# SECTION-X

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 user manual I.e. '**Apply for Bus Operator Registration**' which has been hosted in OPMS.

1. Applying for Inclusion of Stoppages by Bus Operators:

The OPMS Application allows Bus operator to include any stoppages in his/her existing route.
Bus the inclusion of stoppage would not be first terminus or after other terminus points as that would amount extension of the route.Thus,this service is to include a new stoppage in the existing route as per permit of the bus operator.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**" hosted in the website **www.opms.odishatransport.gov.in.**

To include new stoppages, the steps as detailed below to be followed.

1.1. Once the bus operator register's , a dashboard is created for him/her in OPMS.He/She has to login to use it .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.
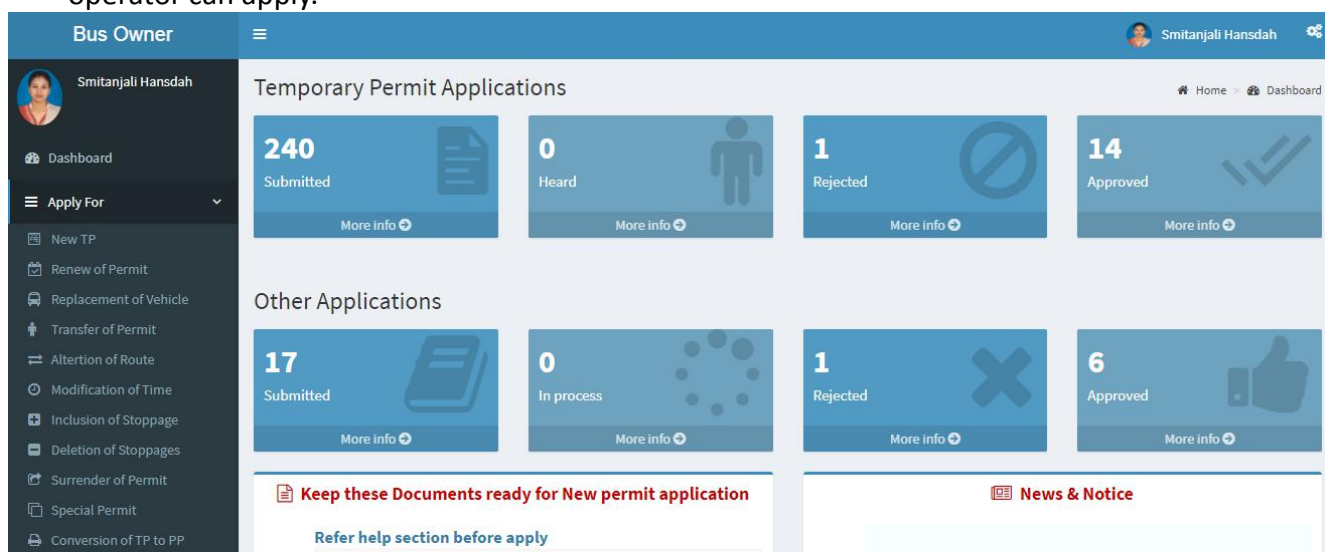
SS-1

You need to click on **'Inclusion of Stoppages'** which will take you to the following screen as shown below **SS-2**.

Odisha Permit Management System (OPMS)

Bus Owner ☰ SMITANJALI HANSDAH

SMITANJALI HANSDAH

- 🏠 Dashboard
- ☰ Apply For ‹
- 🖩 Pay Fees
- ☰ Print Issue Orders ‹
- 👤 Update Permit Information
- ® File Objection ‹
- ⇄ Route Frequency
- 🗚 Vacant Routes
- 🔍 Permit Status
- 👤 Manage User Profile
- ❓ Help
- ➜ Sign Out

Inclusion of Stoppages Form

🏠 Dashboard › Inclusion of stoppages Form

1.Verify

| Vehicle number | OD16A7855 | Permit number | PP99/130034/G |

Validate Reset

2.Permit Information

Permit Type	SIRP
Permit Validity	10-01-2018	09-01-2023
Authority name	STA-Odisha
Permit Duration	1825
Permit Status	Existing
Fee(Rs)	500.00
Service Per Day	Daily
Route Description	TENDRA TO SUNDERGARH VIA. JAKEIKELA AND BACK
Vehicle Type	Deluxe AC
Service type	Express

3.Owner Information

Owner name	VISHAL PRASAD JAISWAL
Address	AT- KALTIA, P.O-Badbhalia, PS- Suliapada, DIST- Mayurbhanj, PIN- 757084
Mobile Number	8658827771
Email id	smitanjalihansdah99@gmail.com

4.Vehicle Information

VCR Pending	PURI
Tax Valid Upto	2018
Fitness Validity	12/04/2018
Insurance Validity	14/03/2018

5.Route and Time Information

Slno	Bus Stop	Arrival Time	Dept Time	Trip No.	Distance	Total Distance	
1	Tendra,Banaigarh,Sundargarh,SG020801	00:00	06:40	1	0	0	
2	Rajamunda,Lahunipara,Sundargarh,SG101401	06:41	06:47	1	3	3	✕
3	Jakaikela,Banaigarh,Sundargarh,SG020601	06:50	07:00	1	27	30	
4	Banei,Banaigarh,Sundargarh,SG020301	08:00	08:10	1	6	36	
5	Rajamunda,Lahunipara,Sundargarh,SG101401	08:40	08:45	1	15	51	
6	Lathikata,Lathikata,Sundargarh,SG111301	09:40	09:50	1	36	87	
7	Rourkela,Rourkela (M),Sundargarh,SG200103	10:30	10:50	1	18	105	
8	Rajgangpur,Rajgangpur (M),Sundargarh,SG190101	11:45	11:50	1	36	141	
9	Sundargarh,Sundargarh (M),Sundargarh,SG210101	13:15	13:45	1	68	209	
10	Rajgangpur,Rajgangpur (M),Sundargarh,SG190101	15:10	15:15	1	68	277	
11	Sundargarh,Sundargarh (M),Sundargarh,SG210101	15:30	16:00	1	20	297	✕
12	Rourkela,Rourkela (M),Sundargarh,SG200103	16:10	16:30	1	36	333	
13	Lathikata,Lathikata,Sundargarh,SG111301	17:20	17:25	1	18	351	
14	Rajamunda,Lahunipara,Sundargarh,SG101401	18:25	18:30	1	36	387	
15	Banei,Banaigarh,Sundargarh,SG020301	19:00	19:05	1	15	402	
16	Jakaikela,Banaigarh,Sundargarh,SG020601	20:05	20:20	1	6	408	
17	Rajamunda,Lahunipara,Sundargarh,SG101401	20:22	20:28	1	3	411	✕
18	Tendra,Banaigarh,Sundargarh,SG020801	20:30	00:00	1	27	438	
Add Row	Inclusion Bus Stop Name						Add

Check Time Clash

User Verifcation

| Permit Copy(Part A) | Choose File PermitPartA.pdf | Permit Copy(Part B) | Choose File PermitPartB.pdf |
| Enter the OTP sent on your mobile | * 478165 |

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

SS-2

The screen display at **SS-2** has 5 sections. They are to be filled to be filled in as detailed below.

Section 1:   Filled the Vehicle Number or Permit number. Click "**Validate**" button.

Section 2:   This section would be automatically filled up from OPMS database.The bus operator only has to key his Vehicle type and Service type using drop down button.

Section 3:   This section would be automatically filled up from OPMS data base.

Section 4:   This section would be automatically filled up from VAHAN data base.

Section 5:   In this section,the permit route time details would be automatically filled up from the OPMS database.A blank row will be available after all the stops where the bus operator needs to enter the stop number after which the new stoppage is to be included. Please remember that no stop can be added before the first terminus or after other terminus points as that would amount to extension of service/route. In the same blank row, he has to fill in the stoppage name, arrival & departure time and distance. The trip number and cumulative distance would be automatically filled up. After filling all the details he/she have to click "**Add**" button.After adding the stoppages the bus operator have to click the "**Check Time Clash** " button to check the time clash of that particular stoppage.After successful checking of time clash "**Proceed to Next**" will be visible.

Section 5: Here the bus operator have to upload the scanned copy of permit . OTP would be sent to their registered mobile number. OTP is to be typed in respective box to check the genuineness of the mobile number and secure the transaction. The Bus-owner needs to click on "**Proceed to Next"** button to to go to next stage.

1.2   The page for online payment process for payment of application fees would be opened at **SS-3**. 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.

SS-3

1.3. The fields in this screen **SS-3** would be auto filled on Bus owner's registration number and **VAHAN** database. The amount for payment of Inclusion Of Stoppages 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-4** as shown below which is a web page of *Directorate of Treasuries and Inspection (DTI)*.

SS-4

1.4. In **SS-4**, 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-5**.

SS-5

1.5. 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.

1.6. By Clicking on "**Confirm**" button, the screen as shown at **SS-6** would be displayed (a third web page of DTI).

SS-6

1.7. Actually Screens **SS-5** and **SS-6** are similar except that **SS-5** is for confirmation of the entry details and **SS-6** has the challan number and is to make Payment. Clicking the "**Make Payment**" button in **SS-6** would take you to **SS-7** 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-7

1.8. You have to enter your *User Name* and *Password* provided by your Bank (Option selected by you in **SS-7**) and click on "**Log in**" button. The page as shown in **SS-8** would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.

SS-8

1.9. This screen is similar to previous screen (**SS-8**) except that it records the status of transaction reference on the top right of the screen. By Clicking on "**Confirm**" button in **SS-8**, the screen as shown at **SS-9** would be displayed.

SS-9

1.10 Please click on "**Confirm**" button in **SS-9** to confirm the payment to be made. When you click the "**Confirm**" button, it will take you to **SS-10** as shown below.

SS-10

1.11 This is the last page of Bank Portal. By clicking on the '**Click Here'** link on **SS-10**, the Payment status page of OPMS will be opened that shows the status of payment along with other details as shown at **SS-11**.

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-11

1.12 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-11**.

2. Process of Approving Inclusion of Stoppages by appropriate Authority.

After the appropriate authority logs into the OPMS, the Dashboard page would be displayed as shown at **SS-12**. 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.
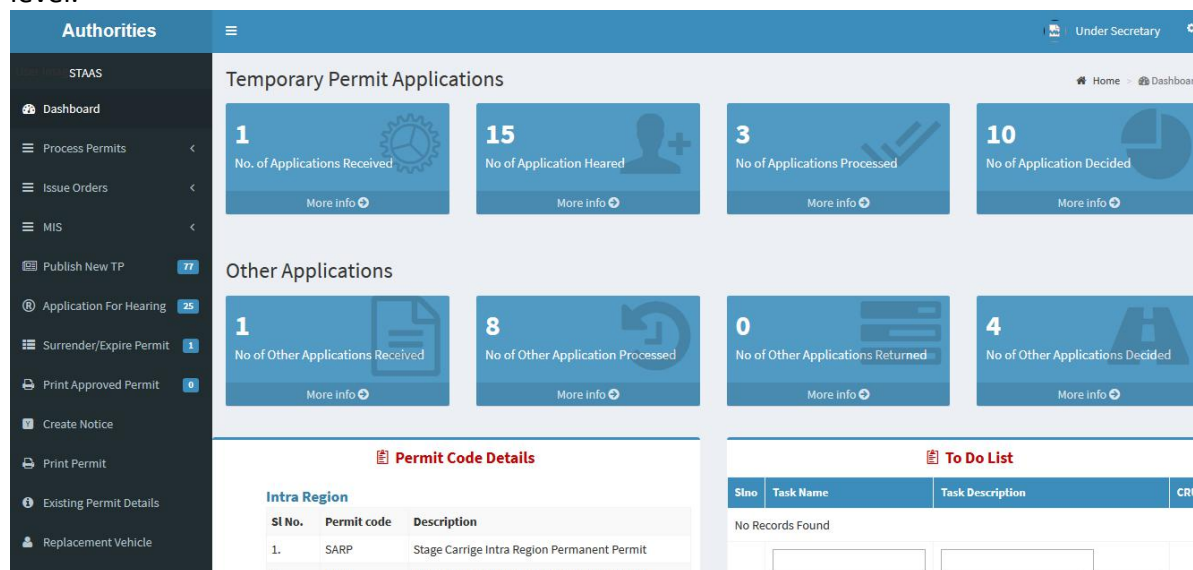
SS-12

2.1   The Inclusion of Stoppages application is first made available to the dealing assistant (DA) to do the miscellaneous checks with respect to Inclusion of Stoppages application.

Once the same is done, the Inclusion of Stoppages is sent up to Under Secretary/RTO, Secretary STA and Chairman (STA/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 Inclusion of Stoppages 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.

2.3. If the Inclusion of Stoppages is approved, there is a need to issue a revised permit with newly included stoppages. Here, the applicant has to pay the permit fee online before issue of revised permit.

Once the bus owner pays the permit fees, the revised permit with newly included stoppage 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.

2.4. 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 Permits**" menu item from the left column of Menu which would expand containing several sub-items.

C. Next, She/he has to click on **"Inclusion of Stoppages"** sub- item.

D. A table showing all Inclusion Of Stoppages applications pending at that point of time would be displayed as shown in **SS-13**.

SS-13

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-14** will be displayed. This contains the Inclusion Of Stoppages application details.

SS-15

F. In the bottom section of **SS-15**, 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-16** to send the application to next authority.

SS-16

I. The same process is repeated till the Inclusion Of Stoppages 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-17**.

Odisha Permit Management System (OPMS)

SS-17

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.

3. Procedure for Paying Permit Fees for Bus Owners:

3.1.   If your application for Conversion of Inclusion Of Stoppages 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-18**.

SS-18

3.2   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 **"Inclusion Of Stoppages"** 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-19**.

SS-19

3.3. To pay the Permit fee, click on "**Pay Now**" to make payment online. It will take you to the web page as shown **SS-20**.

SS-20

3.4. 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-20** which would take you to **SS-21**. You have to go through three (3) screens of Treasury (DTI) Portal and four (4) screen of Bank Portal as shown at **SS-3** to **SS-11**. The same screens are repeated with changed amount of Rs. 13,000/- from **SS-20** to **SS-28**.

SS-21

3 .5. In **SS-21**, 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-22**.

Odisha Permit Management System (OPMS)

SS-22

3.6. 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-22**.By Clicking on "**Confirm**" button, the screen as shown at **SS-23** would be displayed (a third web page of DTI).

SS-23

3.7. Actually Screens **SS-22** and **SS-23** are similar except that **SS-22** is for confirmation of the entry details and **SS-23** has the challan number and is to make Payment. Clicking the "**Make Payment**" button in **SS-23** would take you to **SS-24** 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-24

3.9. 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-25** would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.

SS-25

3.10. This screen is similar to previous screen**(SS-25)** 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-26** would be displayed.

SS-26

3.12 Please click on "**Confirm**" button to confirm the status of transaction. When you will click the "**Confirm**" button, it will take you to **SS-27** as shown below.

SS-27

3.13 This is the last page of Bank Portal. By clicking on the '**Click Here**' link on **SS-27**, the Payment status page of OPMS will be opened, that shows the status of payment along with other details as shown at **SS-28**.

SS-28

You can take a printout f the page by clicking on "**PRINT**" bottom left corner of **SS-28** 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.*

3.14 After paying the permit fee, the revised permit is issued by the Under Secretary/RTO. You can check the status of your application for inclusion of stoppage in your Dashboard as shown at **SS-29**.

4. Issue of Revised Permit with newly included stoppage:

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

4.1. After logging in click on "**Issue of Permit/Order**" menu from the left side menu section present as shown at **SS-29.**It would show the list of services for which orders need to be issued as shown in SS-30.
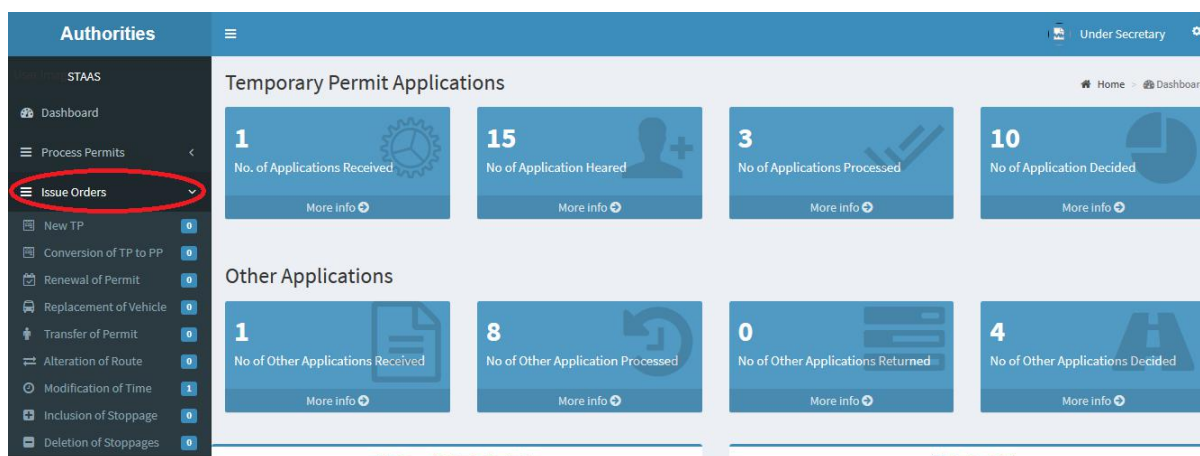
SS-29

4.2. Please click on **"Inclusion Of Stoppages"** as shown in SS-141.That would take you to **SS-30** which would be a table showing all applications for **'Inclusion of Stoppages'**

SS-30

4.3. Clicking on Issue Order icon located on the far-right column of the table. It would result in issue of a revised permit with newly included stoppages online. It would be visible to the application in his/her dashboard at **SS-31**.

5. Printing an Approved Permit:

5.1. 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-31

5.2. 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-31**.Under Other application, she/he can click on 'Approved' block which would take you to a table as shown in **SS-32** or he/she can go to "**Print Issue Order**" menu on left side and click on **"Inclusion Of Stoppages"** to come to same table.

SS-32

5.3. Clicking on "**Print**" on right column to see the revised permit with newly included stoppages at **SS-33**.

Odisha Permit Management System (OPMS)

SS-33

5.4.   By clicking on "**Print**" button, the permit would be printed.

5.5.   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-34**.

SS-34

5.6. 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-35**.

SS-35

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