SECTION-III

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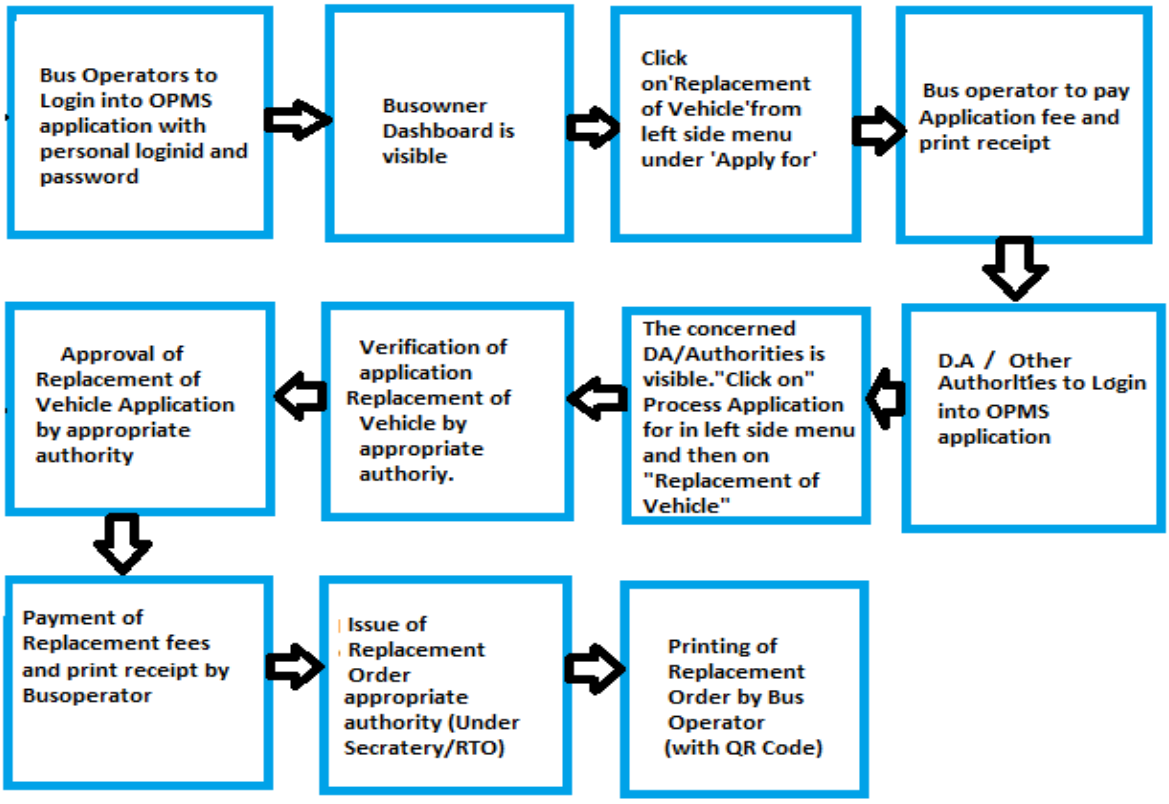
17	Process of Approving for Replacement of Vehicle Application	8
18	Procedure for Paying Fees for Replacement of Vehicle	13
19	Issue of Replacement Order	20
20	Printing Replacement Order.	21



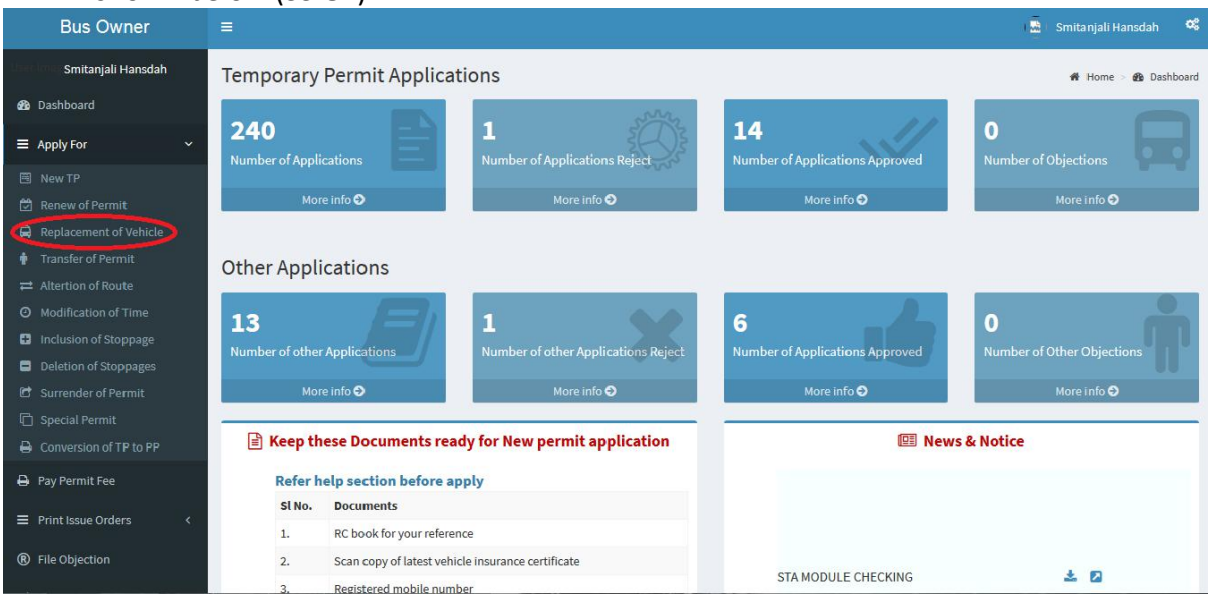
Please Note: A Bus Operator has to first register in OPMS application first as per Para 2.3 of the User manual hosted in the website "***opms.odishatransport.gov.in***" in order to access the OPMS application.

16. Applying For Replacement of Vehicle for Bus Operators:

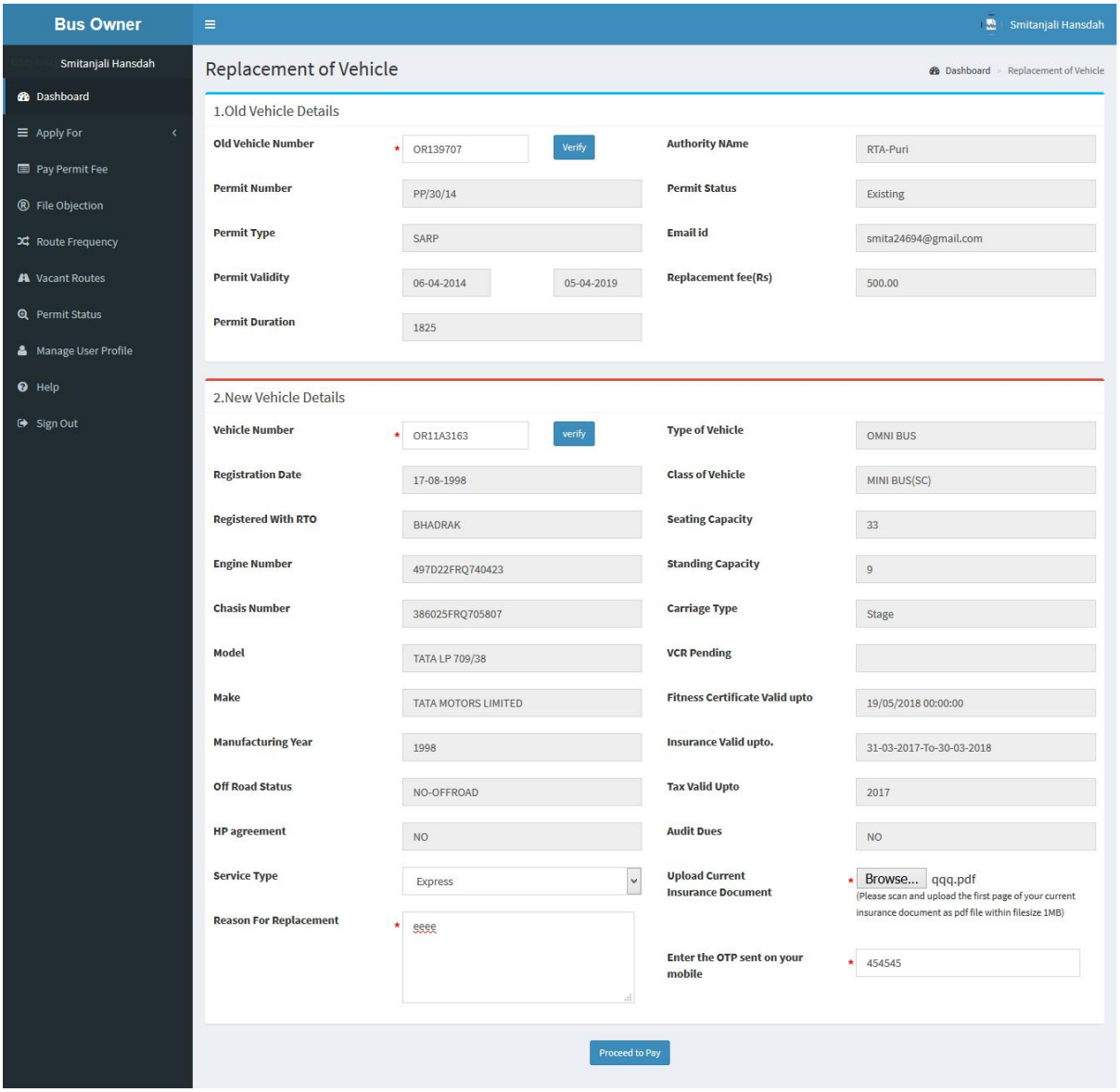
The OPMS application allows a bus owner to replace a vehicle associated with a permit using OPMS Application after registration. The procedure for registration of a bus operator in OPMS has been described in **paragraph 2.3** of the user manual hosted in the website www.opms.odishatransport.gov.in. Get your login id and password by registration and use it for logging in.

To replace a vehicle, the steps as detailed below to be followed.

16.1. After logging in into OPMS click on '**Apply for'** in the left navigation column of the Dashboard as in **SS-80**.It will show a list of services for which a bus operator can apply. Click on **'Replacement of Vehicle**' it will take you to the following screen as shown below (**SS-81**).



SS-80



SS-81

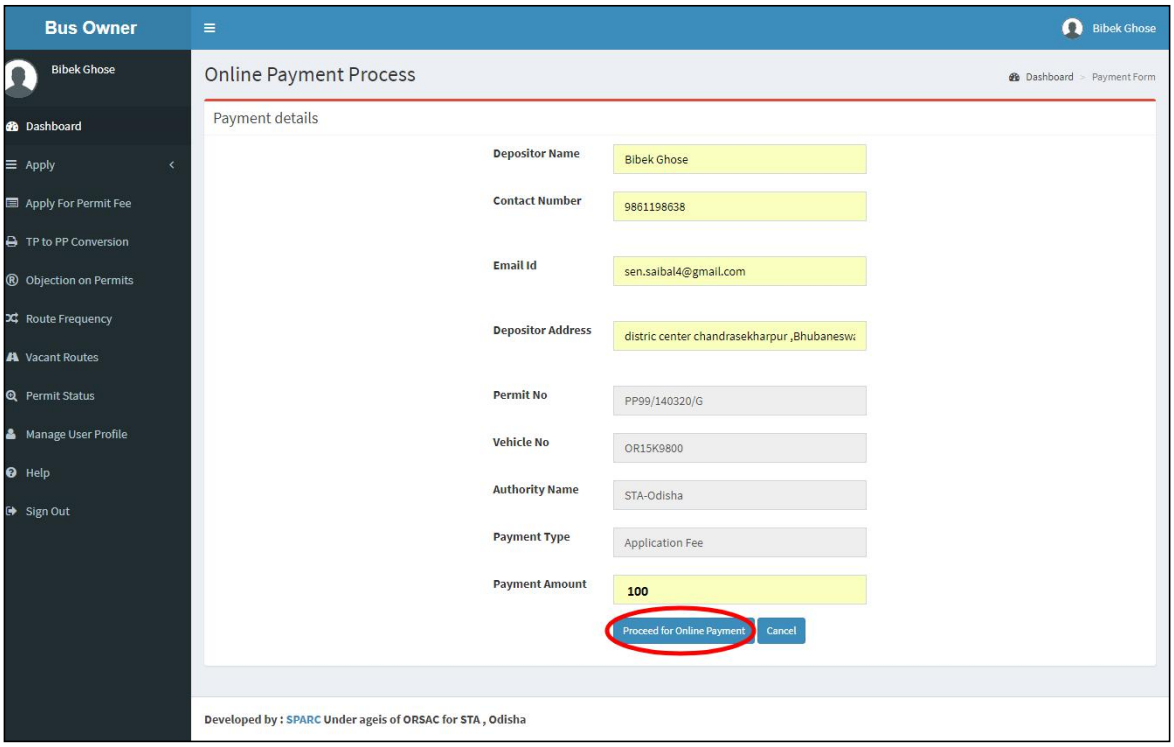
In the display at **SS-81** there are 2 sections as described below.

Section 1: Fill in the Old Vehicle Number. Click the "**Verify**" button. By clicking the Validate button the old vehicle details would be automatically filled up from the **OPMS** database.

Section 2: In this section, first the Bus Owner has to give the replacement vehicle registration number and click the "**Verify**" button. By clicking the verify button all the details will be automatically filled up from **VAHAN** database and the bus owner only have to upload valid insurance details(if not fetched from VAHAN), service type of new vehicle, key the reasons for replacement and enter OTP sent to his/her registered mobile number to go ahead. The Bus-owner needs to click on "**Proceed To Pay"** button to go to next stage**.**

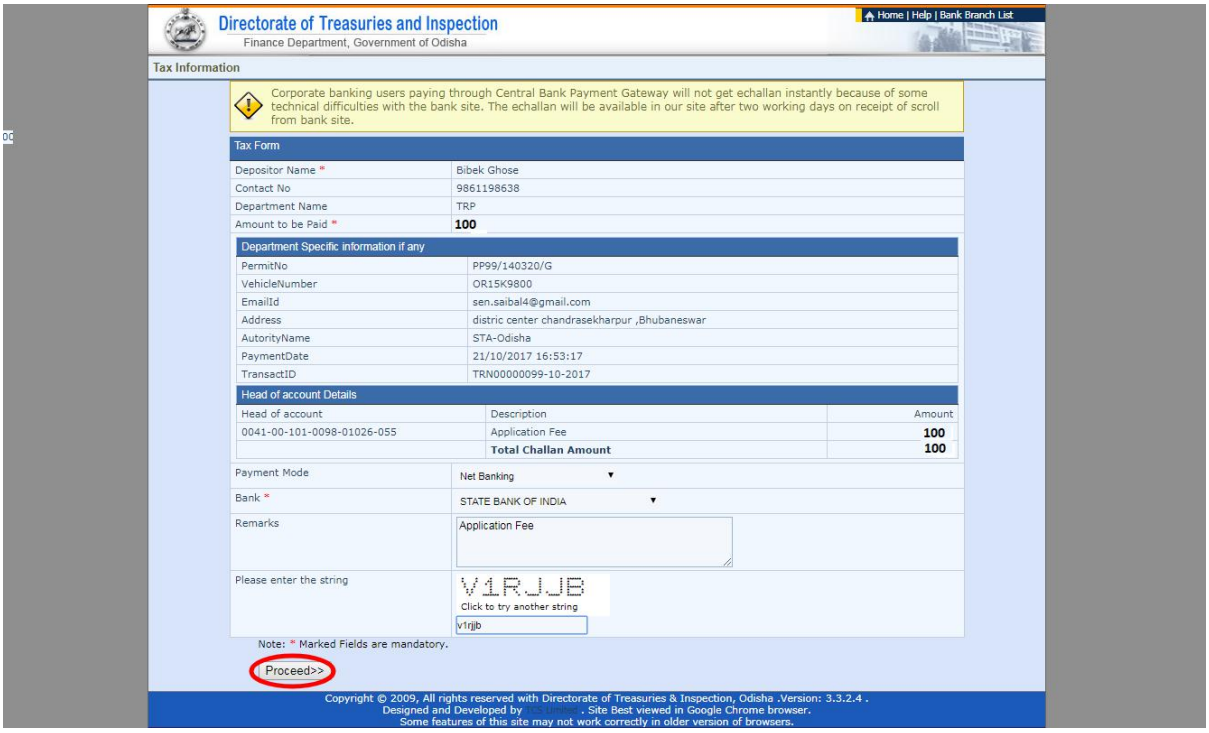
Note: - OTP is being used to check the genuineness of the mobile number and to secure the transactions.

16.2 The page for online payment process for payment of application fees would be opened at **SS-82**. 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.



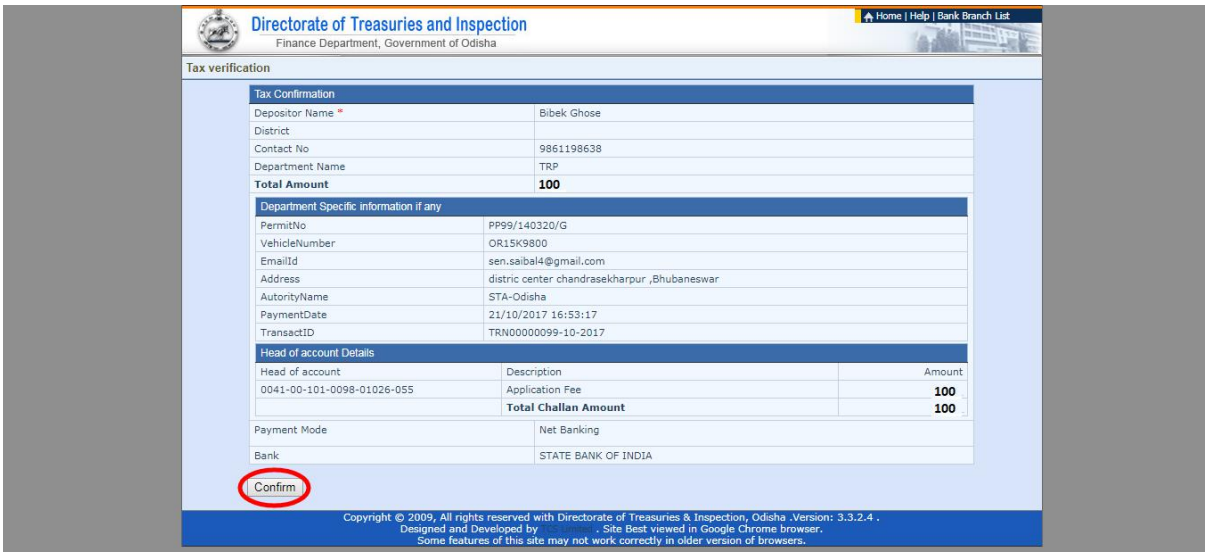
SS-82

16.3 The fields in this screen **SS-82** would be auto filled based on Bus-owner's registration from VAHAN database. The amount for payment of Replacement 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-83** as shown below which is a web page of *Directorate of Treasuries and Inspection (DTI)*.



SS-83

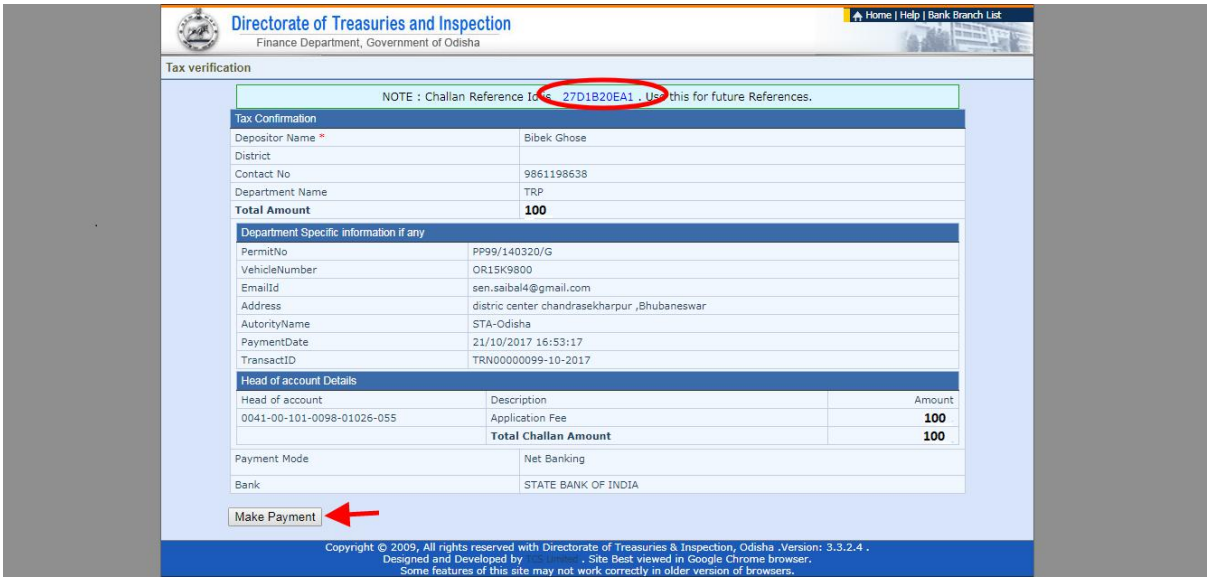
16.4 In **SS-83**, please select the mode of payment (*Net Banking* or *Credit Card* or *Debit Card*) and the Name of the Bank from the drop down list. Next step is to fill the captcha and click on "**Proceed**" button. It will take you another web page of DTI as shown at **SS-84.**



SS-84

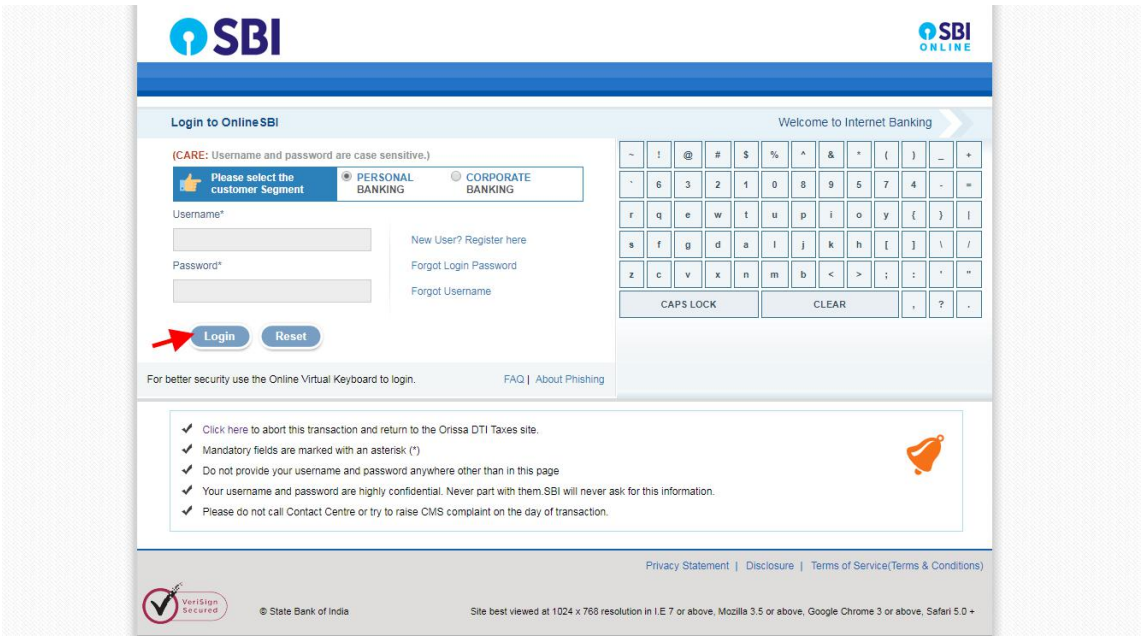
16.5 It will show you details of transaction to be made which you need to confirm by clicking on the "**Confirm**" button at the bottom left corner of the screen.

16.6 By Clicking on "**Confirm**" button, the screen as shown at **SS-85** would be displayed (a third web page of DTI).



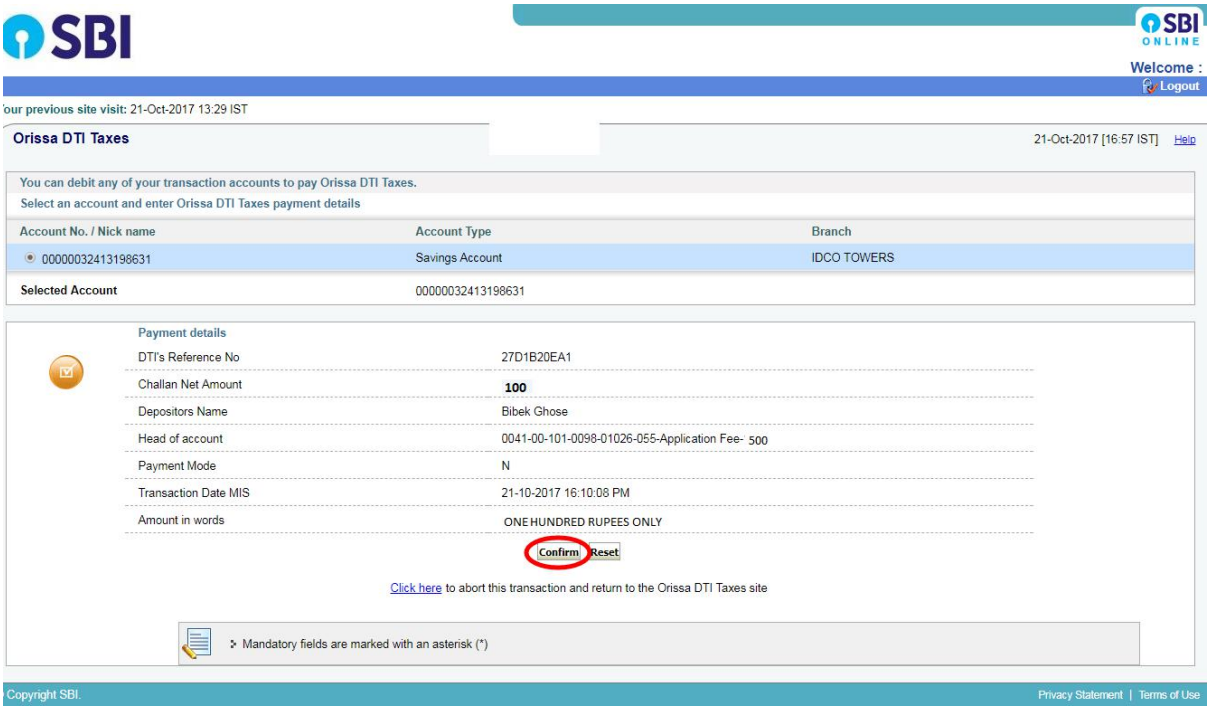
SS-85

16.7 Actually Screens **SS-84** and **SS-85** are similar except that **SS-84** is for confirmation of the entry details and **SS-85** has the Challan number and is to make Payment .Clicking the "**Make Payment"** button in **SS-85** would take you to **SS-86** 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.



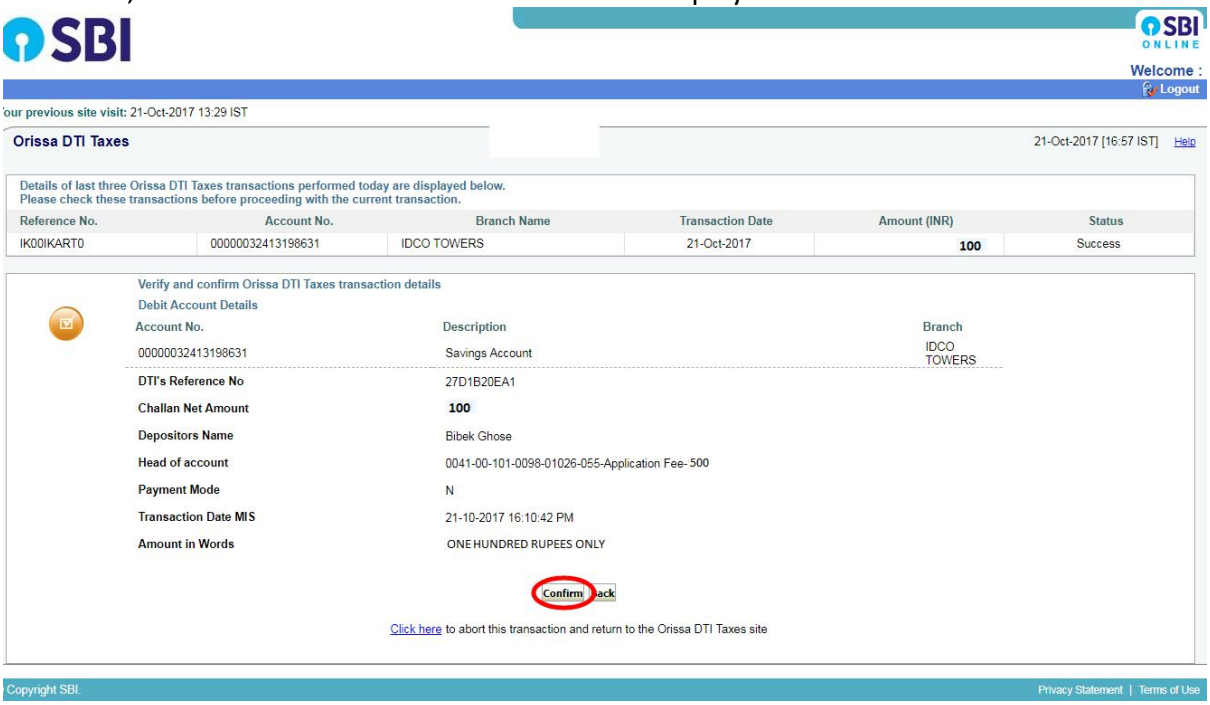
SS-86

16.8 You have to enter your *User Name* and *Password* provided by your Bank for Net Banking (Option selected by you in **SS-83**) and click on "**Log in"** button. The page as shown in SS-87 would be displayed. This is the confirmation page of your bank portal. Where you need to confirm the amount.



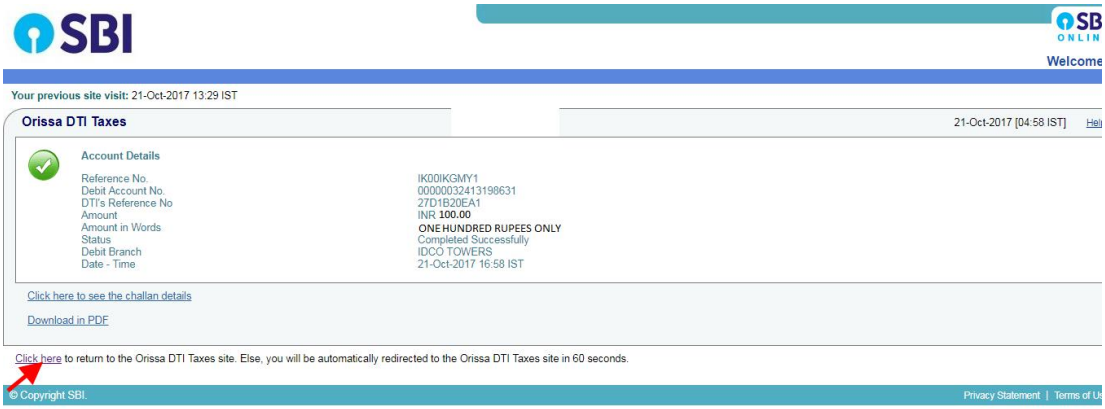
SS-87

16.9 This screen is similar to previous screen (**SS-87**) except that it records the status of transaction reference on the top of the screen. By clicking on "**Confirm"** button in **SS-87**, the screen as shown at **SS-88** would be displayed.



SS-88

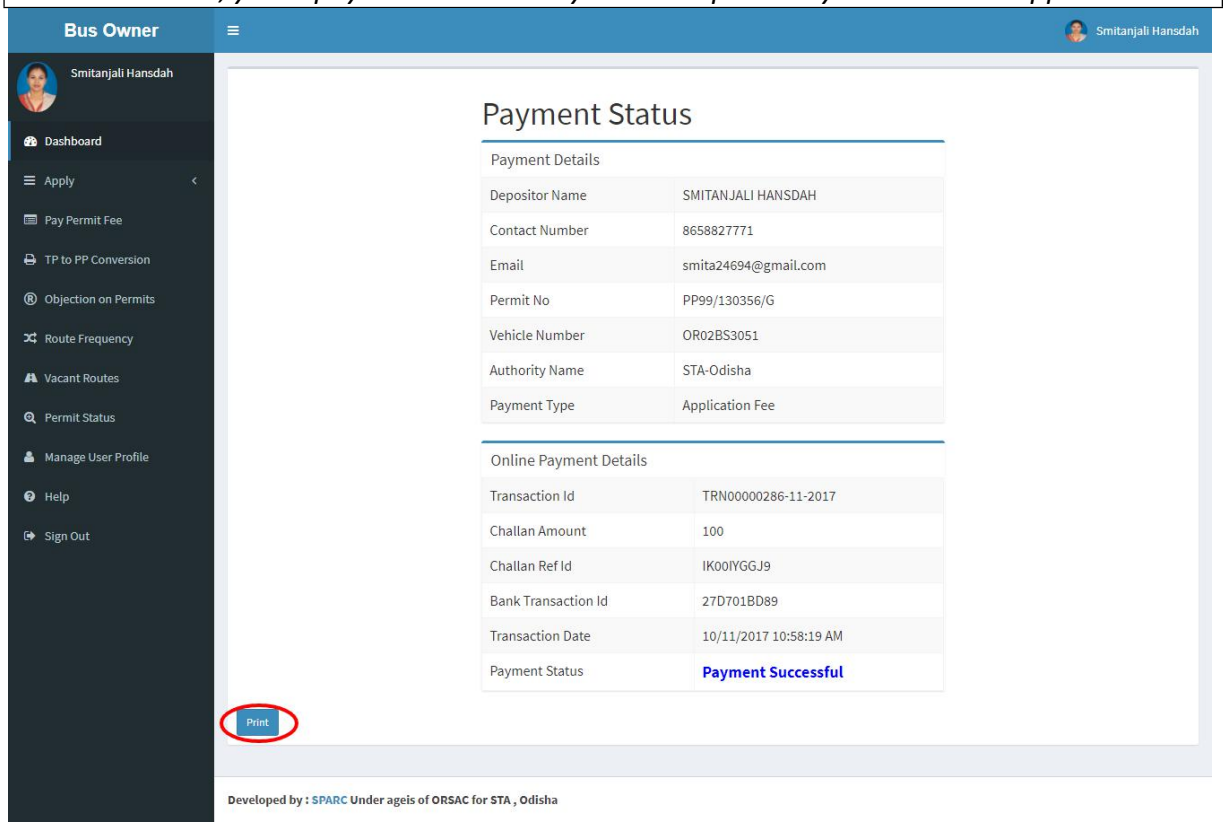
16.10 Please click on "**Confirm"** button to confirm the payment to be made. When you will the "**Confirm**" button it will take you to **SS-89** as shown below.



SS-89

16.11 This is the last page of Bank Portal. By clicking on the '**Click Here**' link on **SS-89**, 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-90**.

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

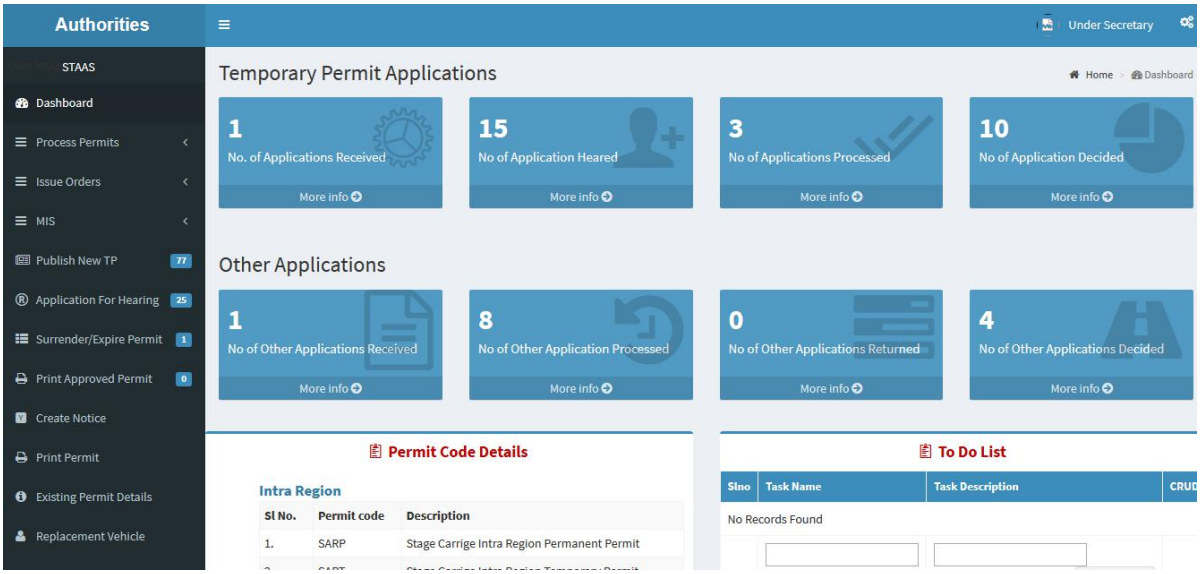


SS-90

16.12 Please take a printout f the page by clicking for your record and future reference on "**PRINT**" located at bottom left corner of **SS-90**.

17. Process of Approving Replacement of Vehicle by appropriate Authority.

After the appropriate authority logs into the OPMS, the Dashboard page would be displayed as shown at SS-91. 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-91

17.1 The Replacement of Vehicle Application is first made available to the dealing assistant (DA) to do the miscellaneous checks with respect to replacement application and uploaded documents.

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

17.2. 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 Replacement of Vehicle 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 reason for rejection.

17.3 If the Replacement of Vehicle is approved, there is a need to issue the replacement order. Here, the applicant has to pay the replacement fee online.

Once the bus owner pay the Replacement of Vehicle fees, the Replacement order would be issued by Under Secretary in STA and RTO in RTAs. This would be available in the Dashboard of Bus owner for print and use.

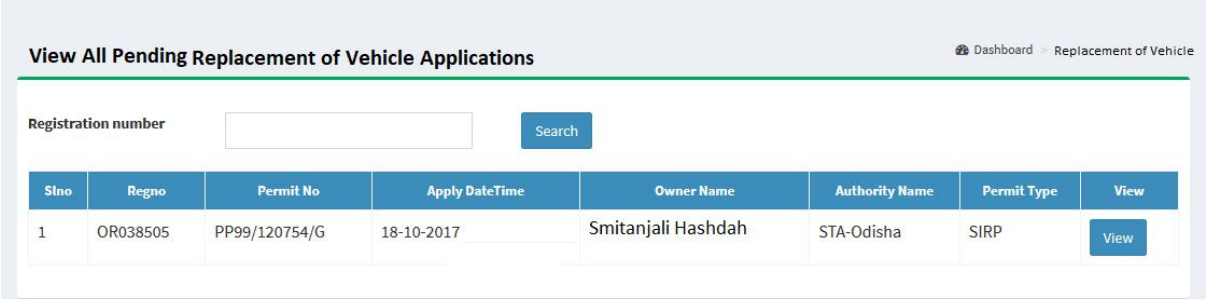
17.4 The Dealing Assistant (DA) has to first go through following steps to process the application.

A. DA has to log into the OPMS.

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

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

D. A table showing all Replacement of all Vehicle applications pending at that point of time would be displayed as shown in **SS-92**.



SS-92

E. DA has to click on the '**View'** button in the last column of the table upon which the screen as shown at **SS-93** will be displayed. This contains the Replacement of Vehicle application details.

Chairman-STA

View Individual Vehicle Replacement form

Dashboard > Vehicle Replacement Review Form > Vehicle Replacement Review Individual Form

Owner Details

1.	Old Vehicle No.	OR09N4465
2.	New Vehicle No.	OR15R0988
3.	Owner Name	SARASWATI SAHOO
4.	Mobile No	8658827771
5.	Email	smita24694@gmail.com
6.	Communication	PADMAPUR,PADMAPUR ANANDAPUR,KEONJHAR

Application Details

1.	Permit No	PP99/130644/G
2.	Application Date	27-11-2017
3.	Authority Name	STA-Odisha
4.	Replacement fee	500.00
5.	Fee status	Payment Successful
6.	Reason For Replacement	x

New Vehicle Details

1.	Vehicle Number	OR15R0988
2.	Owner Name	SOBHAGINI PATI
3.	Registration Date	07-06-2011
4.	Registered With RTO	SAMBALPUR
5.	Engine Number	497TC92AYY804298
6.	Chasis Number	MAT453552B7A03801
7.	Carriage Type	Stage
8.	Tax Valid Upto	30-11-2017
9.	Model	LP 712/42
10.	Make	TATA MOTORS LIMITED
11.	Yr. of Manufacturing Dt.	2011
12.	Fitness Certificate	18-05-2018
13.	Type of Vehicle	BUS
14.	Class of Vehicle	BUS(SC)
15.	Seating Capacity	36
16.	Standing Capacity	9
17.	Audit Dues	NO
18.	VCR Pending	
19.	Insurance validity	24-05-2015-To-23-05-2016
20.	HP agreement	NO
21.	Off Road Status	NO-OFFROAD
22.	Insurance Document	Show Insurance File

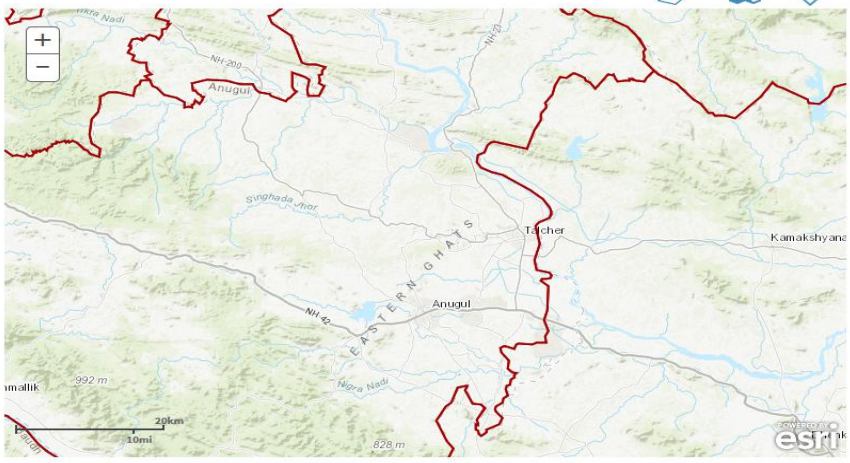
Route & Time Information

Slno	Stop Name	Arrv Time	Dept Time	Distance	Trip no
1	BHADRAK	00:00	05:15	0	1
2	ANANDAPUR	06:45	07:00	48	1
3	THAKURMUNDA	08:10	08:20	89	1
4	KARANJIA	09:40	10:00	117	1
5	JASHIPUR	11:10	11:50	145	1
6	KARANJIA	12:40	13:00	186	1
7	THAKURMUNDA	14:20	14:30	229	1
8	ANANDAPUR	15:40	16:00	277	1
9	BHADRAK	17:30	00:00	320	1

Map Layers

- [x] 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

ttttttt

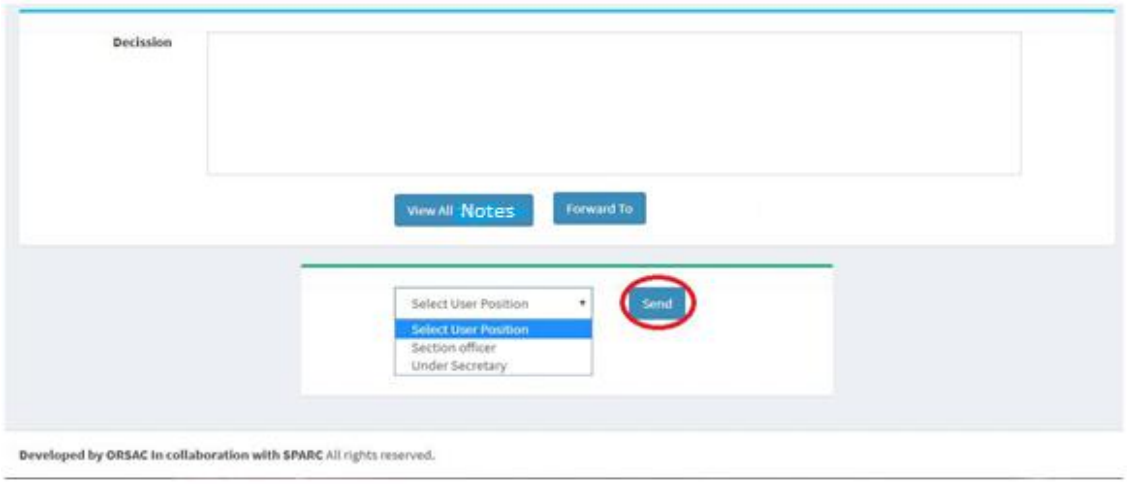
View All Notes | Forward To

SS-93

F. The bottom portion of **SS-93** 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.

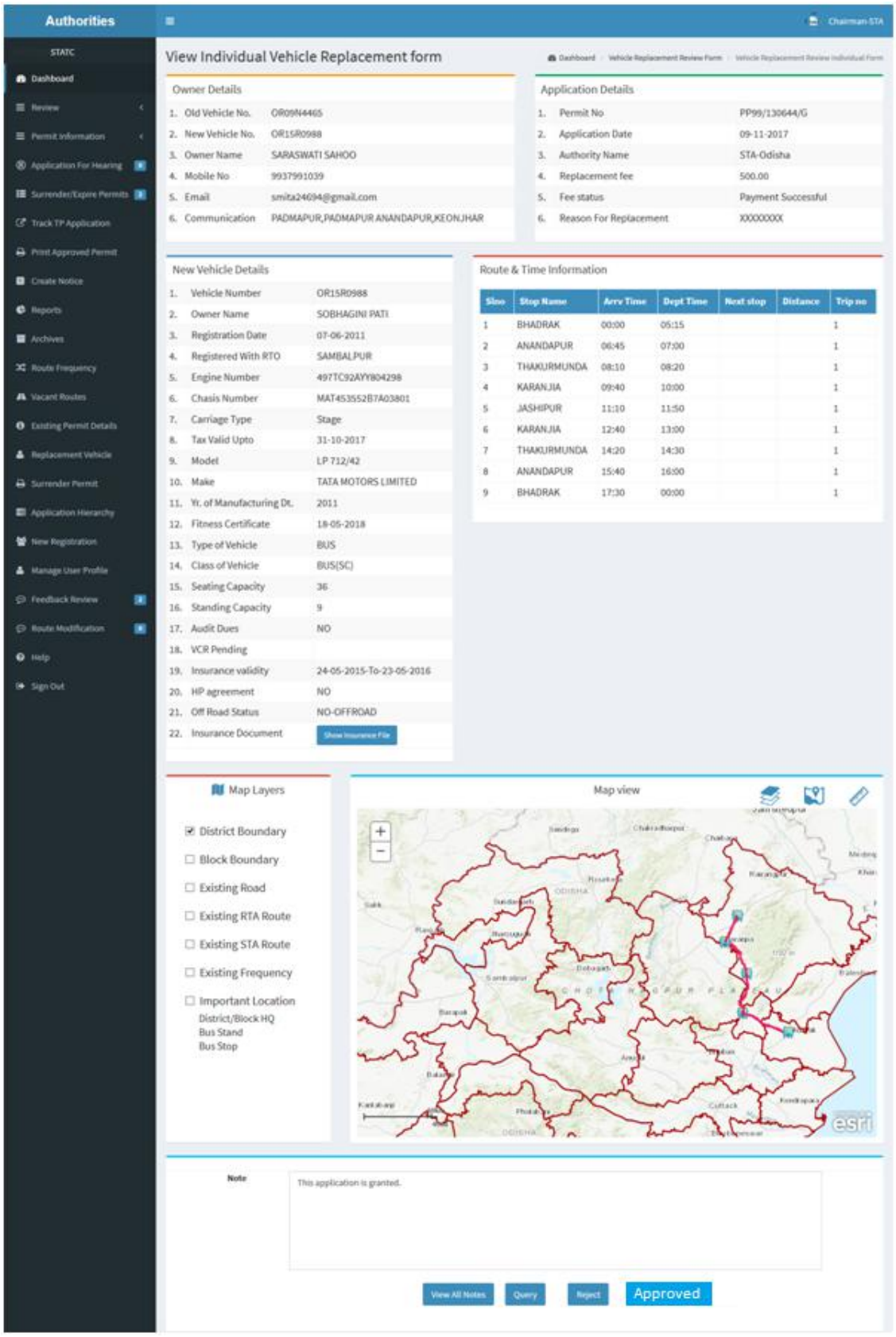
H. DA has to choose higher authority to forward the application and then click on "**Send**" button as shown in SS-94 to send the application to next higher authority.



SS-94

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** " button will appear. The screen for the Chairman of STA/RTA would be as shown in **SS-95**.

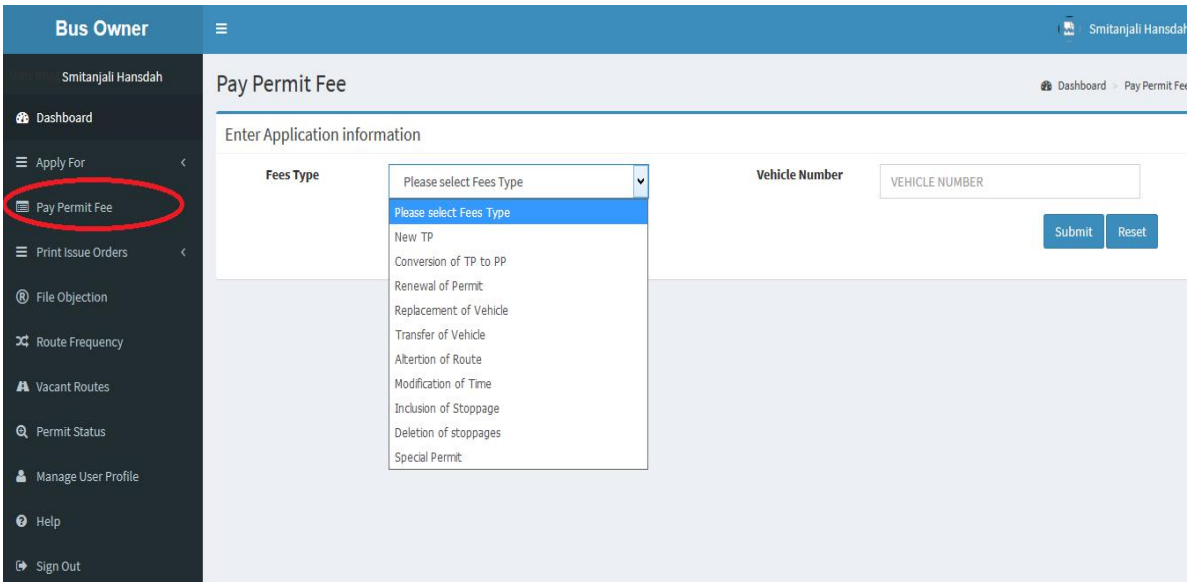


SS-95

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 next lower level authority for compliance.

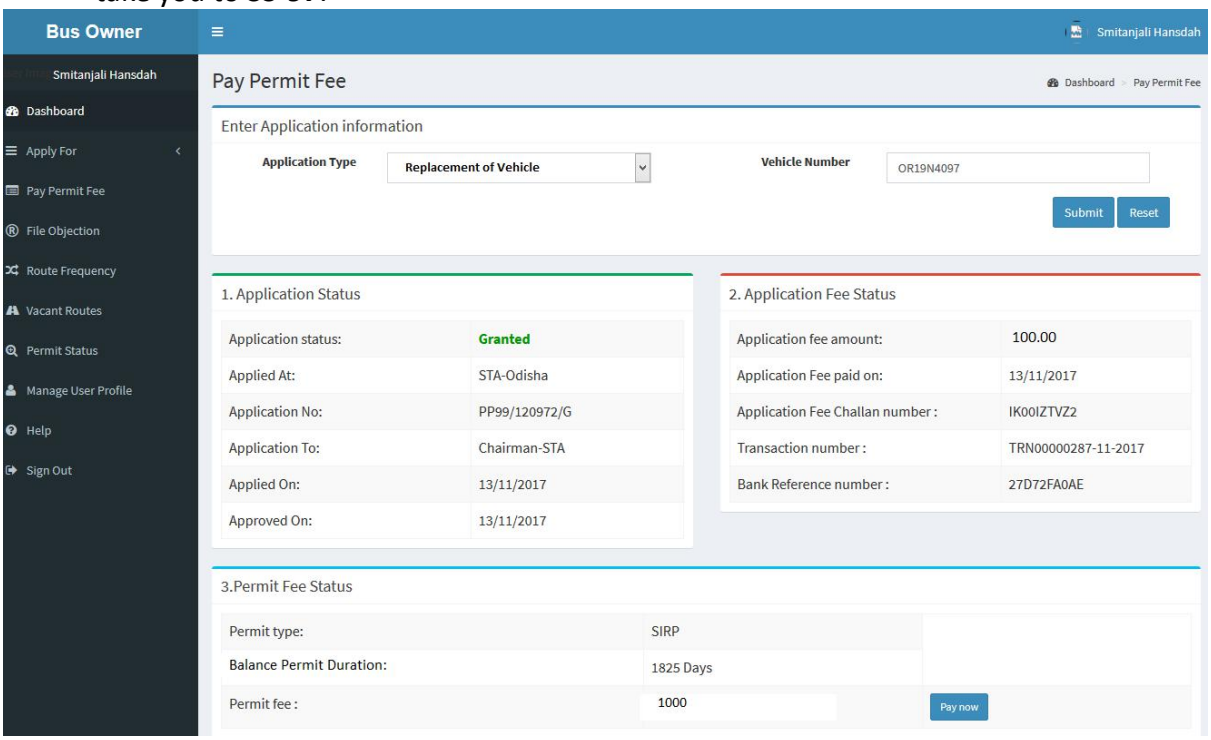
18.0. Procedure for Paying Permit Fees for Bus Operator:

18.1 If the bus owner's application for Vehicle Replacement has been approved then it will shown in his/her Dashboard. A SMS alert would come to your registered mobile number 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-96**.



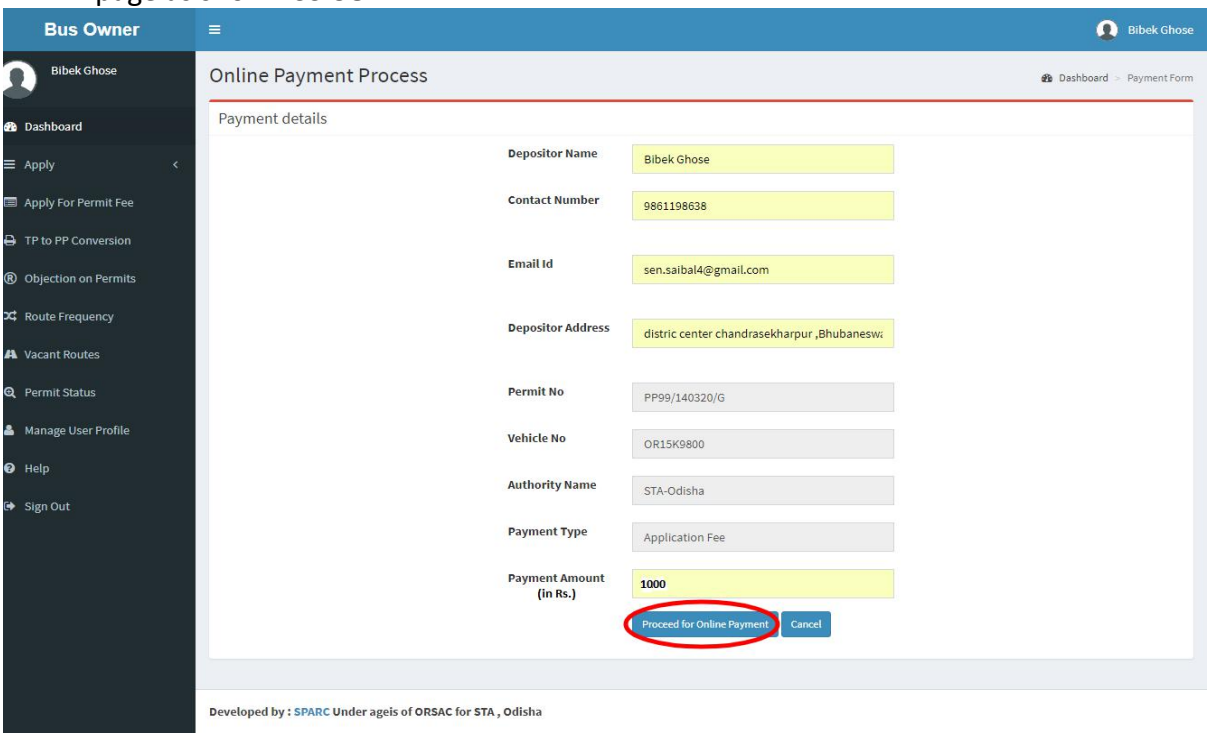
SS-96

18.2 Please choose the type of fees from the dropdown for which you want to pay, in this case you have to choose the "**Replacement of Vehicle**" and key the Vehicle number in the Text Box then click the "**Submit**" button. By clicking the "**Submit"** button it will take you to **SS-97**.



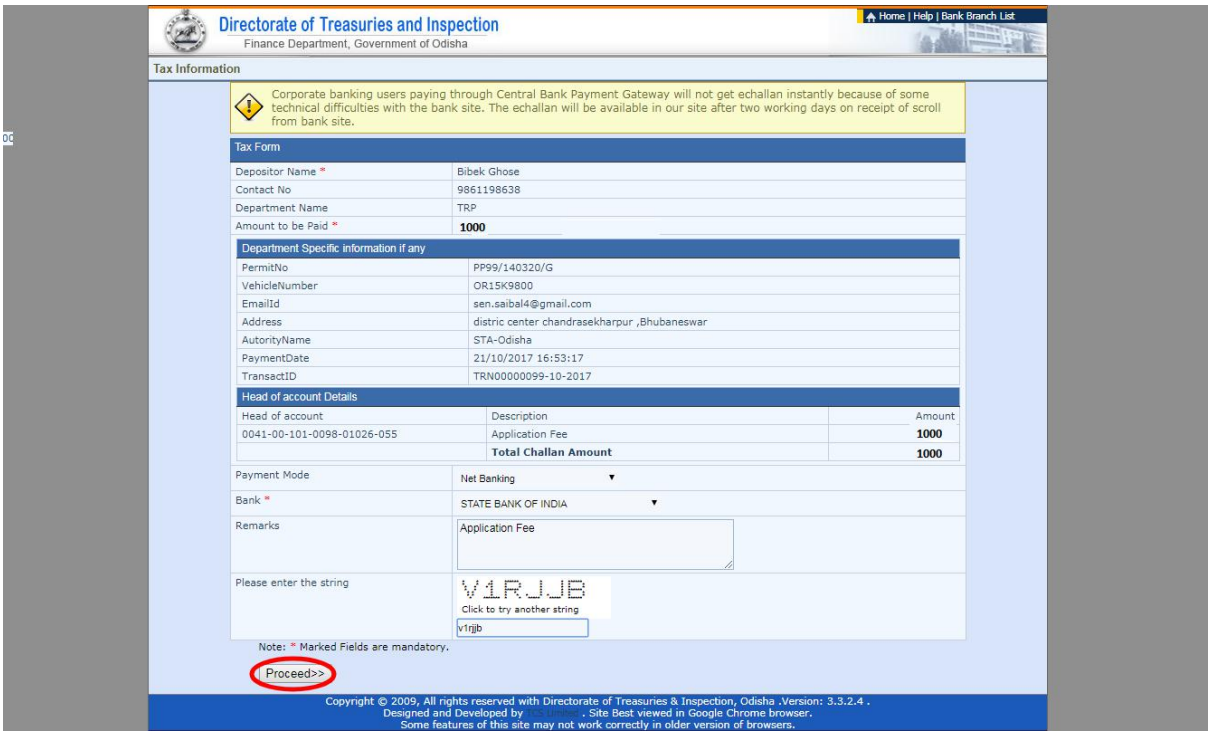
SS-97

18.3 To pay the Permit fee, click on "**Pay Now"** for online payment. It will take you to the page as shown **SS-98**.



SS-98

18.4 The procedure for payment of Replacement fee is similar to that of payment of application fees. Only the amount changes.Please click on "Proceed to Online Payment" in "**SS-98"** which would take you to "**SS-99**". You have to go through 3 screens of Treasury (DTI) portal and four screen of Bank portal as shown at **SS-83** to **SS-89**.The same screens are repeated with changed amount of Rs.1,000/- from **SS-99** to **SS-105**.

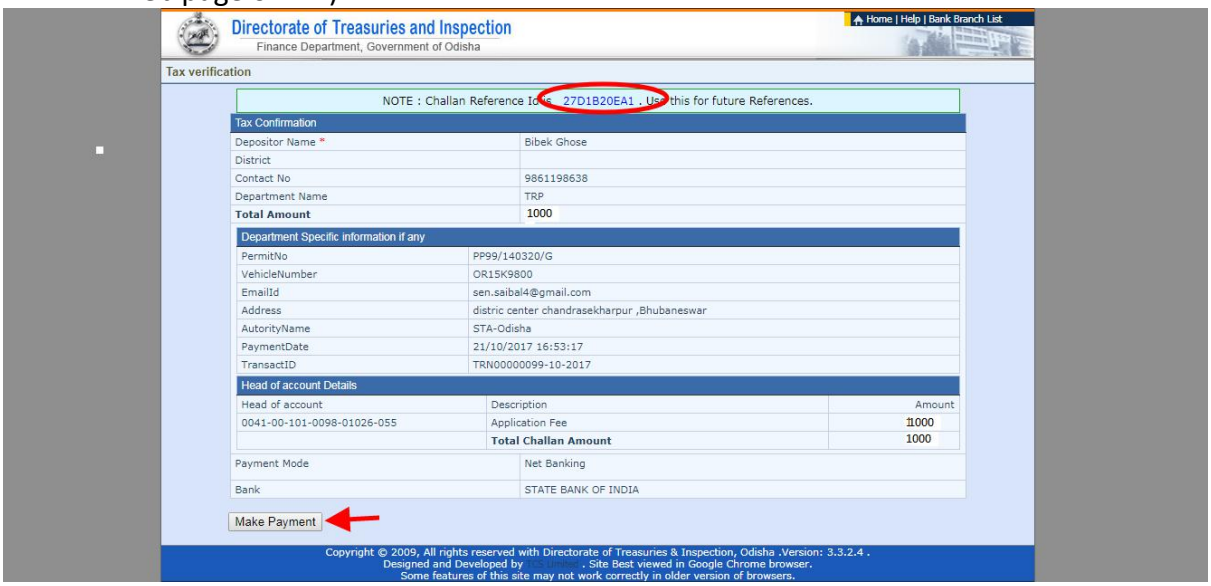


SS-99

18.4 In **SS-99**, 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-100**.

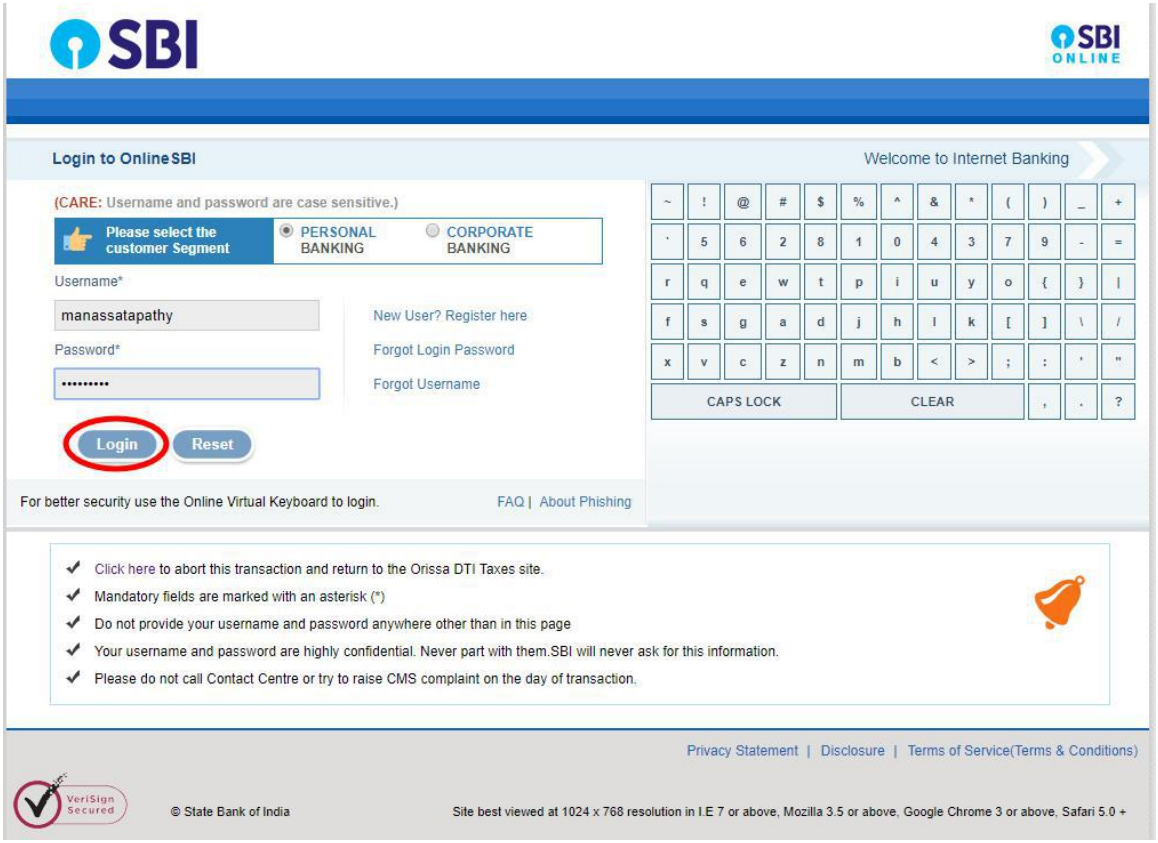
SS-100

18.5 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. By clicking on "**Confirm**" button, the screen as shown at **SS-101** would be displayed (a third web page of DTI).



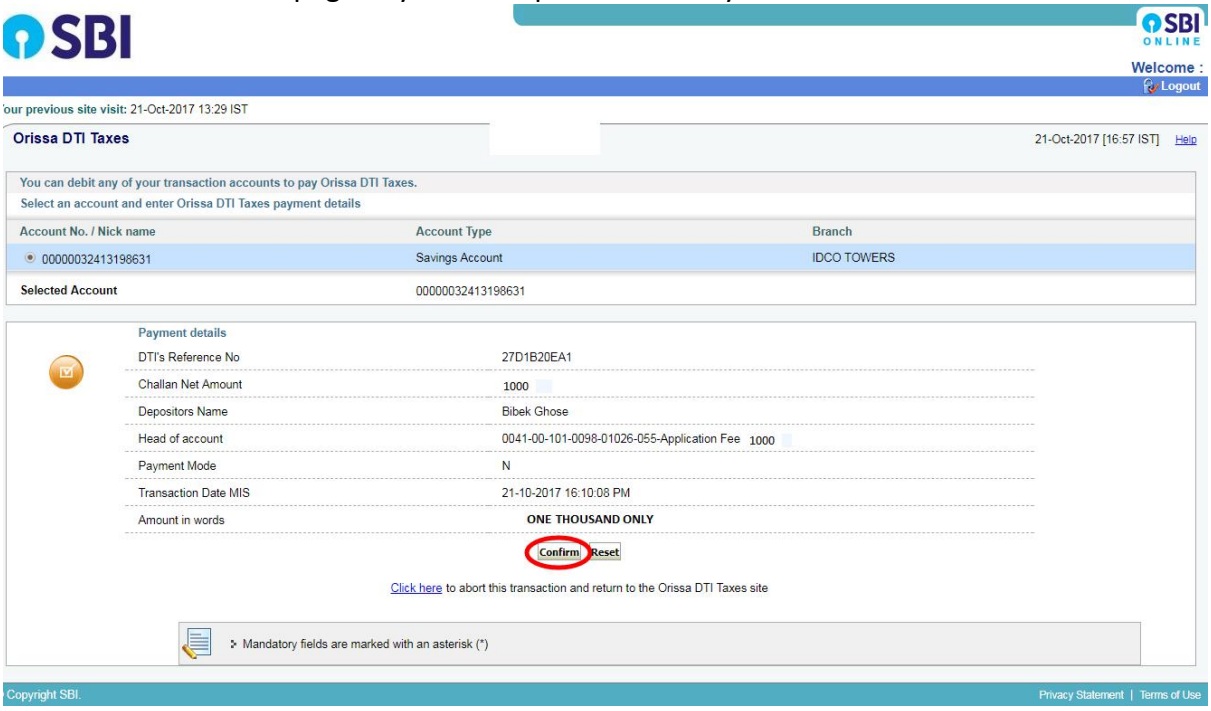
SS-101

18.6 Actually Screens **SS-100** and **SS-101** are similar except that **SS-100** is for confirmation of the entry details and **SS-101** has the challan number and is to make Payment .Clicking the "**Make Payment"** button in **SS-101** would take you to **SS-102** 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.



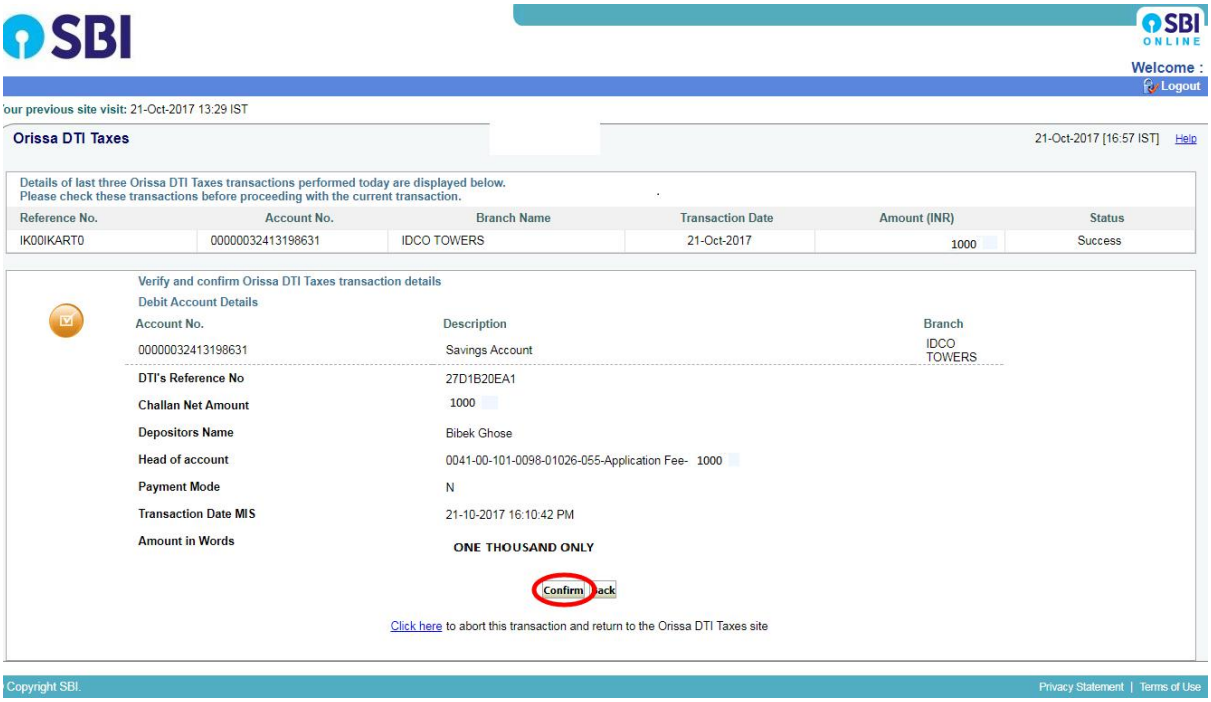
SS-102

18.7 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-103** would be displayed. This is the confirmation page of your bank portal. Where you need to confirm the amount.



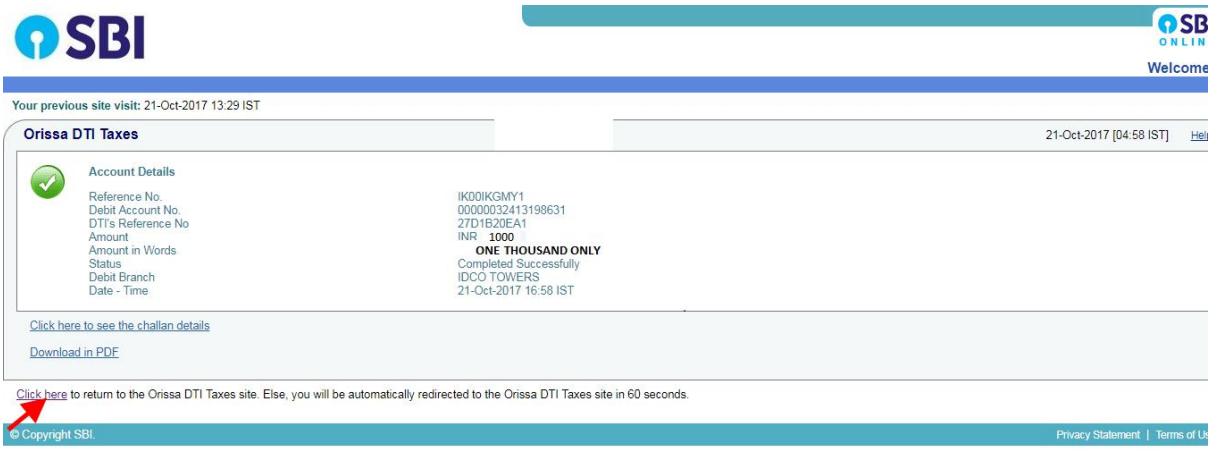
SS-103

18.8 This screen is similar to previous screen (**SS-103**) except that it records the status of transaction references on the top of the screen. By clicking on "**Confirm"** button, the screen as shown at **SS-104** would be displayed.



SS-104

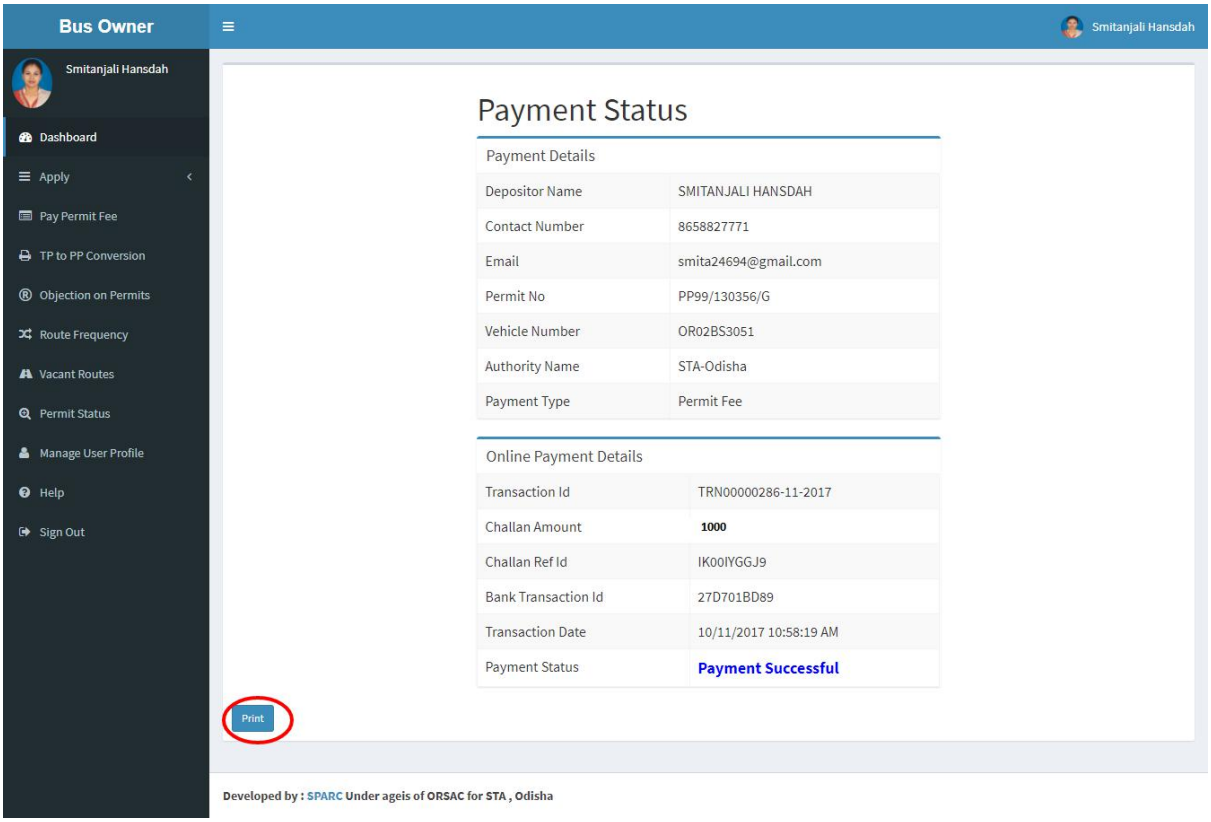
18.9 Please click on "**Confirm"** button on **SS-104** confirm the payment to be made. If not, you may go back by clicking on "**Back**" button. When you will the "**Confirm**" button it will take you to **SS-105** as shown below.



SS-105

18.10 This is the last page of Bank Portal. By clicking on the '**Click Here**' link on **SS-105**, the Payment status page of OPMS will be opened that shows the status of payment along with other details as shown at **SS-106**.

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.*



SS-106

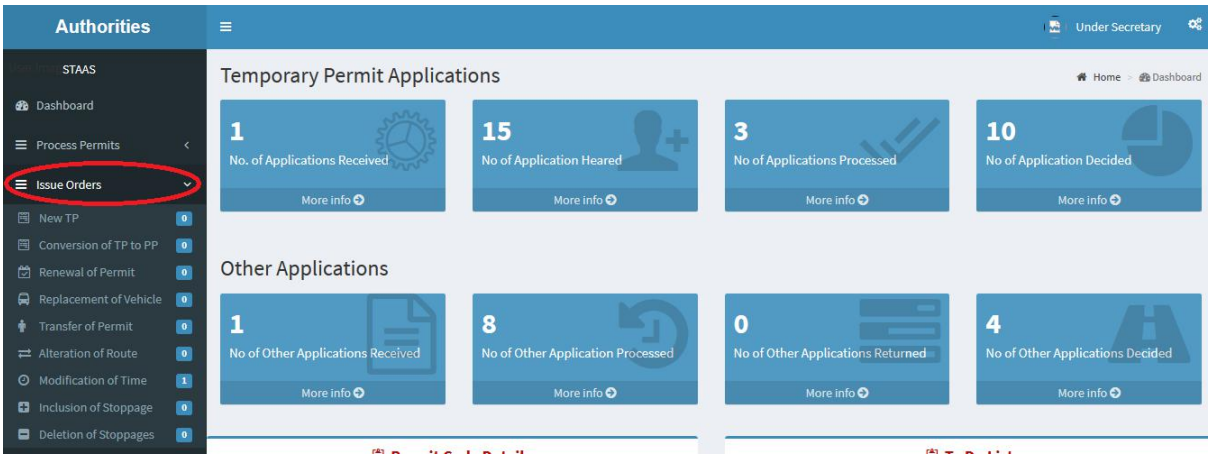
18.11 You can take a printout of this page by clicking on "**PRINT**" bottom left corner of SS-106.

NOTE: After paying the replacement fees the permit application is issued by Under Secretary/RTO. You can check the status of your permit application on your Dashboard at **SS-110.**

19. Issue of Permit:

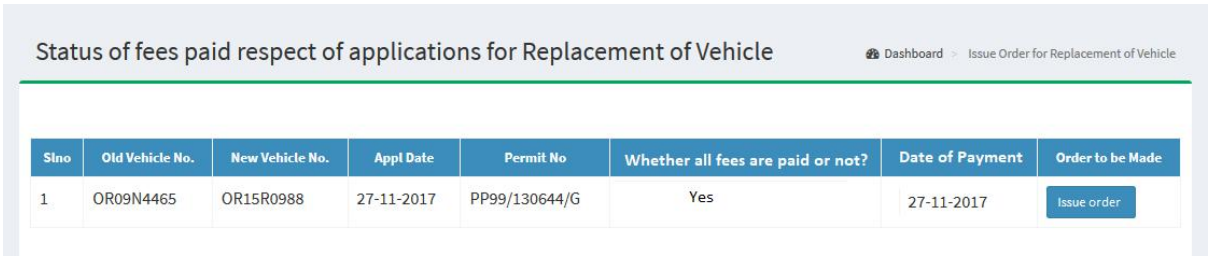
Under Secretary/RTO can see all the in-process applications in their Dashboard and Issue the permits for which permit fee have been paid .The steps to be followed are,

19.1. After logging in, click on "**Issue of Permit/Order** "menu from the left side menu section present in **SS-107**.It would show you list of services for which orders need to be issued as shown at **SS-108**.



SS-107

19.2. Please click on '**Replacement of Vehicle**' as shown in SS-108.It would take you to "**SS-109**" which would be a table showing all applications for '**Replacement of Vehicle**'.

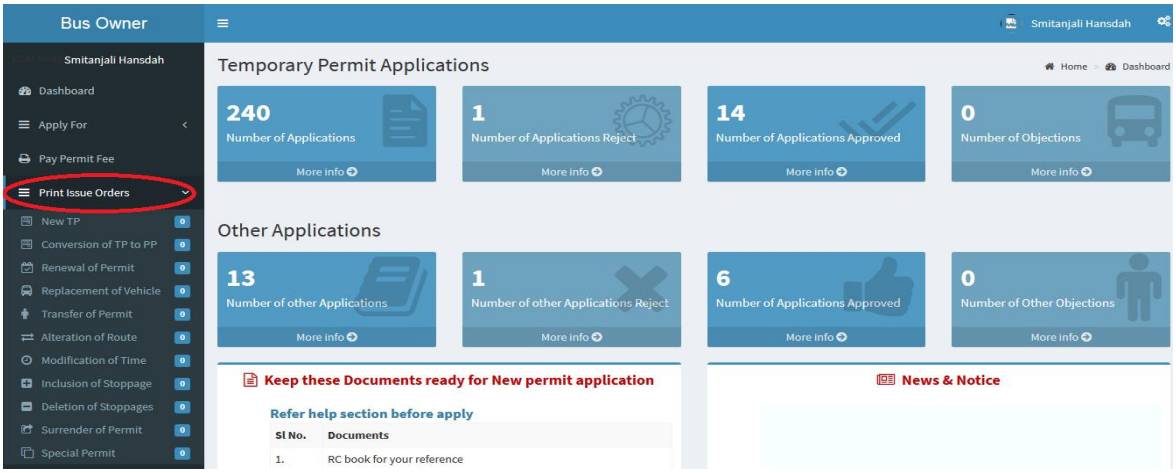


SS-109

19.3. Click on Issue order icon located on the far right column of the table. It would result in issue of Replacement order online. It would be visible to applicant bus owner in his dashboard at SS-110.

20.0. Printing the Approved Permit By Bus Operators:

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



SS-110

20.1 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-110**.Under Other application, she/he can click on 'Approved' block which would take you to a table as shown in **SS-111** or he/she can go to "**Print Issue Order**" menu on left side and click on "Replacement of Vehicle" to come to same table.

SS-111

20.2 Clicking on "**View"** on right column to see the replacement order**,** you can see the replacement order (with QR-Coded) as shown at **SS-112**.

VEHICLE REPLACEMRNT

ORDER

1.Transport Authority: **STA-Odisha**
2.Permit No: **SC/PP/19/60/10** 2(a). Permit Valid up to: **11-01-2016**
3.Service: **Ordinary**
4.Permit Route: **Basantapur Bagidia Chhendipada Jarapada Angul Mahidharpur And Back**
5. Name of Permit Holder: **BARUN KUMAR SAR**
6. Father/Husband Name(in the case of an individual): **MADHABANANDA SAR**
7. Address at: **AT-SENDHA PO-GAMBHARIPAL,PS-KUNDHEIGOLA,DEOGARH**
8. Mobile No: **9178561284**

Replacement Details

Sl#	Item	Old Vehicle	New Vehicle
1.	Regn No.	OR05E5114	OR19K2941
2.	Engine No.	S433029459	497SPTC36HZY635593
3.	Chesis No.	S433029459	MAT357251A8H31478
4.	Manufacturing Year	1997	2010
5.	Seat Capacity	16	26
6.	Fitness Valid upto	10-10-2013	10-09-2018
7.	Insurance Valid Upto	10-07-2011-To-09-07-2012	06-10-2016-To-05-10-2017
8.	Tax Paid Upto	30-11-2015	30-11-2017

Date Of Replacement: **20-11-2017**

Issued By
Under Secretary
STA-Odisha

SS-112

20.3 By clicking on "**Print"** on **"SS-112"** to get a print of the Replacement order**.**