**SECTION-IX**

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Publication of Surrendered/Not Renewed/Cancelled Time Slot</td>
</tr>
<tr>
<td>2</td>
<td>Applying for Direct PP by Bus Operators</td>
</tr>
<tr>
<td>3</td>
<td>Process of Approving for Direct PP Applications</td>
</tr>
<tr>
<td>4</td>
<td>Procedure for Paying Fees for Direct PP</td>
</tr>
<tr>
<td>5</td>
<td>Issue of Direct PP Order</td>
</tr>
<tr>
<td>6</td>
<td>Printing Permanent Permit.</td>
</tr>
</tbody>
</table>

Please Note: A Bus Operator has to first register in OPMS application first as per Para 2.3 of the User manual hosted in the website “opms.odishatransport.gov.in” in order to access the OPMS application. It is also available in a new “Registration Module” for which user manual has been hosted in the OPMS home page.
1. Publication of Surrendered/Not Renewed/Cancelled Time Slot:
The OPMS Application allows the authority to publish the vacant timing slots available in case of non renewed / surrendered / cancelled permits.

**Note:** STA has decided that a Permanent Permit (PP) has to be in operation for at-least 5 years for being considered for notification after surrender/ non renewal/ cancellation of permit.

To publish the vacant timing slots authority may follow the below steps.

1.1. After logging in into OPMS, Dealing Assistant have to click on “Publish Surrendered / Not Renewed / Cancelled Permit” present in left side menu as shown at SS-1.

![SS-1](image)

Clicking on “Surrendered / Not Renewed / Cancelled Permit” will take you to the following screen as shown at SS-2.
1.2. The Dealing assistant (DA) shall choose the Permits which has been surrendered / not renewed / cancelled by ticking the check box available in the last column of the table and forward it to the Secretary or RTO. If the date of first issue of the PP is not available in the system, then DA or RTO can enter the date as per the hard copy available in records of RTA/STA. This information is required to check if a PP has been operation for 5 years or not. Only those PP’s which have completed 5 years are to be ticked in the box provided in the last column of the table shown at SS-2. Once “Forward” button is clicked, the selected PP’s would move to next higher authority RTO or Secretary for taking decisions for Notification as shown in SS-3.
1.3. Here, all the forwarded applications are made available for publication. The Secretary or RTO shall click in the last column of the table to select the applications for publication. After selection of applications Secretary or RTO have to click on “Notify” button to finally notify all the selected routes seeking applications from intending Bus Operators within a specific time frame (15-20 days) online through the OPMS application.

**Note:** The PPs shown in SS-3 have to be a subset of these shown at SS-2.
2. Viewing of Vacant Slot for Direct PP by Bus Operators:
After publication of vacant routes all the notified permits are made available in the “Vacant Route (for Direct PP)” under Notification Menu Item in the OPMS home page (opms.odishatransport.gov.in) as shown in SS-4.

SS-4

2.1 Click on Notifications>Vacant Routes (For Direct PP). it will take you to SS-5 as shown below.

SS-5

2.2 In SS-5 all the vacant routes are made available after notified by STA/RTA’s. The bus operator only has to select the authority name where he/she want to apply for PP. By selecting the authority name all the Notified routes published by that authority would be visible to the Bus Operator.

Note:- To apply for notified vacant routes for Direct PP, the bus operator has to go to his/her Dashboard of page in the OPMS. Each Bus operators who have registered in OPMS will have one dashboard page. The registered user of OPMS need to log in with his/her user id & password to go to his/her dashboard as shown at SS-6.
3. Applying for Permanent Permit (PP) in Notified Routes by Bus Operators:

The OPMS Application allows Bus owner to apply for permanent permits in notified routes 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 of “Apply for Bus Operator Registration”. It is also available in a new “Registration Module” for which user manual is available in the OPMS home page.

To apply for Permanent Permit (PP) in notified routes, the steps as detailed below to be followed.

3.1. Click on Apply>Direct PP in the left navigation column of your Dashboard. You need to click in the ‘Direct PP’ menu as shown in SS-6.

![SS-6](image)

It will take you to the following screen as shown in SS-7.
3.2. In the display at SS-7 there are six sections.

**Section 1.** Bus Operator shall Fill the Vehicle Number and Click the “**Validate to Process**” button.

**Section 2, 3 and 4** would be automatically filled up by pulling data from the **VAHAN** database.

**Section 5.** In this section, the bus operator have to select the authority name under whom he/she wants to apply for Direct PP. After selecting the authority name, he/she has to click
“Search” button. This will display the Section-6 which is a table showing all the vacant routes.

Section 6. In this section the bus operator can select by ticking up to a maximum of 3 routes with in order of preference in second column of the table. After selection of maximum of 3 routes, he/she has to click the “Proceed To Next” button. Please note that one can choose only one route preference also.

By clicking on “Proceed to Next” button it will take the bus operator to SS-8.

SS-8

This is the User Entry section where the bus operator have to fill seven sections.

Section 1, 2, 3. These sections would be automatically filled up from OPMS database.

Section 4. In this section, the bus operator has to choose the vehicle type and nature of service of his/her vehicle under “Vehicle Details”.

Section 5. Fill the details. One needs choose the type i.e. Bank Guarantee or Solvency
certificate. If the bus operator chooses solvency, then he/she has to fill Authority, location, amount and he/she has to upload the soft copy of the solvency certificate. If the bus operator choose Bank Guarantee then he/she has to choose Authority, Bank Name, Branch Name, amount and he/she has to upload the soft copy of the bank statement whose size must be within 1MB.

**Section 6.** Fill the communication details. One needs to be careful here as all the messages, mails and permits would be sent to the contact details given here.

You need to enter the OTP sent to your mobile number to move forward. This is basically to check the genuineness of the mobile number. If timed out, he/she can regenerate the OTP by clicking on “Regenerate OTP”.

**Section 7.** You need to just click the Check-box at the beginning of the declaration for confirming these in declaration.

3.3. Click on “Proceed to Next Step”. It will take you to SS-9, which is the abstract of his/her application. He/She may take a print of same for record.
3.4. Before clicking “Proceed to Payment” the bus operator can take a print out by clicking “Print” button. This is an abstract of “Application Form for Direct PP”. Click on the “Proceed to Payment” button that will take you to SS-10. It initiates the process for payment of application fees for the Direct PP.

P. Ps Govt dues are to be routed through Treasury, this process will take you to the web pages of Directorate of Treasuries and Inspection (DTI) and through the pages of the Bank from where you may make the payment.

3.5. The fields in this screen SS-10 would be auto filled based on Bus owner’s registration number and VAHAN database. The amount for payment of Direct PP 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-11 as shown below which is a web page of Directorate of Treasuries and Inspection (DTI).
10

3.6. In **SS-11**, please select the mode of payment (*Net Banking* or *Credit Card* or *Debit Card*) and the Name of the Bank from the Dropdown 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 below at **SS-12**.
3.7. 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-13 would be displayed (the third web page of DTI).
3.8. In actual, the screens SS-12 and SS-13 are similar except that SS-12 is for confirmation of the entry details and SS-13 has the Challan number and is to Make Payment. Clicking the “Make Payment” button in SS-13 would take you to SS-14 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.
You have to enter your User Name and Password provided by your Bank for Net Banking (Option selected by you in SS-11) and click on “Login” button. The page as shown in SS-15 would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.

This screen is similar to previous screen (SS-14) except that it records the status of transaction reference on the top of the screen. By Clicking on “Confirm” button in SS-15, the screen as shown at SS-16 would be displayed.
SS-16

3.11. Please click on “Confirm” button in SS-16 to confirm the payment to be made. When you click the “Confirm” button, it will take you to SS-17 as shown below.

SS-17

3.12. This is the last page of Bank Portal. By clicking on the ‘Click Here’ link on SS-17, 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-18.

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.
3.13. Please take a printout of the page for your record and future reference by clicking on “PRINT” bottom located at the left corner of SS-18.

3.14. The Bus owner now needs to select “Print Application Copy” form the left side navigation bar, as shown in SS-19 (similar to one in SS-6). It will take him/her to a table of applications as shown in SS-20. Here, the applicant may click on the “Print” icon present in the last column of the table.
Once the Bus Operator/ Applicant clicks on ‘Print’ icon in the last column of the table for a particular vehicle, it will take him/her to SS-21.
The applicant needs to take a printout of the application from the vehicle number by clicking “Print” button at bottom of the screen.

**Note:** The application form contains two parts. One is for Applicant copy & other is for Authority copy. The applicant needs to sign on the “Authority Copy” and submit to the concerned authority, who would sign the “Applicant Copy” and return the Applicant Copy to the applicant.
4. Publication of Hearing Date By STA/RTA to be operated by Secretary/RTO.

All the Direct PP Applications would be received at the level of Secretary in STA or RTO in RTA level in OPMS. The authority has to click on “Publish Meeting Date For>Notified Route” menu item from left side menu of the dashboard.

4.1. The 1ST step is to publish all the application received for Direct PP. This publication would be done by Secretary(STA)/ RTO(RTA). The concerned Secretary(STA)/ RTO(RTA) needs to Submit the hearing date and then click on the “Publish” button shown in SS-22 below. By clicking on “Publish” button, a message will be sent to the applicant’s mobile number regarding the scheduled hearing date.

![SS-22](image)

Once, the publication would be done by the Secretary/RTO and same would be available under Process Permit of respected authority.

The list of Vehicles against each route would be show in the “Published Direct PP Application” option under Notification as shown in the Menu Bar of OPMS home Page.
5. View published Direct PP applications

After publication, all the Direct PP applications for Permanent Permits (RTA wise or for STA) would be available under “Notification” shown in the Menu bar of the home page SS-23. To see individual applications, please follow the steps as described below.

5.1 Click on Notification>Published Direct PP Applications. it will take you to SS-23 as shown below.

SS-23

5.2. All the Direct PP applications for Permanent permit would be appear in chronological order as per the Route which is shown in SS-24.

SS-24
6. Process of Selection of Applicant for Notified Route Application by appropriate Authority.

After the appropriate authority logs into the OPMS, the Dashboard page would be displayed as shown at SS-25. Such dashboard would be available for all authorities like Secretary-STA & RTO at RTA level.

SS-25

6.1 After logging in into OPMS, the official may follow the following steps to do the marking meeting for the applicants those who have applied for notified routes.

A. She/he may click on “Process Permits” menu item from the left column of Menu which would expand containing several sub-items.

B. Next, She/He may click on “Direct PP” sub-item.

C. A table showing all applications for Direct PP pending at that point of time would be displayed as shown in SS-26.
**SS-26**

D. The official needs to click on the 'View' button in the last column of the table upon which the screen as shown at SS-26 will be displayed. This contains the number of applicant details for a particular notified route. The Sequence of applicant have to be from highest mark secured to lowest shown in SS-26. If one applicant bus is securing the highest mark in more than one route, then the route where this applicant has given 1st option would be kept above it’s 2nd option route and so on.

---

**SS-27**

E. The official can select the best applicant on the basis of marks provided this route in the first option of the selected applicant shown in SS-27. In case it is 2nd or 3rd option of the applicant, then this selection has to wait till the 1st option of the applicant is exhausted.

F. If the official clicks ‘Y’, it will show other routes for which it has applied which is shown below at SS-28.
G. The decision of allocation of route would be taken in the STA-meeting. The decision is taken strictly on basis of objective marking and ranking.

H. One consolidated MIS reports would be available for information of public and record which is available in OPMS home page under ‘Information’ menu bar shown in SS-29.

SS-29

I. Click on “Information--> Direct PP MIS Report” shown in SS-29, it will take you to SS-30 where Route wise Direct PP MIS report has been shown.

SS-30

J. Once a decision is taken, then the PP would be approved in the system by Secretary / RTO shown in SS-31 and it would be made available to the applicant in his/her dashboard.
After the decision is undertaken, the official shall follow the following steps to view all the marking reports for applied Direct PP applications.

A. She/He has to click on “Permit Information->Direct PP Application Report” menu item from the left column of the Menu which will take you to the screen SS-32.
B. Here, the authority take a “Word” or “Excel” or PDF format document by clicking the corresponding icon present in the top of the table as shown at SS-32.
7. Procedure for Paying Permit Fees for Bus Owners:

7.1. If your application for Direct 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 Fees” menu from the left menu. This would take you to the “Pay fees” page as shown in SS-33.

![Pay Permit Fee](image)

SS-33

7.2. Please choose the service type from the dropdown for which you want to pay the permit fees. In this case, you have to choose the “Direct 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-34.

![Pay Fees](image)

SS-34

7.3. To pay the Permit fee, click on “Pay Now” to make payment online. It will take you to the web page as shown SS-35.
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-35 which would take you to SS-36. You have to go through three (3) screens of Treasury (DTI) Portal and four (4) screen of Bank Portal as shown at SS-11 TO SS-17. The same screens are repeated with changed amount of Rs. 13,000/- from SS-36 to SS-42.
7.5. In SS-36, 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-37.
7.6. 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-37. By Clicking on “CONFIRM” button, the screen as shown at SS-38 would be displayed (a third web page of DTI).

7.7. In actual, screens SS-35 and SS-36 are similar except that SS-35 is for confirmation of the entry details and SS-36 has the Challan number and is to make Payment. Clicking the “MAKE PAYMENT” button in SS-38 would take you to SS-39 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.
7.8. 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-40 would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.

SS-40

7.9. This screen is similar to previous screen(SS-40) 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-41 would be displayed.
7.10. Please click on “Confirm” button to confirm the status of transaction. When you will click the “Confirm” button, it will take you to SS-42 as shown below.

SS-41

SS-42

7.11. This is the last page of Bank Portal. By clicking on the ‘Click Here’ link on SS-42, the Payment status page of OPMS will be opened, that shows the status of payment along with other details as shown at SS-43.
SS-43

You can take a printout of the page for record by clicking on “PRINT” bottom left corner of SS-43 screen.

**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.

6.12. 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-44.

8. 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,

8.1. After logging in click on “Issue Orders” menu from the left side menu section present as shown at SS-44. It would show the list of services for which orders need to be issued as shown in SS-44.
8.2. Please click on “Direct PP” as shown in SS-44. That would take you to SS-45 which would be a table showing all applications for ‘Direct PP’.

8.3. Clicking on Issue Order icon located on the far-right column of the table. It would result in issue of Direct PP order online. It would be visible to the application in his/her dashboard at SS-46.
9. Printing of 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-46

9.1. After logging in, click on “Permit Issue Orders” from the left side menu section present as shown at SS-46, then click on the “Direct PP”. It will take you to SS-47 as shown below.

SS-47

9.2. By clicking on “Print Icon”, you can see the QR-Coded Permit as shown at SS-48.
9.3. By clicking on “Print” button, the permit would be printed.

9.4. 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-49.
SS-49

9.5 Click on ‘Print’, PART-B page would be printed. Clicking on “Next Page” button it would take you to printing of Timing and Route chart of the permit shown at SS-50 where he/she can take print out by clicking on “Print” button.