

1. Applying for Tagging a Vehicle by Bus Operators:

The OPMS Application allows Bus owner to tag his/her vehicle using OPMS Application after registration. The procedure for registration is described above.

To Tag a Vehicle, the steps as detailed below to be followed.

1.1. After logging in into OPMS application, click on “Tag Your Vehicle” in the left navigation column of your Dashboard.

SI No.	Documents
1.	RC book for your reference

SS-1

It will take you to the following screen SS-2 which contains 2 tabs

1. Apply
2. View

1. User Details	
a) User ID:	minakhihansda1111@gmail.com
b) User Name:	MINAKHI HANSDA
c) Fathers Name:	K C HANSDA
d) Spouse Name:	Sachdev Hasdha
e) Vehicle No:	OD02AM7909
f) Vehicle Type:	Deluxe Sleeper AC
g) Authority Name:	STA-Odisha
h) Mobile No:	8455955050

2. Vahan Details	
a) Owner Name:	MINAKHI HANSDA
b) Vehicle Type:	DELUXE BUS
c) Address:	N4/31,JRC VILLAGE NAYAPALLI,BHUBANESWAR

SS-2

1.2. By clicking on “Apply” tab, it will show you two Sections.

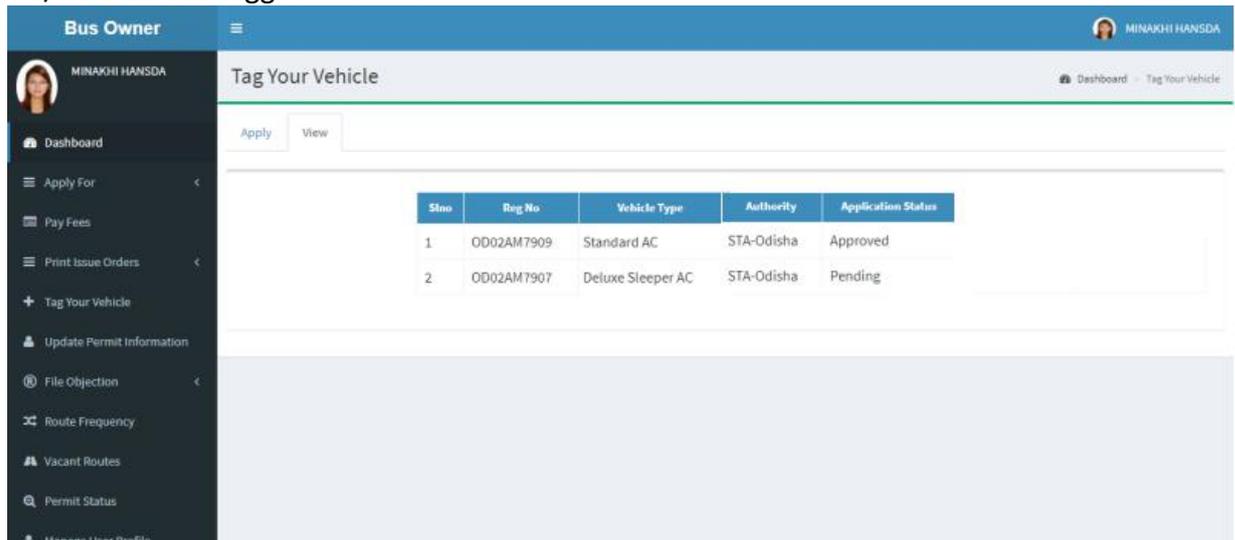
Section 1: In this Section, the User Id and User Name would be automatically

filled up from OPMS database. The bus operator has to give the Vehicle number, his/her Father's name and Spouse name (if not populated), Authority name and select the Vehicle Type .

Section 2: This section would be automatically filled up according to the vehicle registration number given in Section-1 from the VAHAN database..

Then he/she has to click “**Save**” button to save the application.

1.3. By clicking on “**View**” tab, it will take the bus operator to **SS-4**. Where he/she all his/her vehicles tagged in OPMS.



SNo	Reg No	Vehicle Type	Authority	Application Status
1	OD02AM7909	Standard AC	STA-Odisha	Approved
2	OD02AM7907	Deluxe Sleeper AC	STA-Odisha	Pending

SS-3

In SS-3, the bus operator can view the status of all his vehicles tagged so far in OPMS database and also their status with respect to application.

2. Process of Approving Tagged Vehicle Application by Dealing Assistant.

After the Dealing Assistant logs into the OPMS, the Dashboard page would be displayed as shown at **SS-4**.

The Dealing Assistant first has to click on “Verify Tagged Vehicle” menu from the left side menu of the Admin Dashboard as shown in SS-4.

The dashboard displays the following statistics:

- Temporary Permit Applications:**
 - No. of Applications Received: 204
 - No of Application Heard: 15
 - No of Applications Processed: 18
 - No of Application Decided: 0
- Other Applications:**
 - No of Other Applications Received: 106
 - No of Other Application Processed: 19
 - No of Other Applications Returned: 17
 - No of Other Applications Decided: 0

Buttons at the bottom: Permit Code Details, To Do List

SS-4

2.1. It will take you to the following screen SS-5 where a table of tagged vehicles would be displayed.

2.2 To see the vehicle details tagged by bus operator the DA has click the second tab i.e. "View" against the vehicle in the column of the table.

The screen shows a search bar for 'Registration number' and a table with the following data:

Sino	Regno	Owner Name	Vehicle Type	Application Date	Authority Name	View
1	OR07U1499	Manisnkar Dixit	Standard Non AC	14-03-2018	STA-Odisha	View
2	OD02AM7907	MINAKHI HANSDA	Deluxe Sleeper AC	20-03-2018	STA-Odisha	View

SS-5

2.3. This will take you to screen SS-6 .It has all the details of tagged vehicle.

Sl No	Items	Vahan Details	OPMS Tagged Details	Recommendation By DA
1	Vehicle Reg No.	OD02AM7909	OD02AM7909	OK
2	Owner Name	MINAKHI HANSDA	MINAKHI HANSDA	OK
3	Name of Owner's Fathers	K C HANSDA	K C HANSDA	OK
4	Name of Owner's Spouse	K C HANSDA	SACHDEV HASDHA	NOT OK
5	Vehicle Type	DELUXE BUS	STANDARD NON AC	

Buttons: Approve, Reject, Cancel

SS-6

2.4. Here the DA has to check the VAHAN and Tagged Vehicle details and give his/her recommendation by selecting “OK” or “NOT OK” from the drop down box present in the last column of the table i.e “**Recommendation By DA**”.One needs to remember that minor spelling mistake may be these between VAHAN and tagged details in name/fathers name/spouse name.The DA may use his/her judgment to accept it.

Secondly NAHAN capture either Spouse or fathers name but not both,And it also does-not capture the relation I.e fathers or spouse.So if the VAHAN relation name matches either father or spouse name from OPMS tagged input,same is to be accepted by clicking “OK”.

2.5. The DA can approve the application once the name,vehicle no and one of the relation name is OK.Once approved,then vehicles would be tagged to the user/bus owner.