### SECTION-IV

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<tr>
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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).
Odisha Permit Management System (OPMS)

Conversion of Temporary to Permanent Permit

1. Enter Temporary Permit Number
   - Permit Number: SC/BRTP/00022/2017
   - Vehicle number: ODH-1234567

2. Owner’s Details
   - Owner’s Name: SANKARSHAN PRADHAN
   - Father Name: NILANJAN PRADHAN
   - Present Address: AT-GHANAMARA, BULAPUR, JODORAMPUR

3. Other Details
   - Fitness Certificate Valid upto: 02-02-2019
   - Tax Paid upto: 31-10-2017
   - Insurance Validity: 28-12-2016 to 20-12-2017
   - Audit Date: NA
   - VCR Pending: NA

4. Vehicle Details
   - Registration Date: 01-03-2016
   - Registered with RTO: JAGANAGAR
   - Engine Number: 49771CIPU2856473
   - Chasis Number: JAB8G123456789
   - Model: LP 780/30
   - Make: TATA MOTORS LIMITED
   - Manufacturing Year: 2009
   - Type of vehicle: BUS
   - Class of vehicle: BUS(AC)
   - Signed capacity: 30
   - Seating Capacity: 30
   - Cargo Type: Stage
   - MP Agreement: No
   - Off Road Status: No

Route Time Details

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<tr>
<th>S.No</th>
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<th>HKM</th>
<th>Dep Time</th>
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Map View

User Verification

Enter the OTP sent on your mobile: *000000*

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.
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)*.

![](image)

**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**.
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).
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.

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.
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.

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.
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.
**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.

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.

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)


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**Odisha Permit Management System (OPMS)**

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.

![Decision Section](image)

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**.
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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.

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.
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.
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.

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.
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).

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.

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.
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.

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.
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.

![Payment Status Screen](image)

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.

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’

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.

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.

SS-144

25.3. Clicking on “Print” on right column to see the TP to PP conversion Order at 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.
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.
25.6 Click on ‘Print’ button to generate printout of Timing and Route chart of the permit.
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