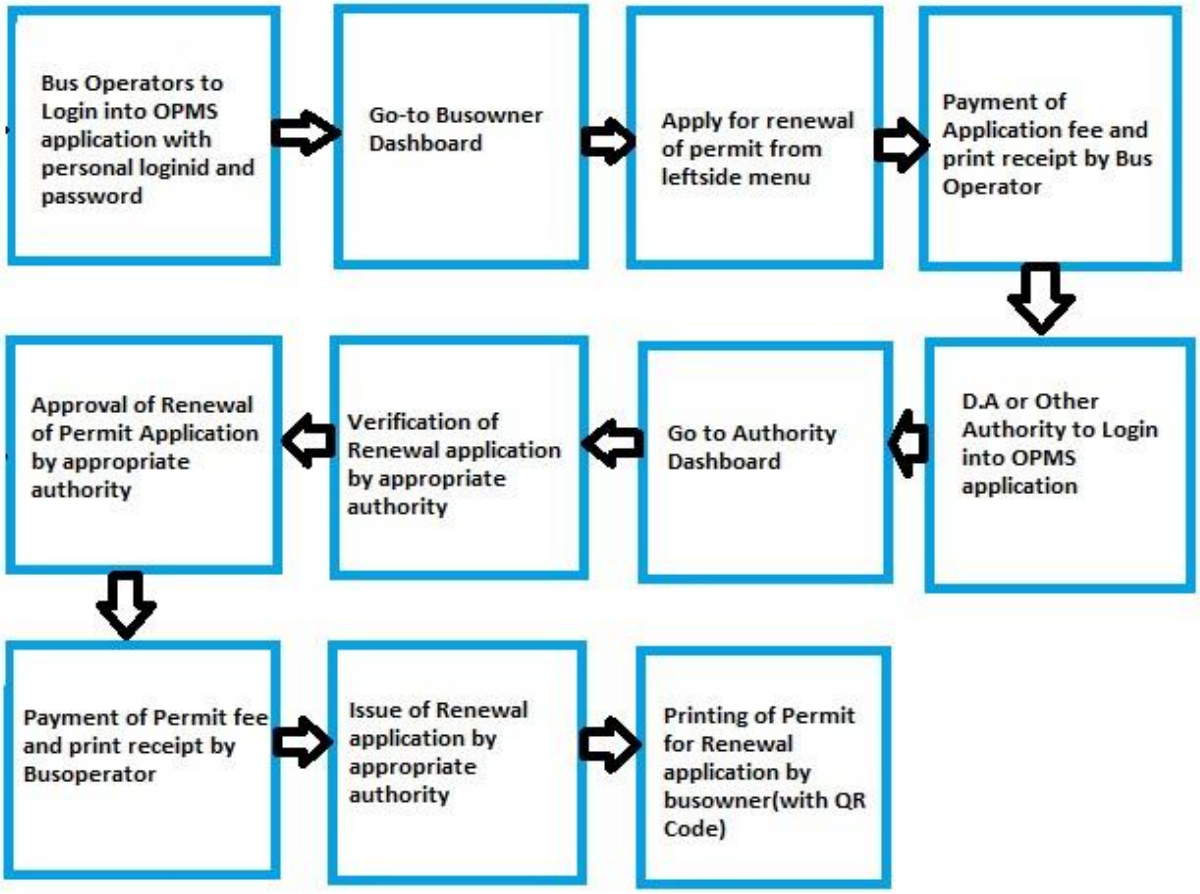
SECTION-II

CHAPTER		Page No.
11	Applying for renewal Permit by Bus Operators	1
12	Process of Approving Renewal Application	8
13	Procedure for Paying Permit Fees for Bus Owners	13
14	Issue of Permit	20
15	Printing an Approved Permit	21



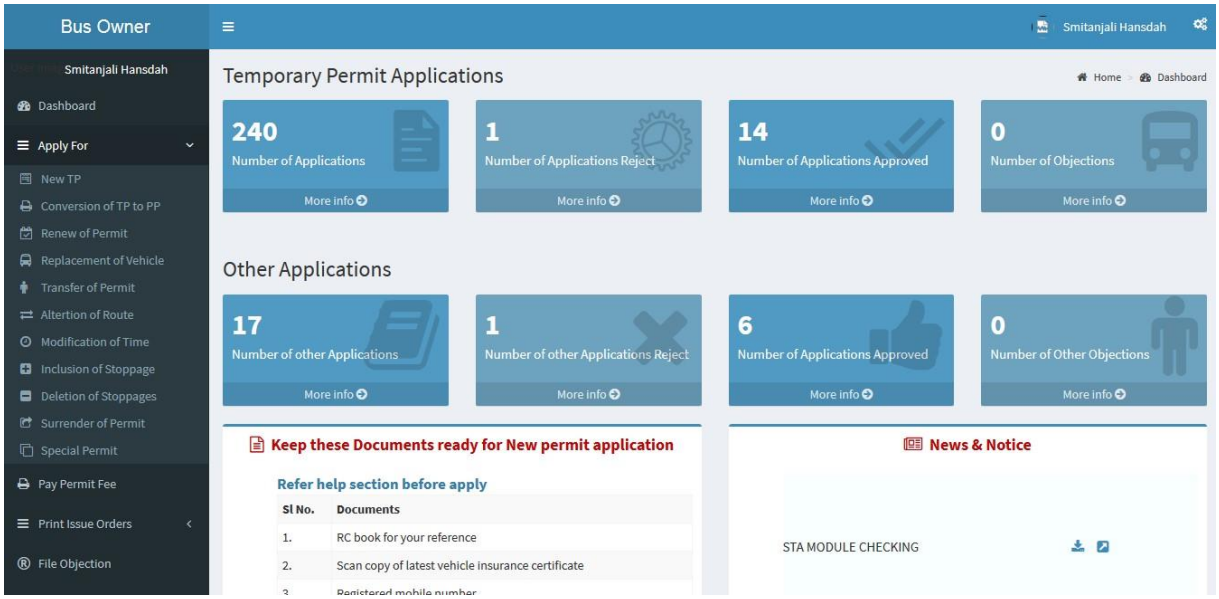
Please Note: A Bus Operator has to first register in OPMS application first as per Para 2.3 of the User manual hosted in the website "***opms.odishatransport.gov.in***" in order to access the OPMS application.

11. Applying for Renewal of Permits by Bus Operators:

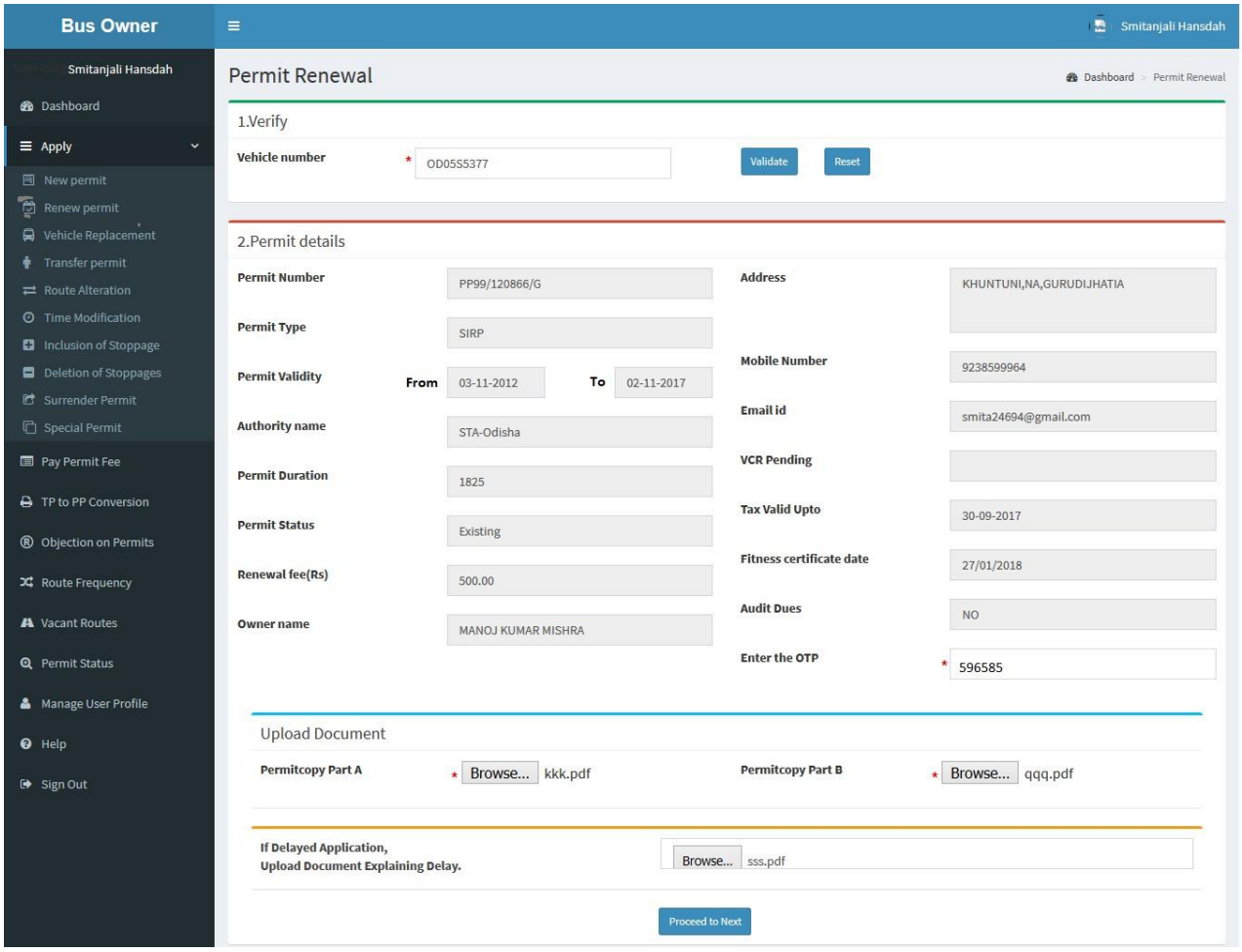
The OPMS Application allows Bus owner to renew the permanent permits using OPMS Application after registration. The procedure for registration of a Bus operator in OPMS application has been described in **paragraph 2.3** of the user manual.

To Renew a Permanent Permit (PP), the steps as detailed below to be followed.

11.1. Click on **Apply>Renewal Permit** in the left navigation column of your Dashboard. You need to click in the '**Renewal Permit'** menu as shown in **SS-49**. It will take you to the following screen **SS-50**.



SS-49



SS-50

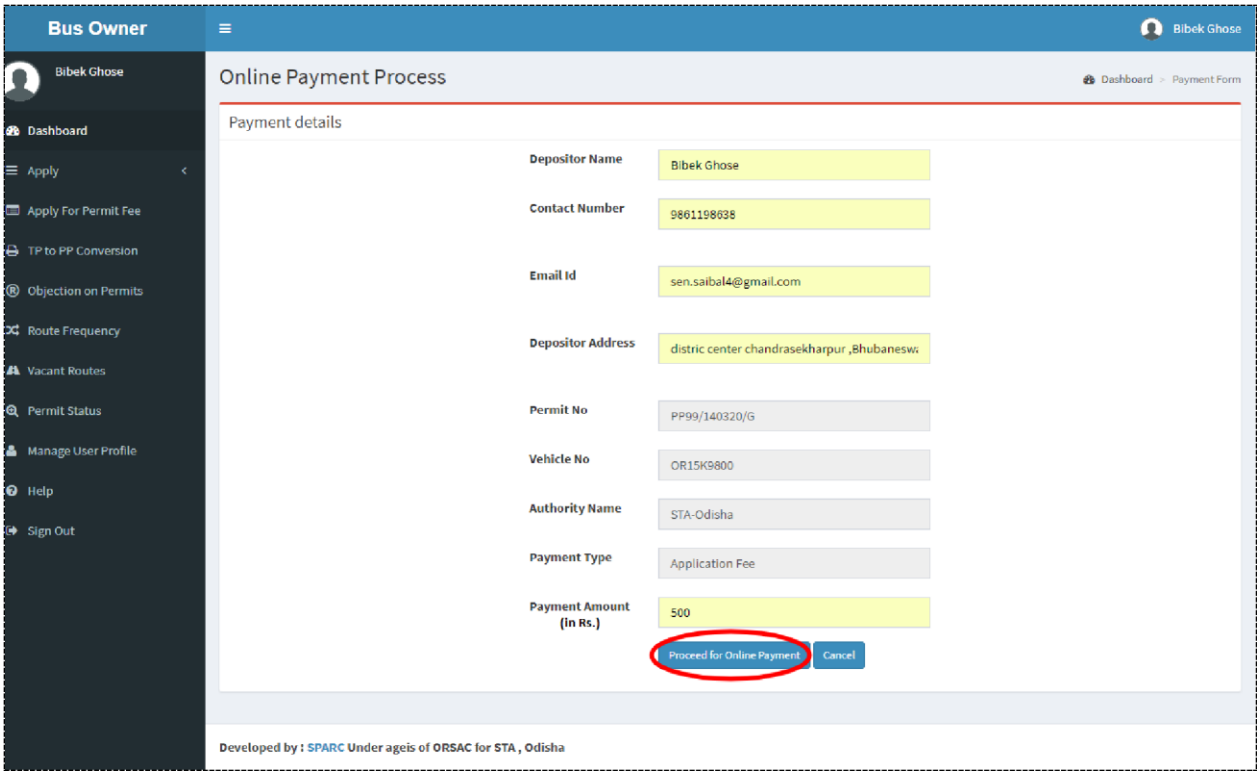
The screen display at **SS-50** has 3 sections as described below.

Section 1: Fill in the Vehicle Number. Click the "**Validate**" button.

Section 2: It would be automatically filled up from the **VAHAN** database. Enter the OTP sent to your mobile number .This is to check the genuineness of the user.

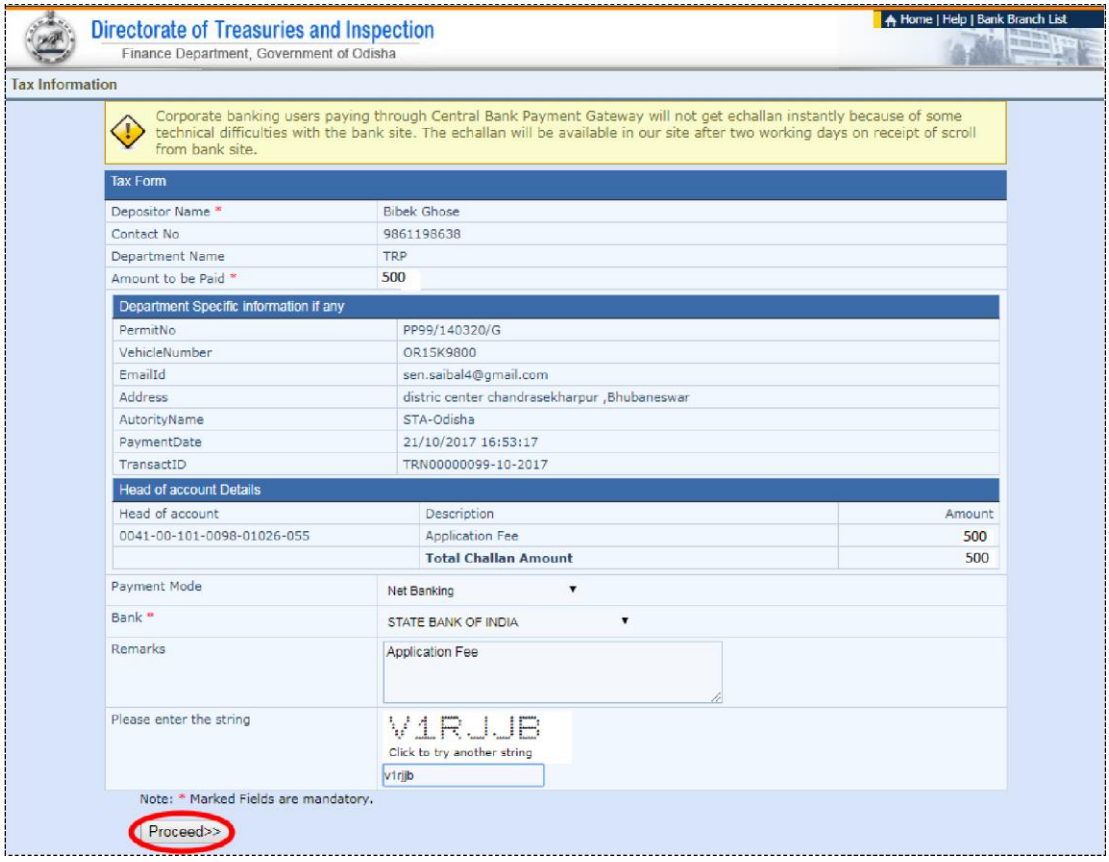
Section 3: In this section, the Bus Owner have to upload the scanned copy of Permit ***Part-A*** and ***Part-B***. If the bus owner is applying after the permit validity date, then the bus owner has to upload a document showing reason of delay maximum (within 30 days) in the Text Box. An example of document for delay is Medical Certificate for perusal of appropriate authority. After uploading the documents the Bus-owner needs to click on "**Proceed to Pay"** button to move forward. It would take you to **SS-51.**

11.2 The page for online payment process for payment of application fees would be opened at **SS-51**. 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.



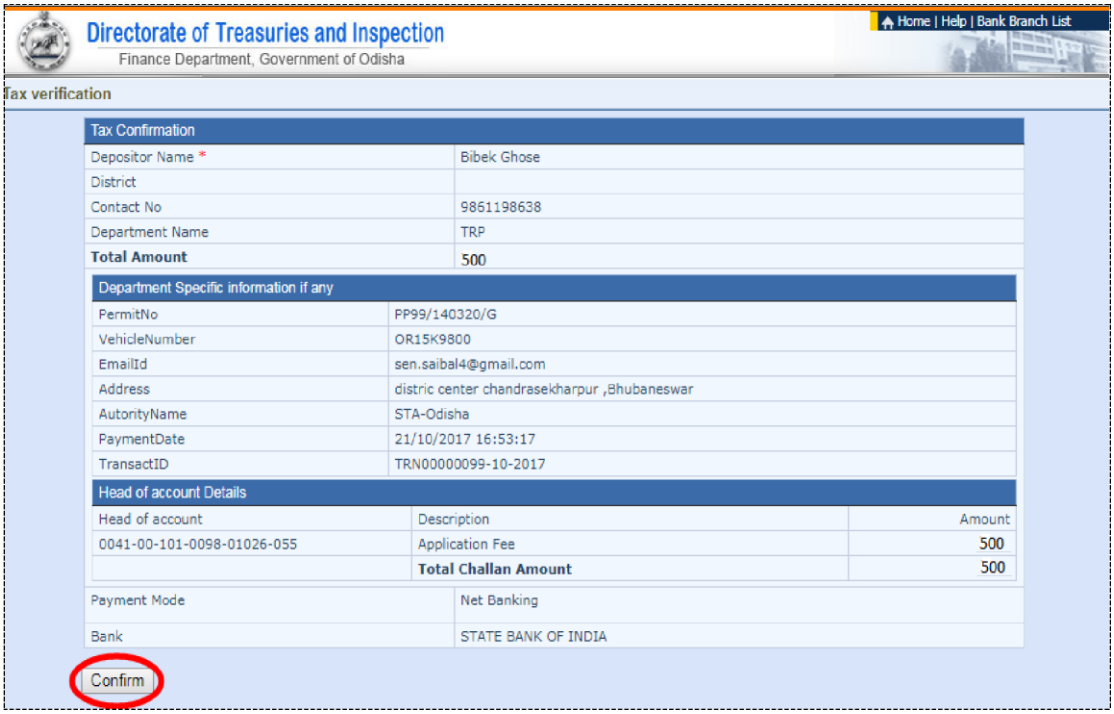
SS-51

11.3. The fields in this screen **SS-51** would be auto filled based on Bus owner's registration number and **VAHAN** database. The amount for payment of Renewal 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-52** as shown below which is a web page of *Directorate of Treasuries and Inspection (DTI)*.



SS-52

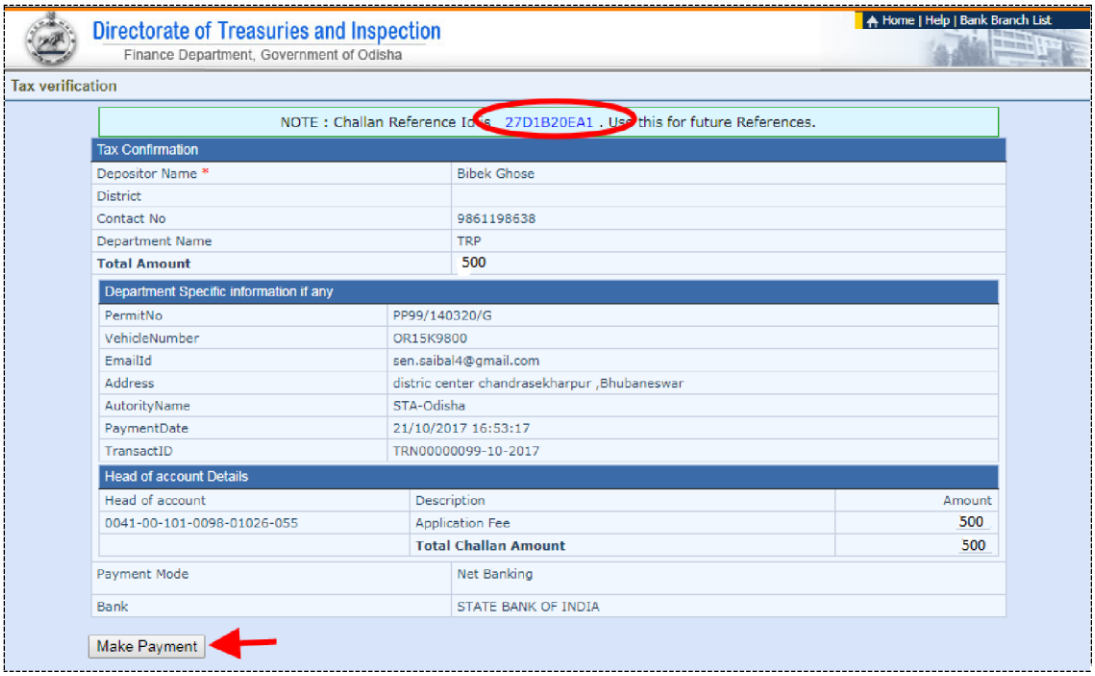
11.4. In **SS-52**, please select the mode of payment (*Net Banking* or *Credit Card* or *Debit Card*) and the Name of the Bank from the drop down list. Next step is to fill the captcha and click on "**Proceed**" button. It will take you to another web page of DTI as shown below at SS-53.



SS-53

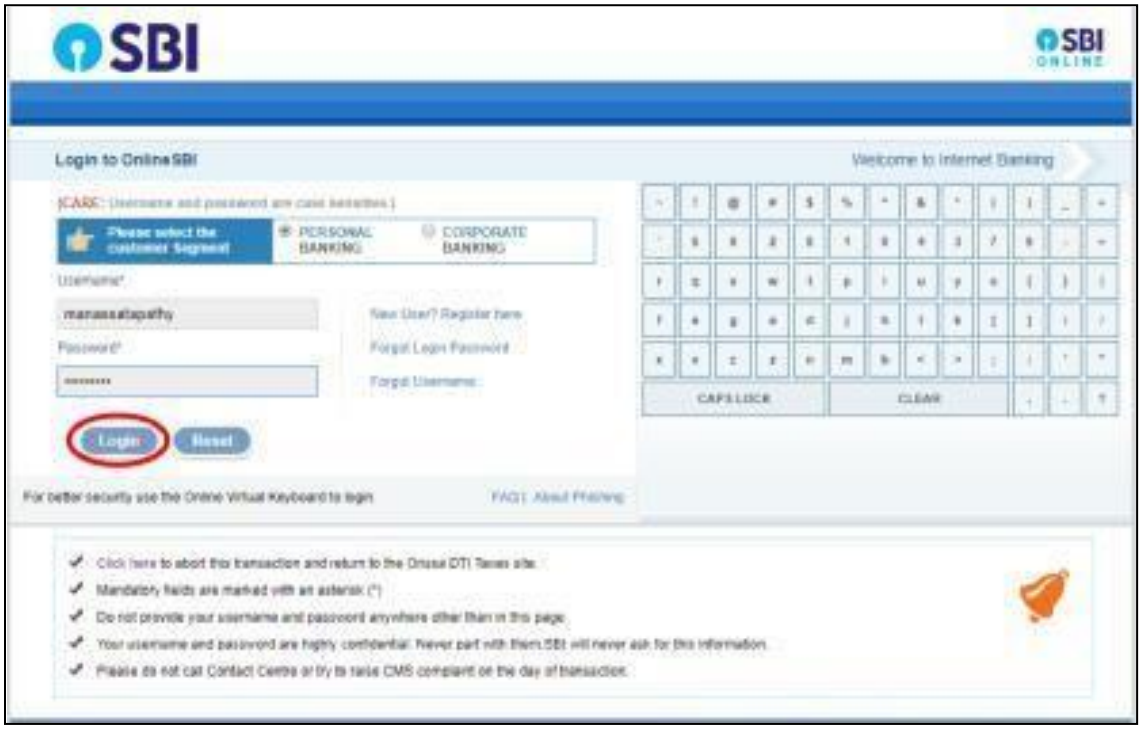
11.5. It will show you details of transaction to be made which you need to confirm by clicking on the "**Confirm**" button at the bottom left corner of the screen.

11.6. By Clicking on "**Confirm**" button, the screen as shown at **SS-54** would be displayed (the third web page of DTI).



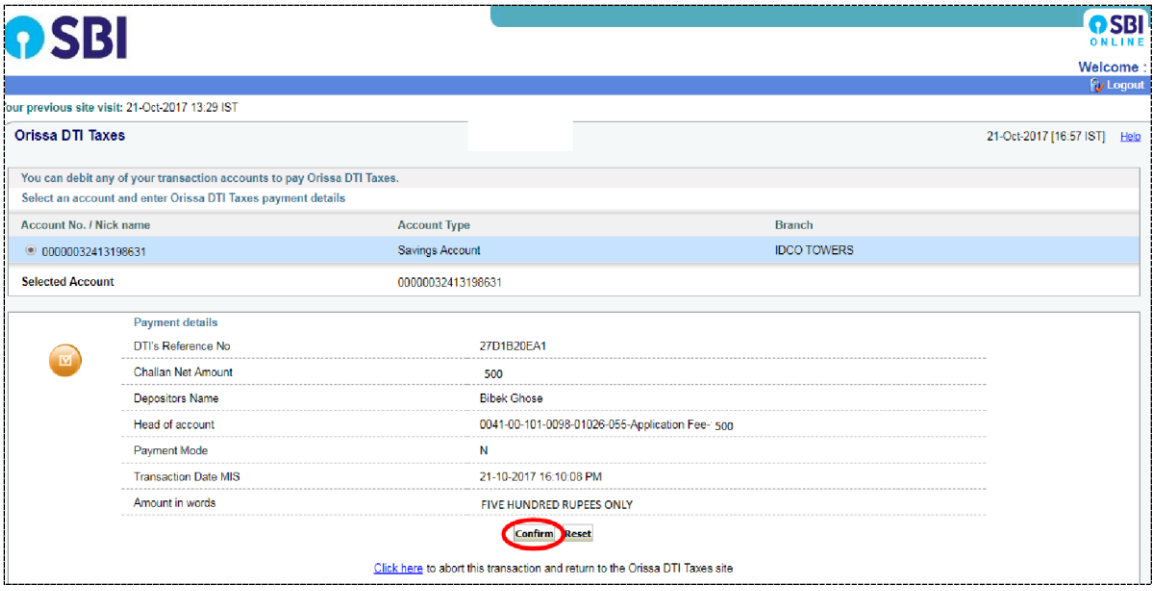
SS-54

11.7. Actually Screens **SS-53** and **SS-54** are similar except that **SS-53** is for confirmation of the entry details and **SS-54** has the challan number and is to Make Payment. Clicking the "**Make Payment**" button in **SS-54** would take you to **SS-55** which is the web page of the Bank selected by you. In the instant case, as State Bank of India (SBI) has been chosen, as a sample, SBI's web page is being displayed in this user manual.



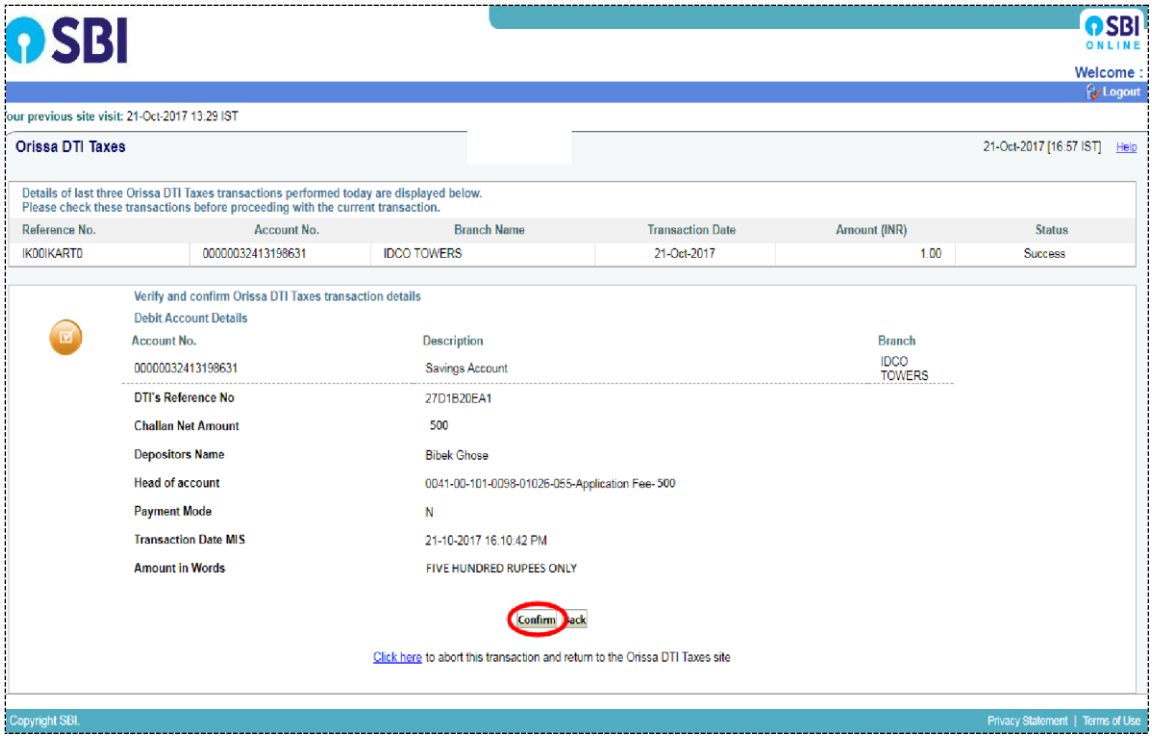
SS-55

11.8. You have to enter your *User Name* and *Password* provided by your Bank for Net Banking (Option selected by you in **SS-52**) and click on "**Log in**" button. The page as shown in **SS-56** would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.



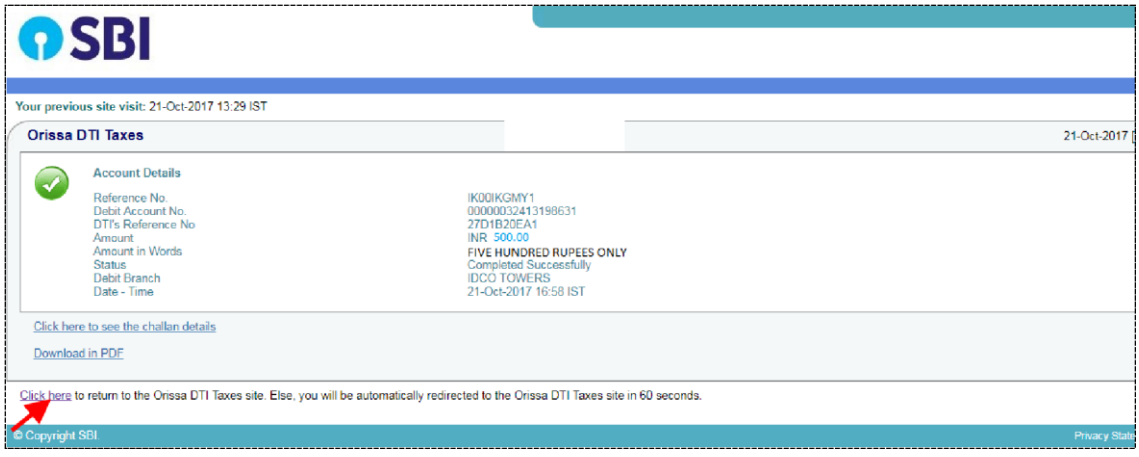
SS-56

11.9. This screen is similar to previous screen (SS-56) except that it records the status of transaction reference on the top of the screen. By Clicking on "**Confirm**" button in **SS-56**, the screen as shown at **SS-57** would be displayed.



SS-57

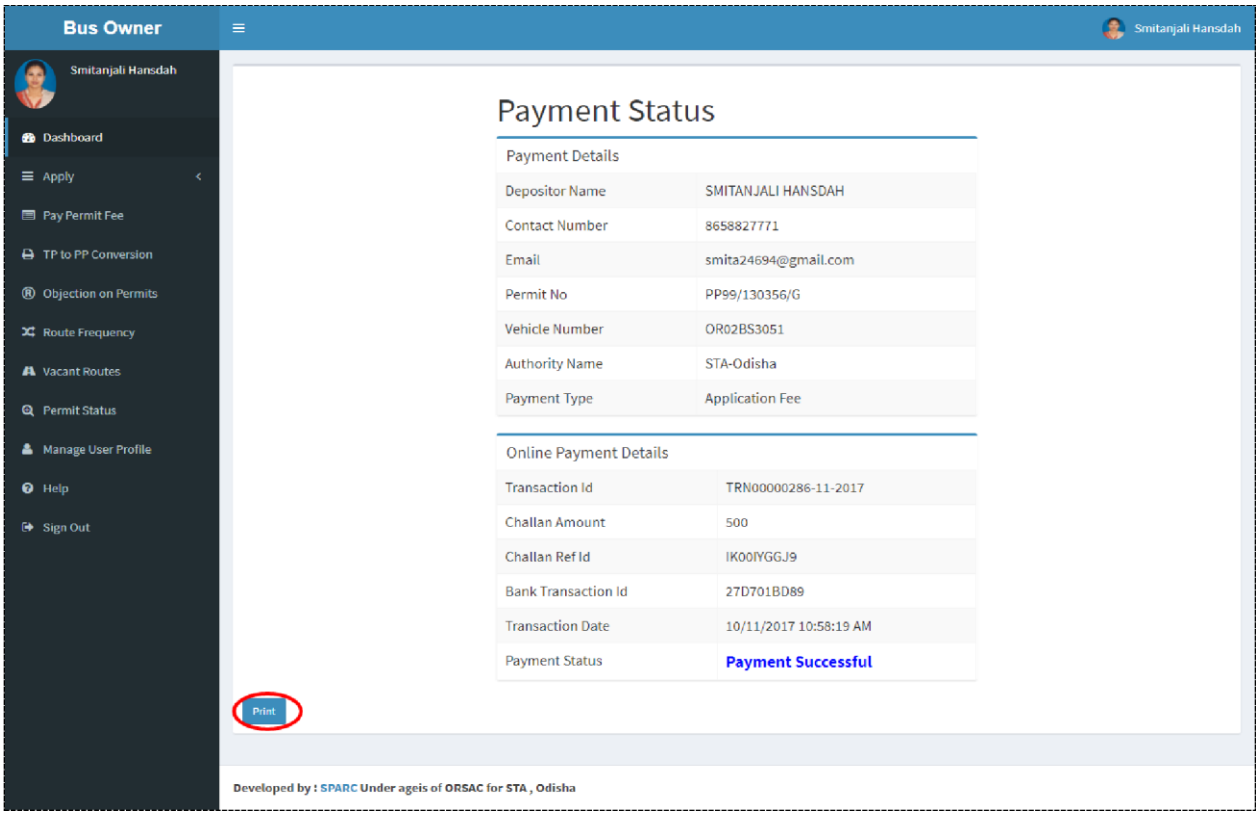
11.10 Please click on "**Confirm**" button in **SS-57** to confirm the payment to be made. When you click the "**Confirm**" button, it will take you to **SS-58** as shown below.



SS-58

11.11 This is the last page of Bank Portal. By clicking on the '**Click Here'** link on **SS-58**, 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-59**.

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.

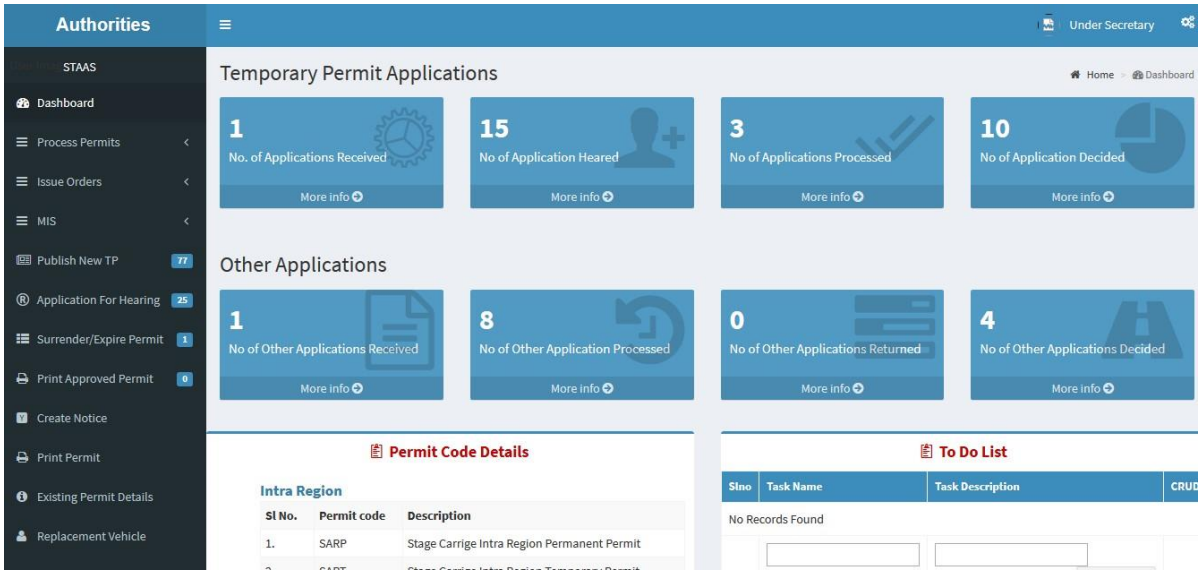


SS-59

11.12 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-59**.

12. Process of Approving Renewal Application by appropriate Authority.

After the appropriate authority logs into the OPMS, the Dashboard page would be displayed as shown at **SS-60**. 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-60

12.1 The Renewal Application is first made available to the dealing assistant (DA) to do the miscellaneous checks with respect to renewal application and uploaded documents.

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

12.2. 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 permit renewal 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 of rejection.

12.3. If the permit renewal application is approved, there is a need to issue renewed 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 renewed permit 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.

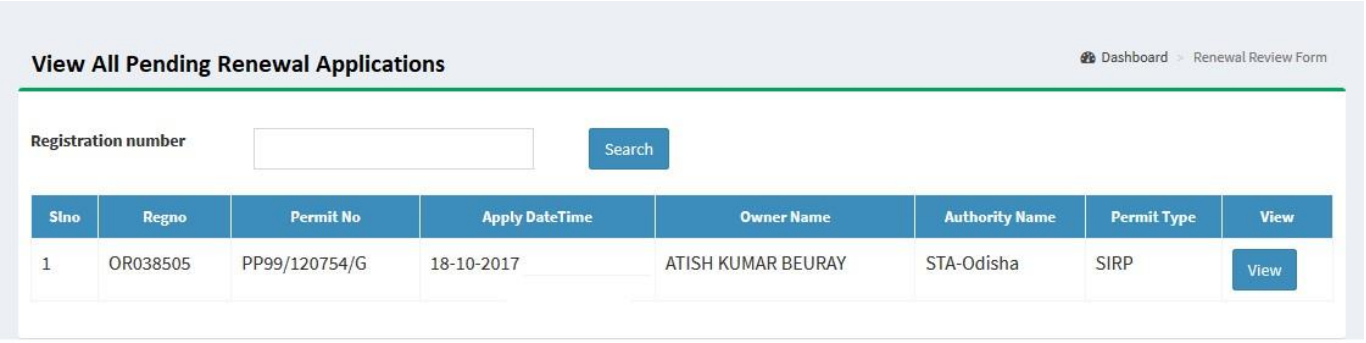
12.4. The Dealing Assistant (DA) has to first go through following steps to process the renewal application.

A. DA has to log into the OPMS.

B. She/he has to click on "**Review**" menu item from the left column of Menu which would expand containing several sub-items.

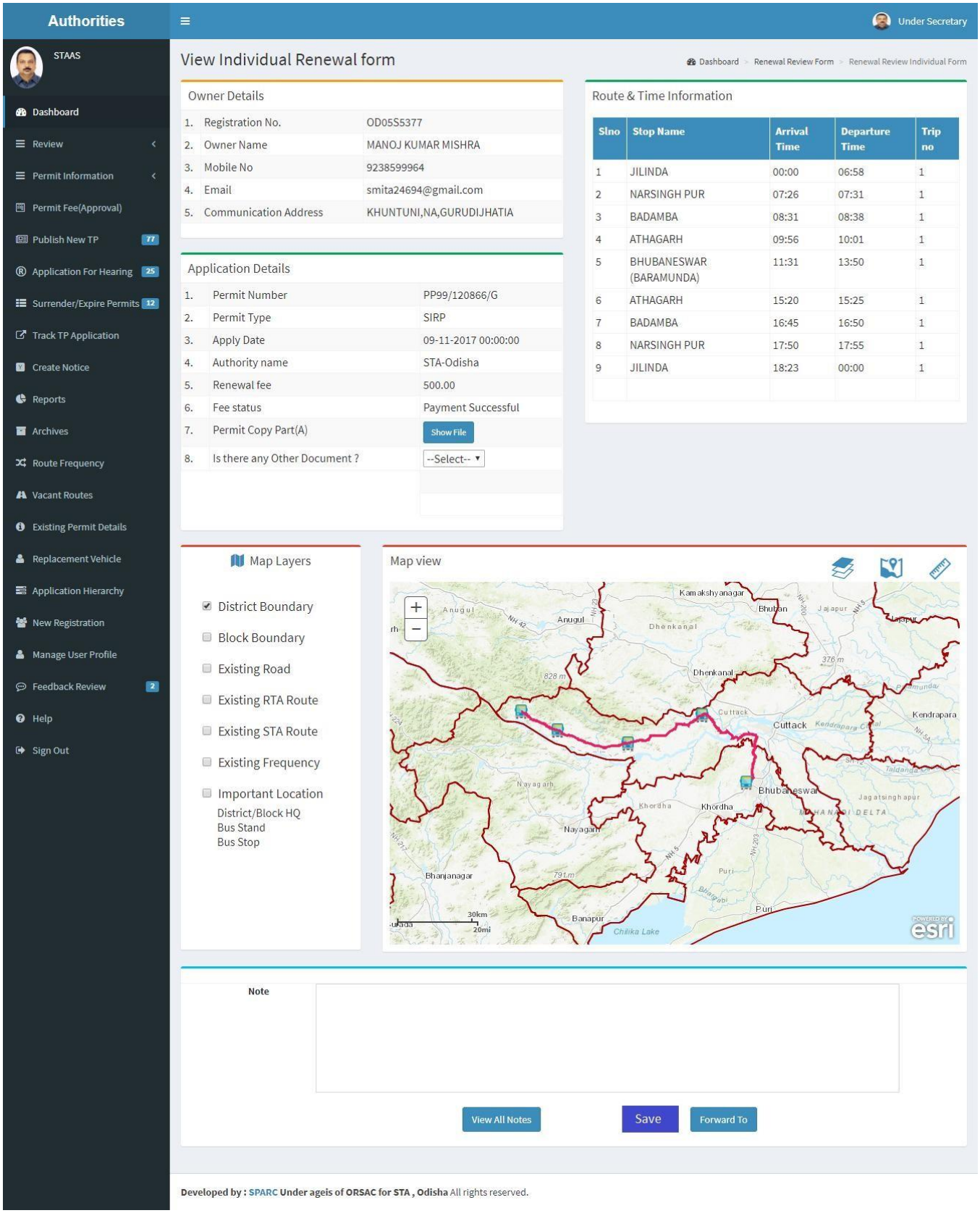
C. She/he has to click on "**Renewal Permit**" sub- item.

D. A table showing all Renewal applications pending at that point of time would be displayed as shown in **SS-61**.



SS-61

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-62** will be displayed. This contains the Renewal application details.

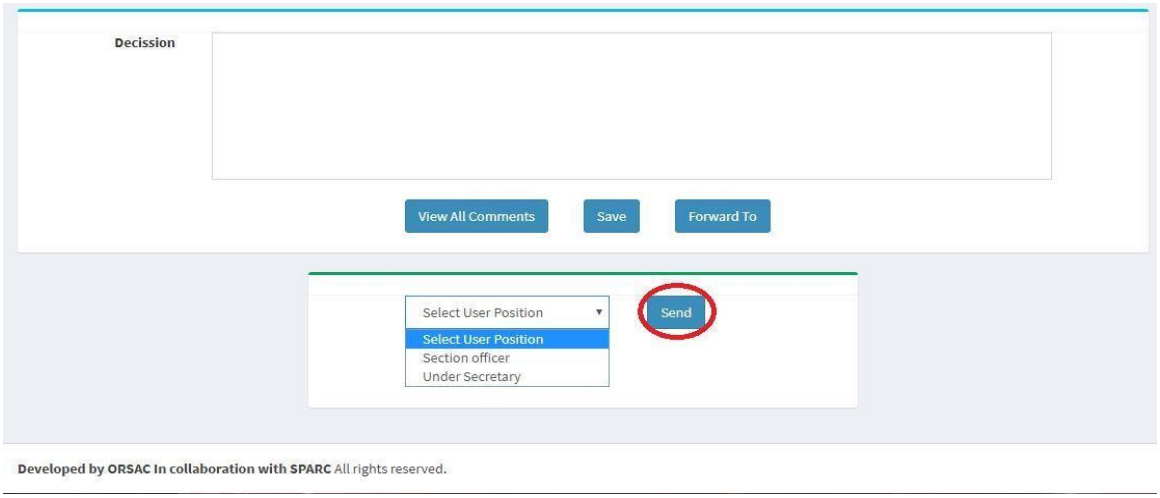

Authorities
Under Secretary
STAAS
Dashboard
Review
Permit Information
Permit Fee(Approval)
Publish New TP 77
Application For Hearing 25
Surrender/Expire Permits 12
Track TP Application
Create Notice
Reports
Archives
Route Frequency
Vacant Routes
Existing Permit Details
Replacement Vehicle
Application Hierarchy
New Registration
Manage User Profile
Feedback Review 2
Help
Sign Out
View Individual Renewal form
Dashboard > Renewal Review Form > Renewal Review Individual Form
Owner Details
1. Registration No. OD05S5377
2. Owner Name MANOJ KUMAR MISHRA
3. Mobile No 9238599964
4. Email smita24694@gmail.com
5. Communication Address KHUNTUNI,NA,GURUDIJHATIA
Application Details
1. Permit Number PP99/120866/G
2. Permit Type SIRP
3. Apply Date 09-11-2017 00:00:00
4. Authority name STA-Odisha
5. Renewal fee 500.00
6. Fee status Payment Successful
7. Permit Copy Part(A) Show File
8. Is there any Other Document ? --Select--
Route & Time Information
Slno | Stop Name | Arrival Time | Departure Time | Trip no
1 | JILINDA | 00:00 | 06:58 | 1
2 | NARSINGH PUR | 07:26 | 07:31 | 1
3 | BADAMBA | 08:31 | 08:38 | 1
4 | ATHAGARH | 09:56 | 10:01 | 1
5 | BHUBANESWAR (BARAMUNDA) | 11:31 | 13:50 | 1
6 | ATHAGARH | 15:20 | 15:25 | 1
7 | BADAMBA | 16:45 | 16:50 | 1
8 | NARSINGH PUR | 17:50 | 17:55 | 1
9 | JILINDA | 18:23 | 00:00 | 1
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
Kamakshyanagar
Bhuban
Jajapur
Anugul
Dhenkanal
Cuttack
Kendrapara
Bhubaneswar
Khordha
Nayagarh
Puri
Bhanjanagar
Banapur
Chilika Lake
Note
View All Notes
Save
Forward To
Developed by : SPARC Under ageis of ORSAC for STA , Odisha All rights reserved.

SS-62

F. The bottom portion of **SS-62**, has the"**Note**" section where the Dealing Assistant will note his/her observation/inputs on the matter.

G. By clicking on "**Forward To**" button one small screen appears showing various authorities in the hierarchy.

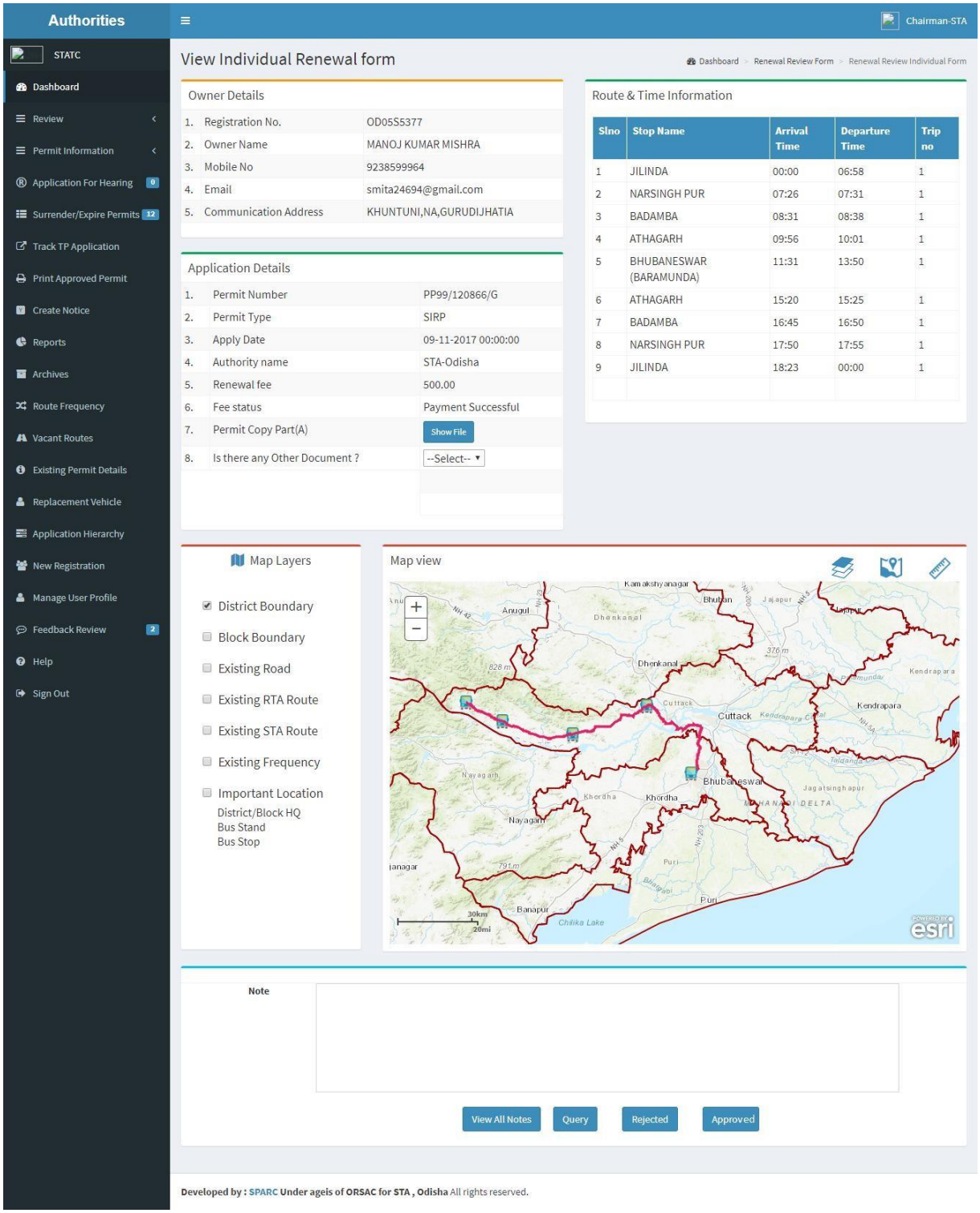
H. Dealing Assistant need to choose his/her next authority to forward the application and then click on "**Send**" button as shown in **SS-63** to send the application to next higher authority.



SS-63

I. The same process is repeated till the renewal 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 as shown in **SS-64**.



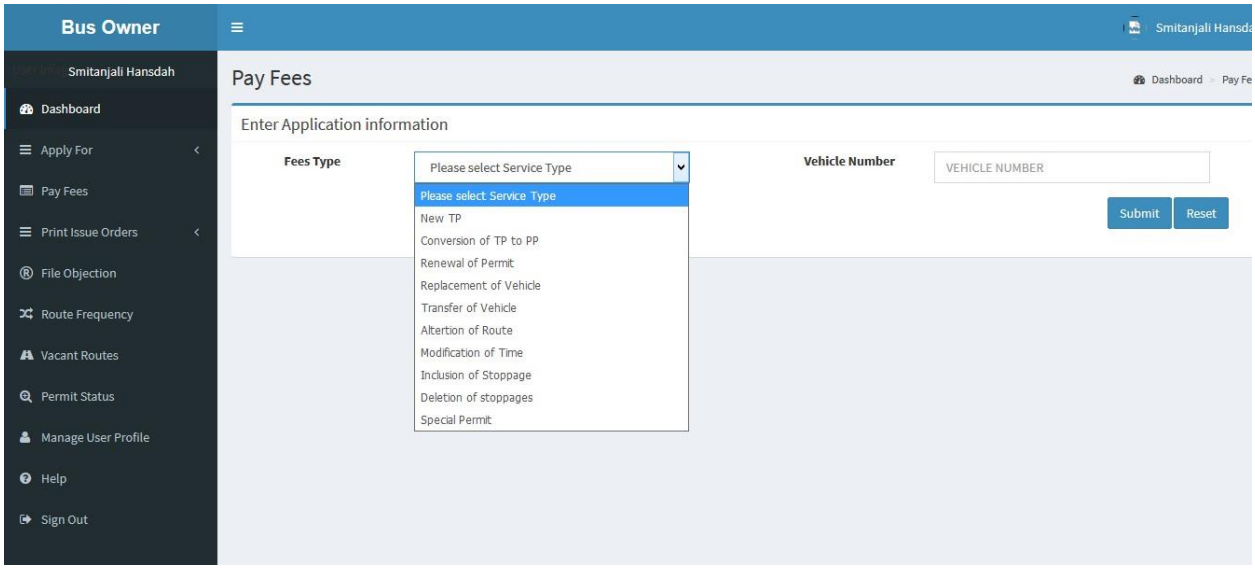
SS-64

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.

L.

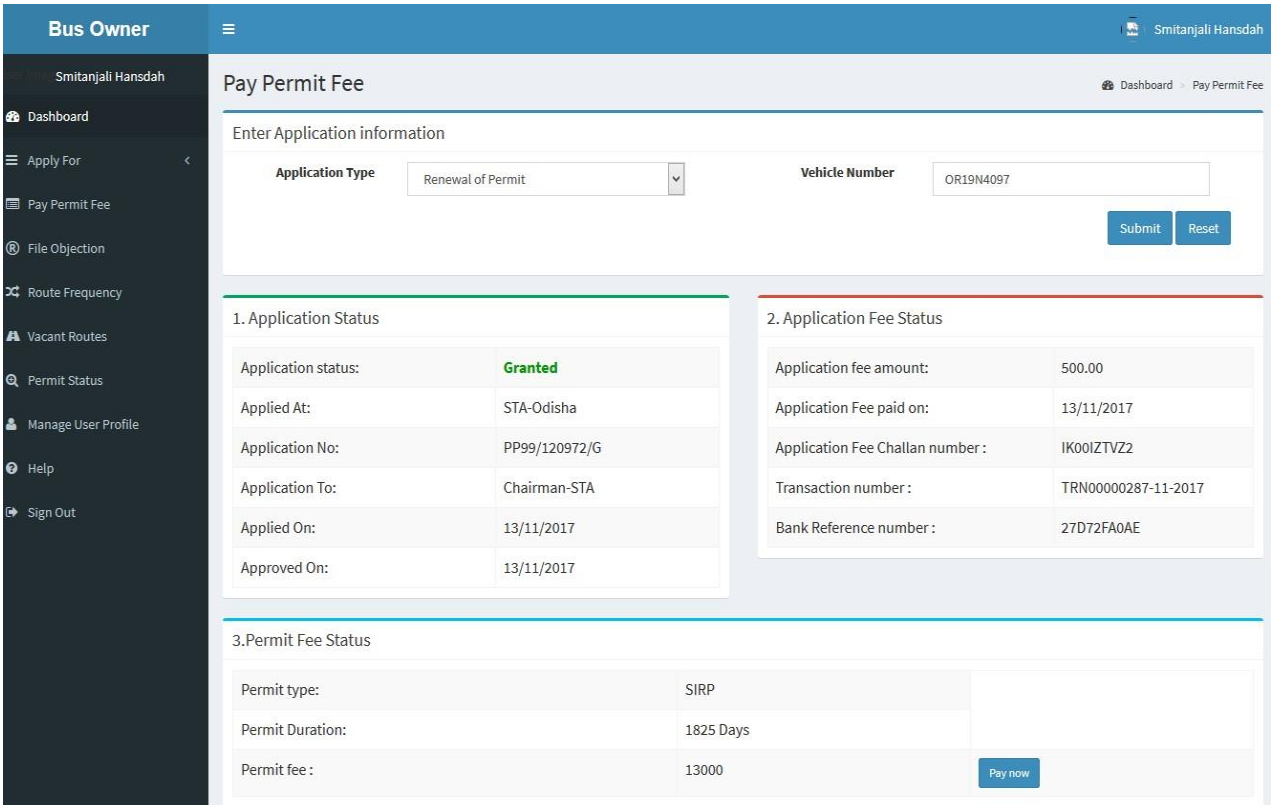
13. Procedure for Paying Permit Fees for Bus Owners:

13.1. If your application for Renewal of permit 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**" item from the left side menu of your dashboard. This would take you to the "Pay Permit fee" page as shown in **SS-65**.



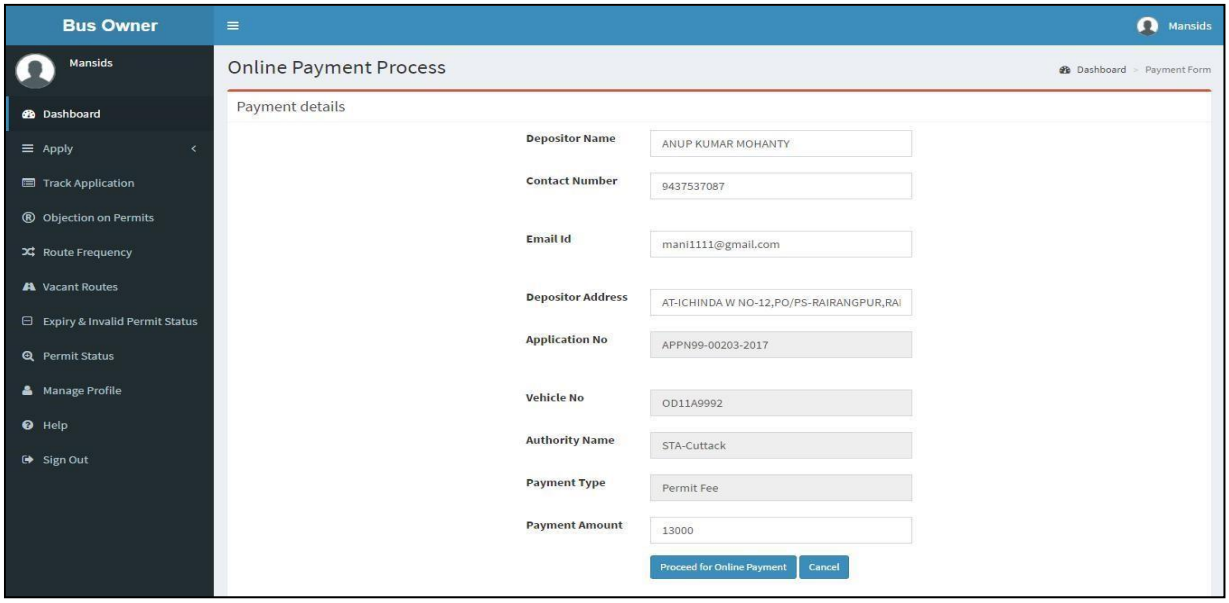
SS-65

13.2 Please choose the type of application from the dropdown for which you want to pay the permit fees. In this case, you have to choose the "**Renewal of Permit**" and key in the Vehicle number in the Text Box. Then click the "**Submit**" button. It will take you to the screen as shown at **SS-66**.



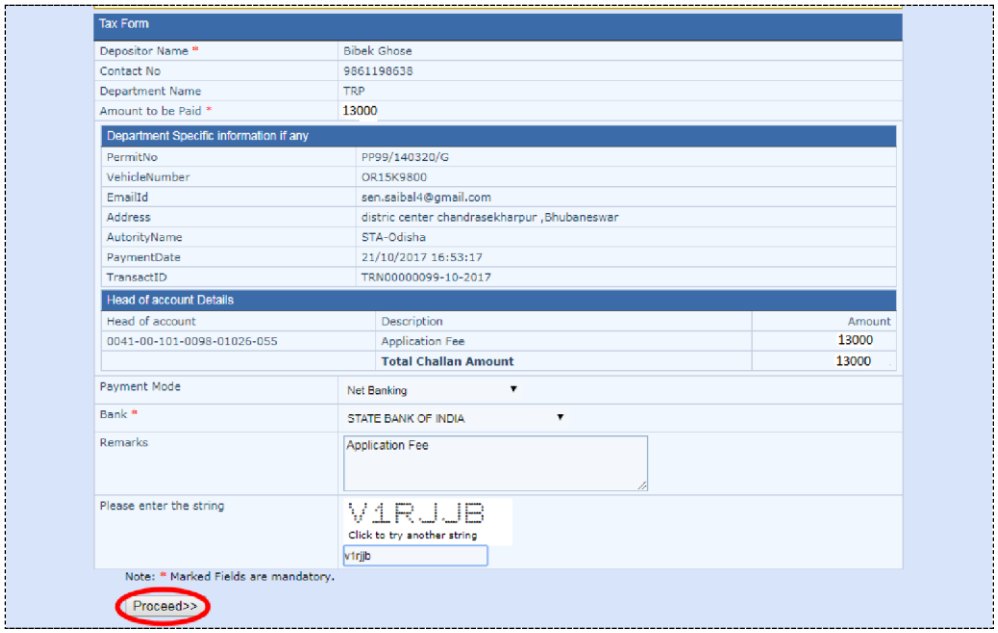
ss-66

13.3. To pay the Permit fee, click on "**Pay Now**" for online payment. It will take you to the web page as shown **SS-67**.



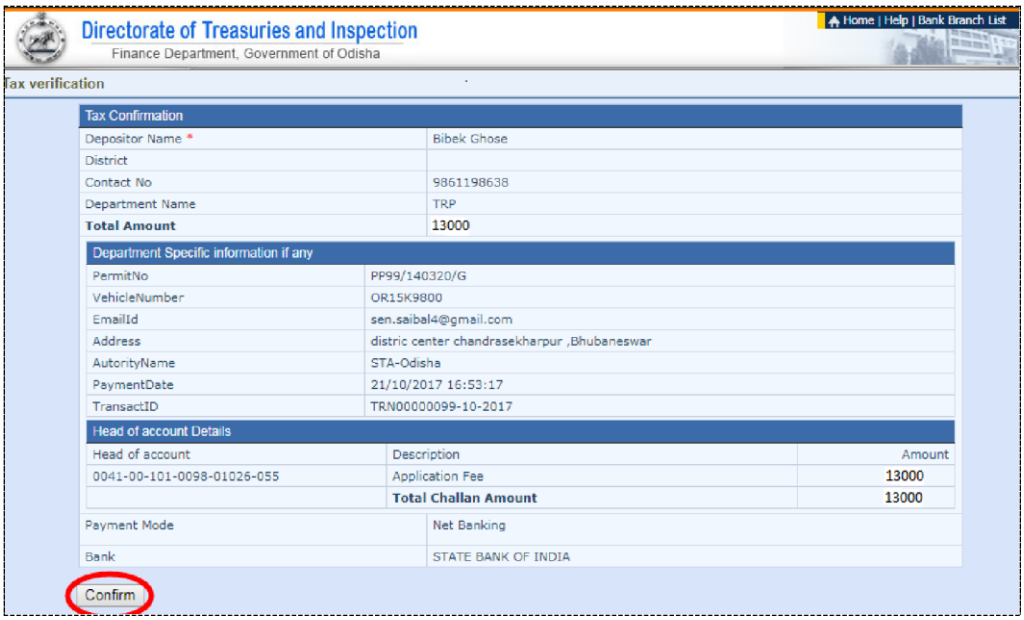
SS-67

13.4. The procedure for payment of permit fee is similar to that of payment of application fees. Only the amount changes. You have to go through three (3) screens of Treasury (DTI) Portal and four (4) screen of Bank Portal as shown at **SS-52** to **SS-58**. The same screens are repeated with changed amount from **SS-68** to **SS-74**.



SS-68

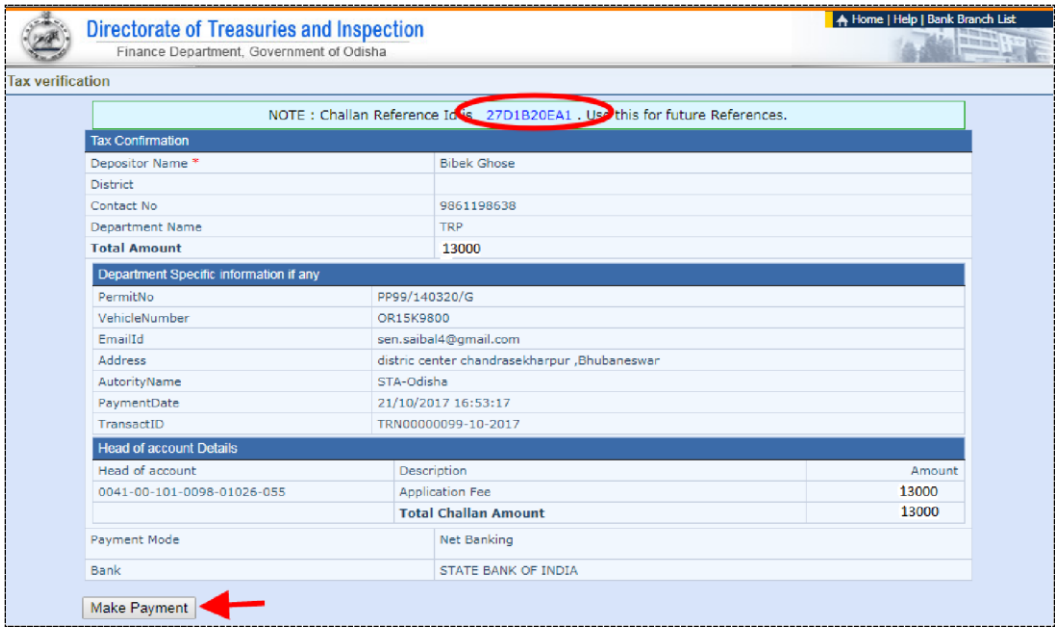
13.5. In **SS-68**, please select the mode of payment (*Net Banking* or *Credit Card* or *Debit Card*) and the Name of the Bank from the drop down list. Next step is to fill the captcha and click on "**Proceed**" button. It will take you to another web page of DTI as shown at SS-69.



SS-69

13.6. 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 **SS-69**.

13.7. By Clicking on "**Confirm**" button, the screen as shown at **SS-70** would be displayed (a third web page of DTI).

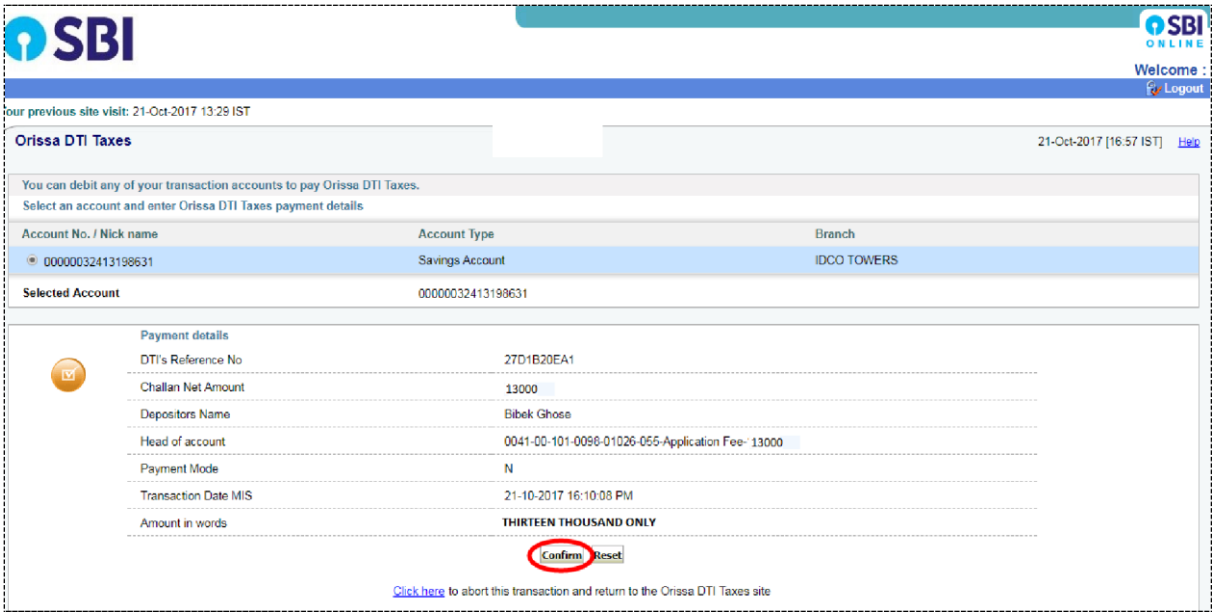


SS-70

13.8. Actually Screens **SS-69** and **SS-70** are similar except that **SS-69** is for confirmation of the entry details and **SS-70** has the challan number and is to make Payment. Clicking the "**Make Payment**" button in **SS-70** would take you to **SS-71** which is the web page of the Bank selected by you. In the instant case, as State Bank of India has been chosen, SBI's web page is being displayed in this user manual.

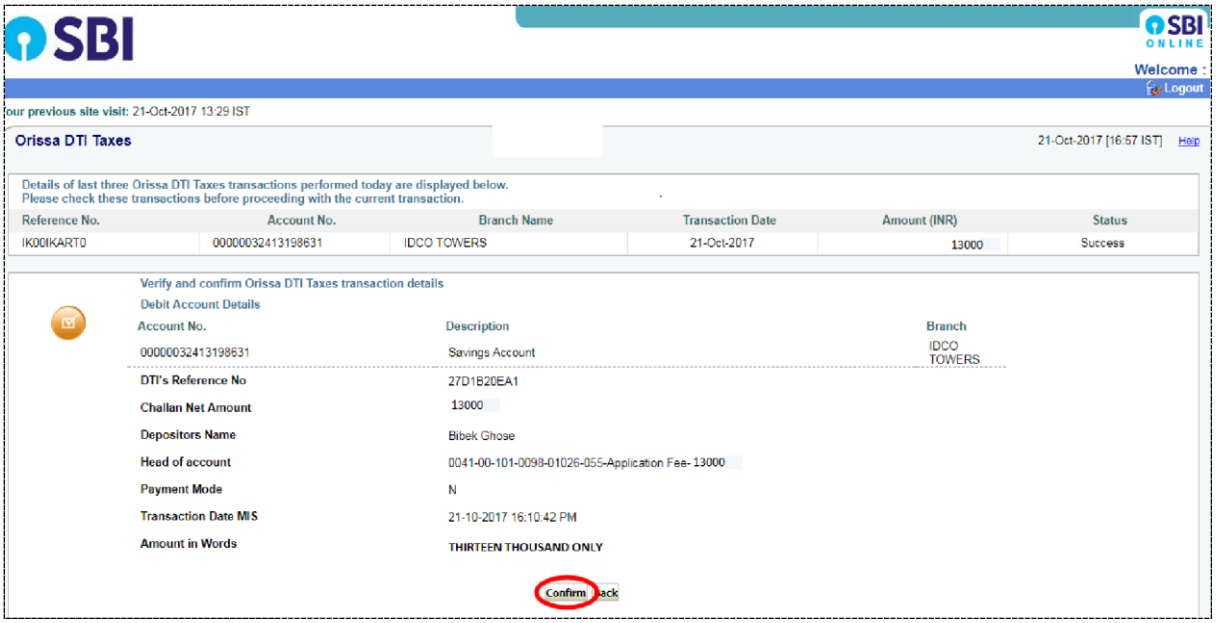
SS-71

13.9. 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-72** would be displayed. This is the confirmation page of your bank portal where you need to confirm the amount.



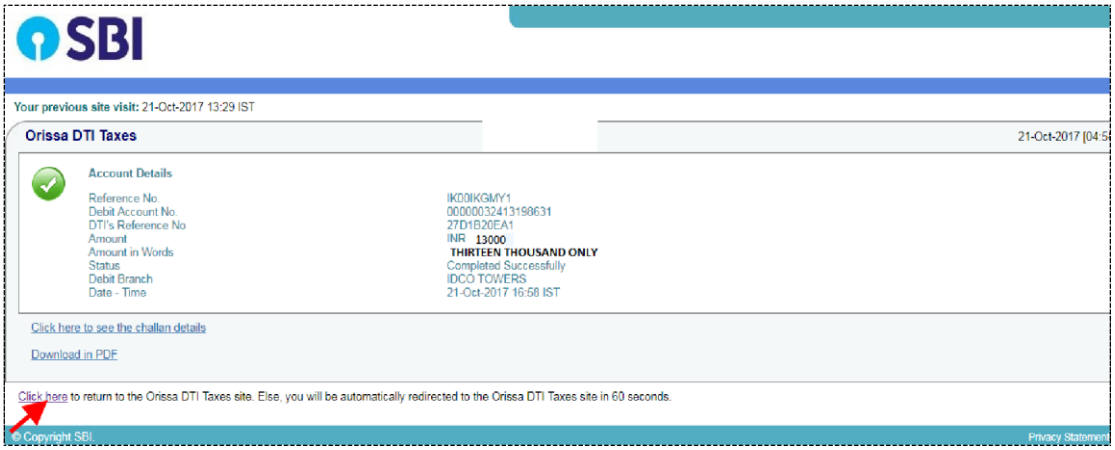
SS-72

13.10. This screen is similar to previous screen (**SS-72**) except that it records the status of transaction reference on the top of the screen. By Clicking on **"Confirm**" button, the screen as shown at **SS-73** would be displayed.



SS-73

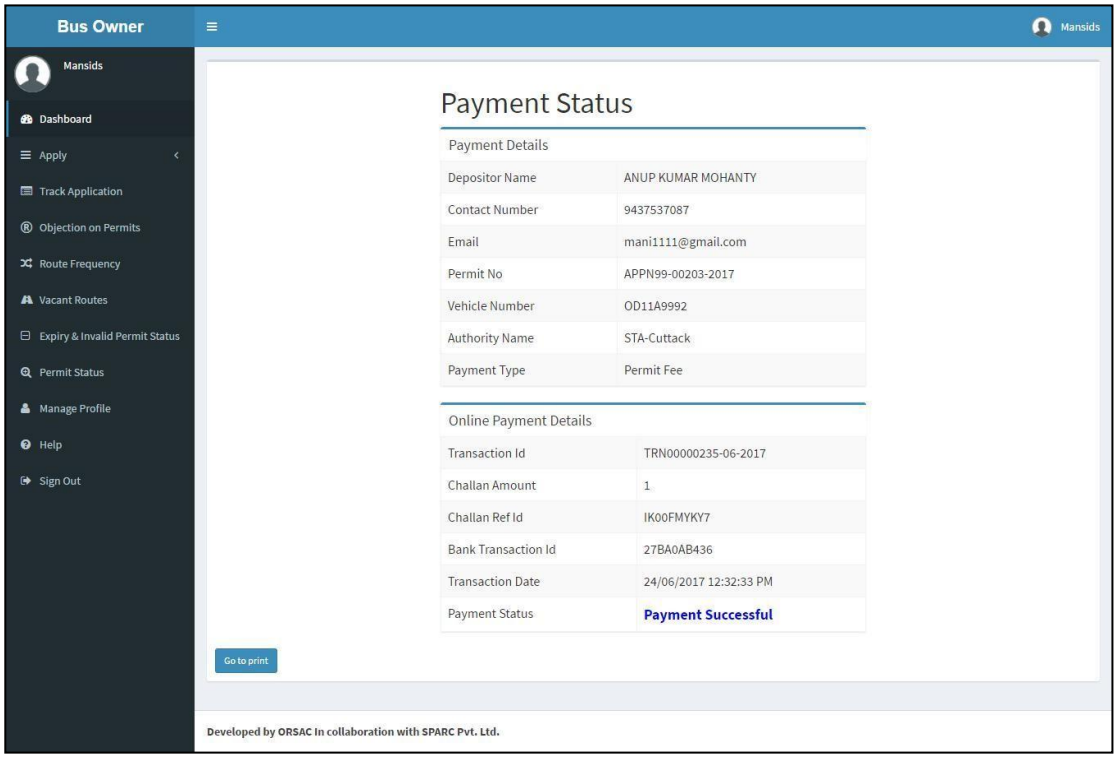
13.12 Please click on "**Confirm**" button on **SS-73** to confirm the payment to be made. When you will click the "**Confirm**" button, it will take you to **SS-74** as shown below.



SS-74

13.13 This is the last page of Bank Portal. By clicking on the '**Click Here**' link on **SS-74**, the Payment status page of OPMS will be opened, that shows the status of payment along with other details as shown at **SS-75**.

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.*



SS-75

13.14. Please take a printout of the page for your record and future reference by clicking on "**PRINT**" bottom left corner of **SS-75** screen.

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

14. Issue of Permit:

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

14.1. After logging in click on "**Issue of Permit**" menu from the left side menu section present as shown at SS-76. The page containing list of applications for which permit fee has been paid will be displayed.

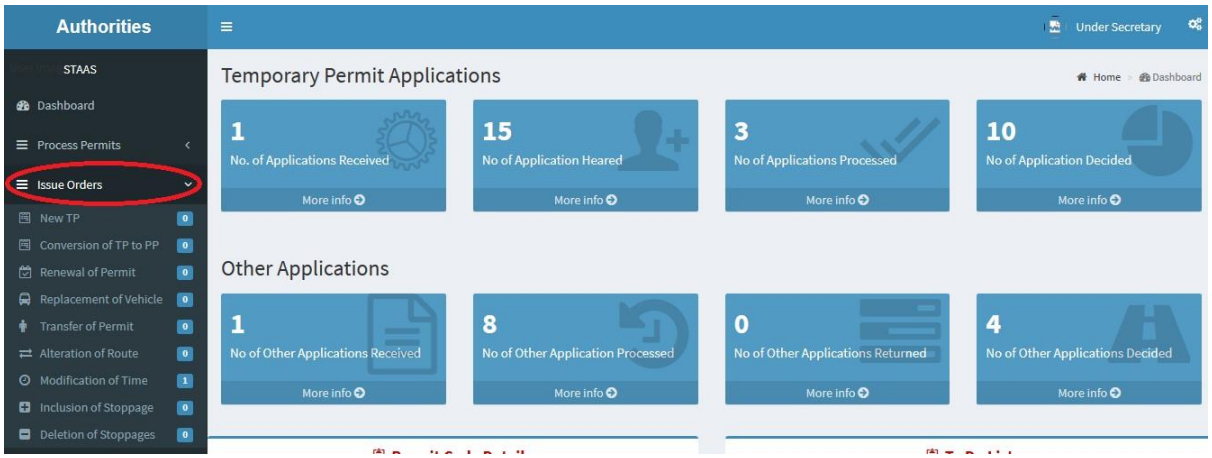
14.2. By clicking on "**Issue Permit**" button, on the right side of the table the permit would be generated & issued to the applicant online.

SS-76

The applicant can view his/her permit in his/her Dashboard as shown at **SS-77**.

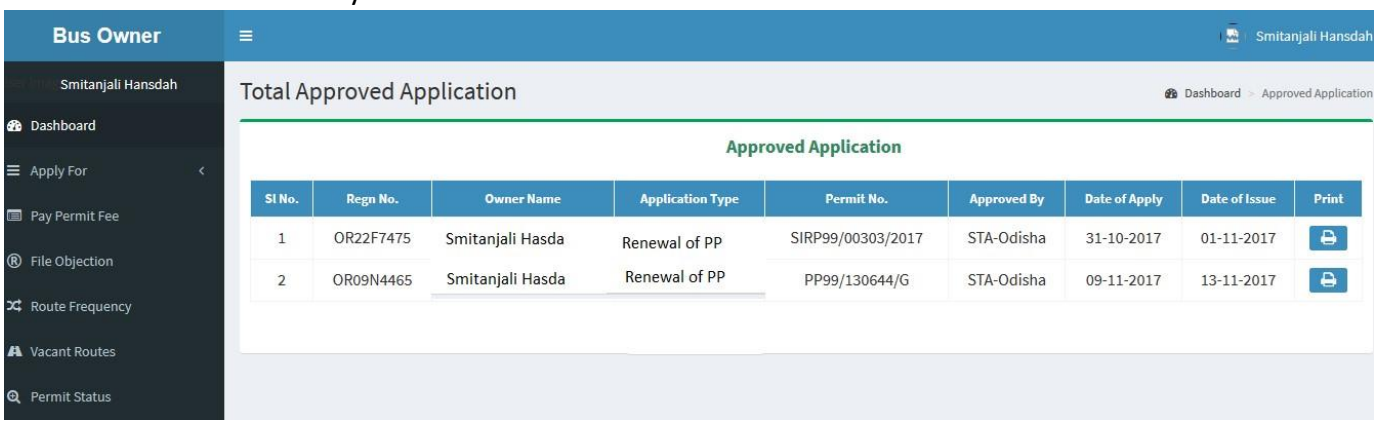
15. Printing of Permit:

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.



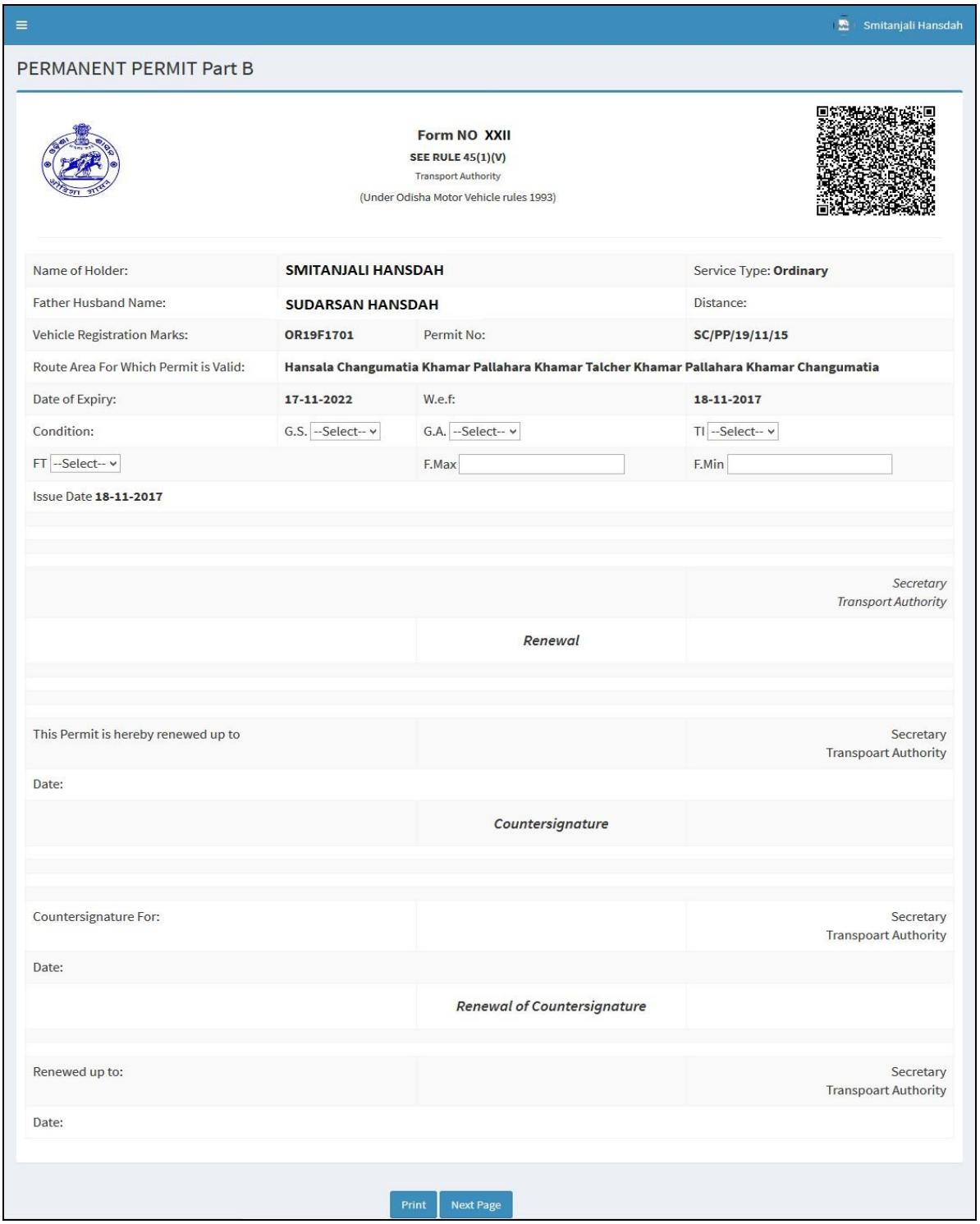
SS-77

15.1. After logging in, click on **Permit Status** box from the top menu section of Dashboard i.e. **SS-77**. It will take you to **SS-78** as shown below.



SS-78

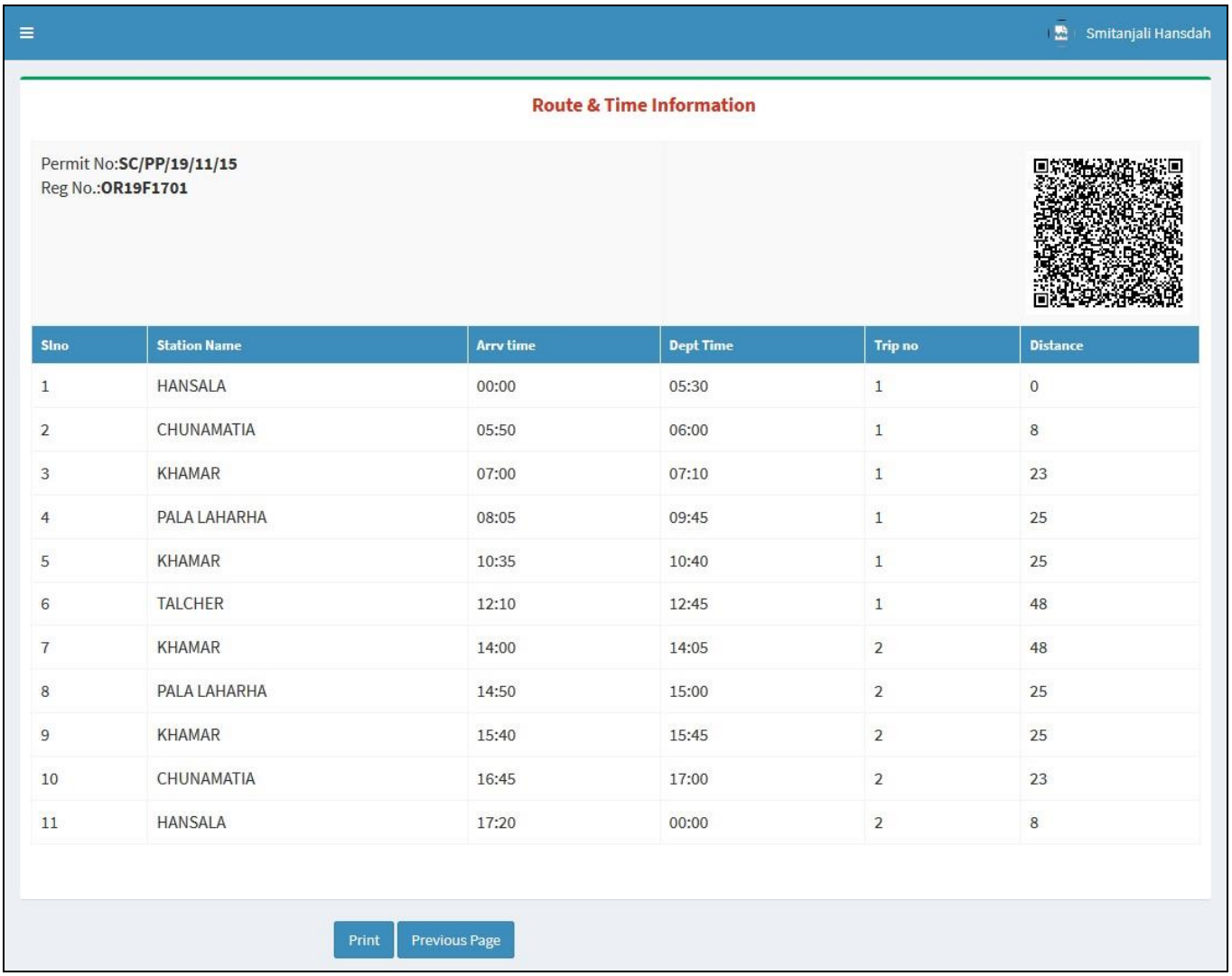
15.2. By clicking on "**Print Icon**", you can see the QR-Coded Permit as shown at **SS-79**.


Smitanjali Hansdah
PERMANENT PERMIT Part B
Form NO XXII
SEE RULE 45(1)(V)
Transport Authority
(Under Odisha Motor Vehicle rules 1993)
Name of Holder: SMITANJALI HANSDAH
Service Type: Ordinary
Father Husband Name: SUDARSAN HANSDAH
Distance:
Vehicle Registration Marks: OR19F1701
Permit No: SC/PP/19/11/15
Route Area For Which Permit is Valid: Hansala Changumatia Khamar Pallahara Khamar Talcher Khamar Pallahara Khamar Changumatia
Date of Expiry: 17-11-2022
W.e.f: 18-11-2017
Condition:
G.S. --Select--
G.A. --Select--
TI --Select--
FT --Select--
F.Max
F.Min
Issue Date 18-11-2017
Secretary
Transport Authority
Renewal
This Permit is hereby renewed up to
Secretary
Transpoart Authority
Date:
Countersignature
Countersignature For:
Secretary
Transpoart Authority
Date:
Renewal of Countersignature
Renewed up to:
Secretary
Transpoart Authority
Date:
Print
Next Page

SS-79

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

15.4. By clicking on "**Next Page"** button, the route and timing description of the permit for concerned vehicle would be seen with QR Code as shown at **SS-80**.



Slno	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

SS-80

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