | 15:40 | 15:45 | 2 | 25 |
| 10 | CHUNAMATIA | 16:45 | 17:00 | 2 | 23 |
| 11 | HANSALA | 17:20 | 00:00 | 2 | 8 |

Print
Previous Page

SS-147

25.6 Click on '**Print**' button to generate printout of Timing and Route chart of the permit.

Odisha Permit Management System (OPMS)