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.

Bus Owner		🐣 SMITANJALI HANSDAH 🤻
SMITANJALI HANSDAH	Temporary Permit Applications	🕷 Home > 🍰 Dashboard
2 Dashboard	0 0 0 0 0 Rejected	0 Approved
■ Apply For <	More info D More info D More info D	More info 🕄
🖨 Pay Fees		
■ Print Issue Orders <	Other Applications	
+ Tag Your Vehicle		
Update Permit Information	LL LO O Submitted In process Rejected	Approved
File Objection <	More info O More info O More info O	More info 🔿
X Route Frequency		A 11 12
A Vacant Routes	E Keep these Documents ready for New permit application	WS & NOTICE
Q Permit Status	Refer help section before apply SINo. Documents	
🛔 Manage Profile	1. RC book for your reference	

SS-1

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

1.App 2 View	ly				
Bus Owner	=				🚺 MINAKHI HANSDA
MINAKHI HANSDA	Tag Your Vehic	le			8 Dashboard > Tag Your Vehicle
Dashboard	Apply View				
■ Apply For <					
🗐 Pay Fees	1. User Details				
■ Print Issue Orders <	a)User ID :	minakhihansda1111@gmail.com	b)User Name :	MINAKHI HANSDA	
+ Tag Your Vehicle	c)Fathers Name :	K C HANSDA	d)Spouse Name:	Sachdev Hasdha	
Update Permit Information	e)Vehicle No :	OD02AM7909	f)Vehicle Type :	Deluxe Sleeper AC	×
R File Objection <	g)Aurhority Name :	STA-Odisha 🔻	h)Mobile No:	8455955050	
X Route Frequency	0.20040808275				
A Vacant Routes	2. Vahan Detail	s			
Q Permit Status	a)Owner Name	MINAKHI HANSDA	b)Vehicle Type	DELUXE BUS	
🛔 Manage User Profile					
🛛 Help	c)Address	N4/31,IRC VILLAGE NAYAPALLI,BHUBANESWAR			
🕒 Sign Out					
			Save Reset		
	Developed by : SPARC U	Inder ageis of ORSAC for STA , Odisha			

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 Fathers 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.

Bus Owner							👔 MINAKHI HANSDA
MINAKHI HANSDA	Tag Your Vehicle						🙆 Dashboard — Tag Your Vehicle
Dashboard	Apply View						
		-				the second second second	
📾 Pay Fees		Sino	Reg No	Vehicle Type	Authority	Application Status	
■ Print Issue Orders <		1	OD02AM7909	Standard AC	STA-Odisha	Approved	
+ Tag Your Vehicle		2	OD02AM7907	Deluxe Sleeper AC	STA-Odisha	Pending	
Update Permit Information							
File Objection							
🗯 Route Frequency							
A Vacant Routes							
Q Permit Status							
A Manage User Profile							

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.

Authorities	=			🛞 Dealing Assistant 1 📽	
SURANJAN MISTRY	Temporary Permit Applica	tions		n Home > ෯ Dashboard	
🔀 Dashboard	204 No. of Applications Received	15 No of Application Heard	18 No of Applications Processed	O No of Application Decided	
Process Permits <	More info 🧿	More info 🧿	More info 🖸	More info 🛇	
Permit Information <					
🚚 Rationalized Route 🛛 <	Other Applications				
Update Permit Information	106	10	17	0	
Verify Tagged Vehicles	No of Other Applications Received	No of Other Application Processed	No of Other Applications Returned	No of Other Applications Decided	
Surrender/Expire Permit	More info 🖸	More info 🕥	More info 🕥	More info 오	
Create Notice					
🚱 Report	🖹 Permit Co	ode Details	館 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.

Authorities							Dealing Assistant1
SURANJAN MISTRY	View Al	l Tagging Vehi	icle			🏚 Dashboard 🗧	Tagging Vehicle Review
Dashboard							
■ Process Permits <	Verify	View					
Permit Information <	Registrat	ion number		Search			
🛲 Rationalized Route 🛛 <		-	Ĩ				
🛔 Update Permit Information 🔟	Slno	Regno	Owner Name	Vehicle Type	Application Date	Authority Name	View
 Verify Tagged Vehicles 	1	OR07U1499	Manisnkar Dixit	Standard Non AC	14-03-2018	STA-Odisha	View
 Surrender/Expire Permits 	2	OD02AM7907	MINAKHI HANSDA	Deluxe Sleeper AC	20-03-2018	STA-Odisha	View
🔒 Print Approved Permit 🛛 💷							
Create Notice							
😍 Reports							
🖨 Print Permit							

SS-5

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

Vehicle Reg No.			
Contraction of the second of the second	OD02AM7909	OD02AM7909	ОК 🔻
Owner Name	MINAKHI HANSDA	MINAKHI HANSDA	ОК •
Name of Owner's Fathers	K C HANSDA	K C HANSDA	ОК •
Name of Owner's Spouse	K C HANSDA	SACHDEV HASDHA	NOT OK •
Vehicle Type	DELUXE BUS	STANDARD NON AC	

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.