CONTENT

ABBREVIATIONS:

SARP	Stage Carriage Intra Region Permanent Permit
SART	Stage Carriage Intra Region Temporary Permit
SIRP	Stage Carriage Inter Region Permanent Permit
SIRT	Stage Carriage Inter Region Temporary Permit
SIRS	Stage Carriage Inter Region Special Permit
SISP	Stage Carriage Inter State Permanent Permit
SISS	Stage Carriage Inter State Special Permit

1.INTRODUCTION

Odisha Permit Management System(OPMS)

Is an Online application developed by Transport Commissioner through ORSAC and SPARC PVT LTD.
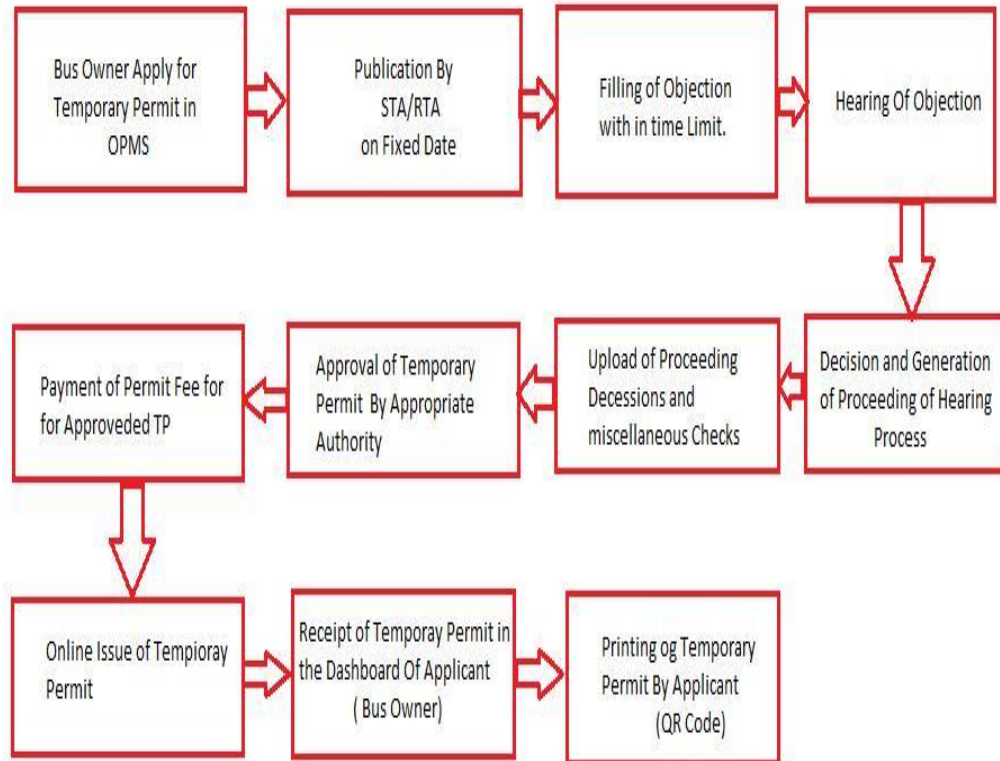
The objective of OPMS are to bring in transparency, convenience and efficiency in apply up processing and approve of permits to the stake holders involved in the process, namely vehicle owners, RTA and STA officials.

There are several types of permits which are issued by STA/RTA. They are Stage Carriage and Contract Carriage Permits for passenger vehicles and Goods Carriage Permits for goods vehicles. Depending upon area of operation, the Contract and Goods vehicle may apply for State or National permits. Similarly, Stage Carriage permit may be of Intra Region (if the route is within the region) or Inter Region (if the route is covering two or more region) or Inter State (if the route is covering Odisha and one or more neighbouring State)

Depending upon validity period of a permit, the Stage Carriage Permit may be temporary (within 4 months) or Permanent (5 years).Through OPMS we cover all categories of permits, the initial module is proposed to be launched for Temporary stage carriage permit.

OPMS's Temporary Stage Carriage Permit Module (TP Module) has a 11 stapes Flow Chart as shown below. It involves the applicant,the Objectors(both Bus Owners)and officials of STA/RTA. Each stapes of the TP Module has a stake holder. However, during hearing, all the stake holders meet physically.Here the applicant and objector stake their claim which is heard and decided by RTA/STA officials.

## Flow Chart For Online Issue Of Temporary Permits (TP) By STA/RTA:-

```
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Bus Owner Apply  │     │  Publication By  │     │ Filling of       │     │                  │
│ for Temporary    │ ──▶ │  STA/RTA         │ ──▶ │ Objection with   │ ──▶ │ Hearing Of       │
│ Permit in OPMS   │     │  on Fixed Date   │     │ in time Limit.   │     │ Objection        │
└──────────────────┘     └──────────────────┘     └──────────────────┘     └──────────────────┘
                                                                                     │
                                                                                     ▼
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Payment of       │     │ Approval of      │     │ Upload of        │     │ Decision and     │
│ Permit Fee for   │ ◀── │ Temporary Permit │ ◀── │ Proceeding       │ ◀── │ Generation of    │
│ for Approveded TP│     │ By Appropriate   │     │ Decessions and   │     │ Proceeding of    │
│                  │     │ Authority        │     │ miscellaneous    │     │ Hearing Process  │
└──────────────────┘     └──────────────────┘     │ Checks           │     └──────────────────┘
        │                                          └──────────────────┘
        ▼
┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Online Issue of  │     │ Receipt of       │     │ Printing og      │
│ Tempioray Permit │ ──▶ │ Temporay Permit  │ ──▶ │ Temporary Permit │
│                  │     │ in the Dashboard │     │ By Applicant     │
│                  │     │ Of Applicant     │     │ (QR Code)        │
│                  │     │ ( Bus Owner)     │     │                  │
└──────────────────┘     └──────────────────┘     └──────────────────┘
```

2.General

2.1GETTING STARTED:

The web portal 'Odisha Permit Management System' can be accessed from any internet connected computer with a standard web browser. Examples of a few popular internet browser are Internet Explorer, Google Chrome ,Firefox ,Safari etc.

Follow the below steps to open the Permit Management System Portal.

2.1.1 Open Google search screen.

2.2. Search by "www.odishatransport.gov.in" in the search space.

2.3. Press **Enter** key. Home page of the Odisha Permit Management System(OPMS) home page will be displayed as shown below in Screen shot (SS)-1.
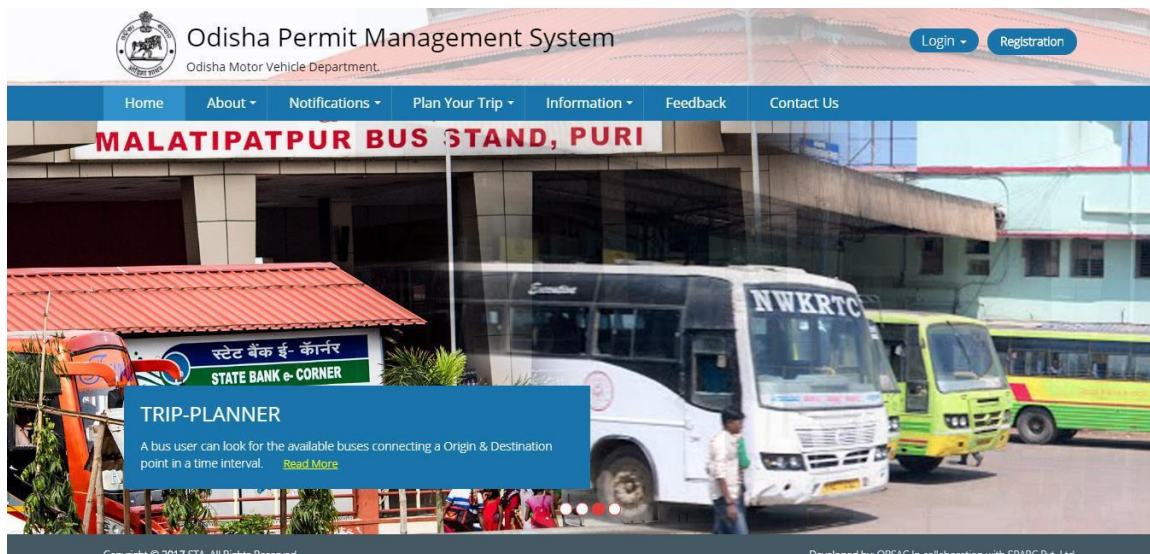
SS-1

2.3 Bus Owner / Hirer Registration:

Any bus owner or bus hirer has to register first in the OPMS application for using it.

Following steps are to be followed for Registration.

2.3.1. Click on **Registration** button on top right corner in the Home page .The screen for user Registration will be displayed at SS-2.

SS-2

2.3.2. Select the user type by clicking on the radio button given against Owner or Hirer.

2.3.3. Enter in the as shown in the Entry Screen.

2.3.4. Upload the scanned copy of Aadhar or PAN card . (You need to scan the Aadhar or PAN before registering)

2.3.5. Click on "**Register**" button.After registering successfully, user ID and Password will be sent to the Mobile number given during the registration Process. (Write the password in your diary/notebook for Login to the application in future).

2.3.6.Please remember that your email ID is your 'User ID' for login in to the OPMS application.

2.3.7. Using the User id and password an owner or hirer can Login to Online OPMS application for applying for permits.

2.4.How to Login to OPMS:

Please follow the steps given below to Login to the OPMS application.

2.4.1. Click on **Login** button as shown in SS-3.There are two options ;User Login & Authority Login.
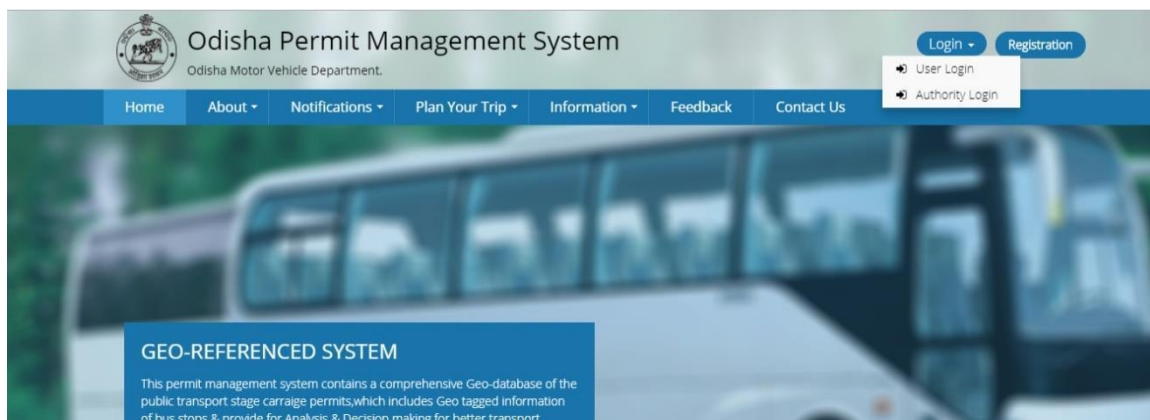
SS-3

2.4.2. For an owner or hirer,click on **User Login**.The screen for the user Login will be displayed as shown in SS-4.
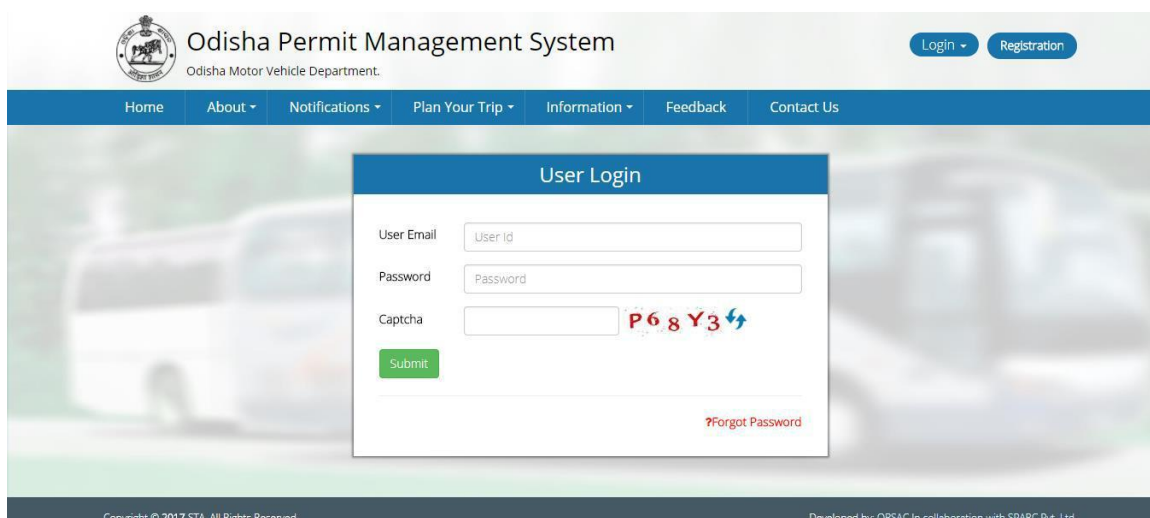
SS-4

2.4.3. Enter the User Id and Password(sent to user mobile number at the time of registration.) along with the captcha.

2.4.4. Click the **Submit** button to log in.

2.4.5. This will take you to the User Dashboard screen as shown in SS-5 here you can see all the activities relating to your applications for permit.you can also avail several online services as mentioned in the left side of the screen.

Bus Owner/Hirer Dashboard:

Once you Login successfully to the STA-Portal ,following Dashboard screen will be displayed at SS-5.

SS-5

The top section of the Dashboard,displays statistical information on the pending application,rejected application,permit status and objections as shown in SS-5A.

SS-5A

2.5. Authority Login:

For a Transport Official to log on to the system,click on **Authority Login Under** the "**Log In**" located on the top right corner of the home page.A page for authority Login will be displayed as shown in SS-6.
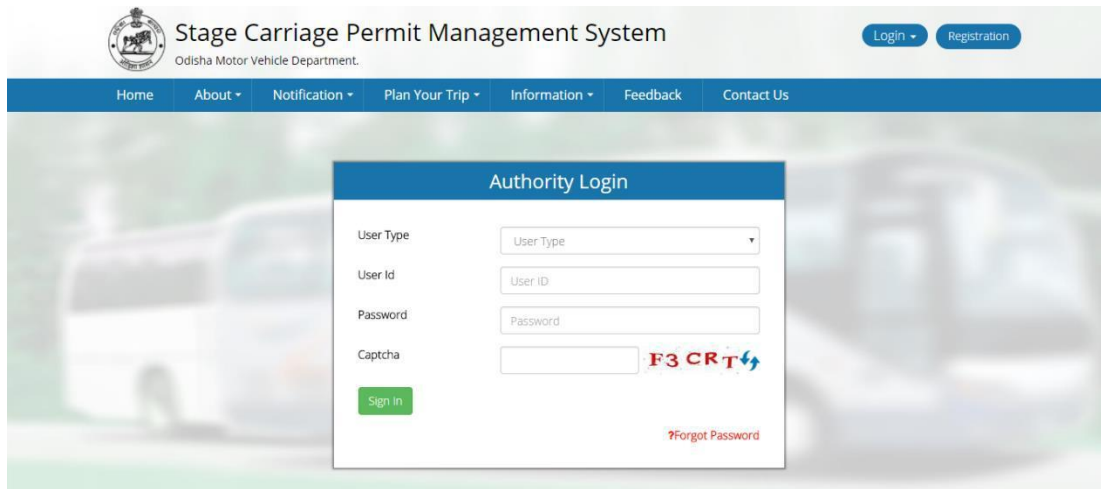
SS-6

At the time of Login The Transport officials have to select the User type, Either RTA-Region (eg. RTA-Angul or RTA-Rourkela) or STA-Odisha.

User Id and Password would be provided each transport official who have a role(other processing or approving) in the OPMS application.

Key in the User ID, Password and the captcha. Click on 'Sign In' button ,It will take the officials to his/her Dashboard . A dashboard page as shown in SS-6A would be displayed.

SS-6A Official's Dashboard

3.0.Applying For Permits:

As mentioned earlier various type of Permits are there for Intra Region,Inter Region and Inter State apart from the Contract carriage and Stage Carriage.combination of there include Stage Carriage Inter Region Permanent Permit, Stage Carriage Inter Region Temporary Permit,Stage Carriage Intra Region Permanent Permit, Stage Carriage Intra Region Temporary Permit and Stage Carriage Interstate Permanent Permit etc.

The system allows bus owner to apply for permits using OPMS Application after registration. However,this user manual is only for Temporary permit module for both Intra Region(RTA) & Inter Region(STA).

For applying a Temporary Permit,following steps are to be followed by the bus owner/higher.

3.1. From the Dash Board of Bus Owner/Hirer,Click on **Apply>New Permit** in the left navigation column of the Dashboard. The screen as shown at(SS-7) is displayed which contains six step procedure to apply for a new T.P.
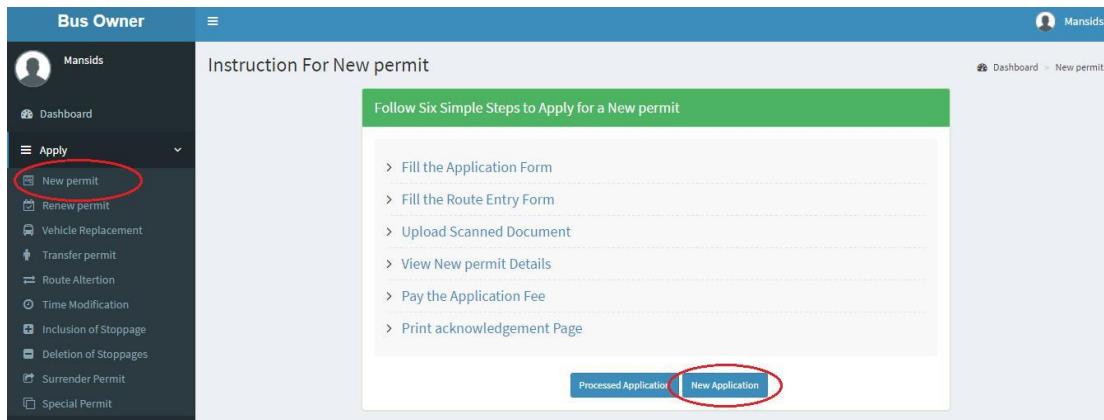
SS-7

3.2. Click on "**New Application**" button ,at the bottom of the online application form would be visible on the screen as given in the next page at SS-8.

Smitanjali Hansdah

Apply New permit

Dashboard > New permit

1.Enter Vehicle Registration Number

Vehicle number * OR04M1991

[Validate To Proceed] [Reset]

2.Owner's Details

Owner's Name: MRS ANUPAMA ROUT

○ Father Name ○ Husband Name: SUKANTA KUMAR ROUT

Present Address: AT-ALIJANGA,PO-ARUHA,PS DHARMASALA

3.Other Details

Fitness Certificate Valid upto: 16-03-2018

Tax Paid upto: 31-07-2017

Insurance Validity.: 13-04-2017-To-12-04-2018

Audit Dues: NO

VCR Pending: KEONJHAR

4.Vehicle Details

Registration Date: 05-04-2011

Registered with RTO: CHANDIKHOL

Engine Number: LAE022601Y

Chasis Number: MB1PEEFC1ARLD1203

Model: LYNX-ALPSV 3/41

Make: ASHOK LEYLAND LTD

Manufacturing Year: 2010

Type of vehicle: BUS

Class of vehicle: MINI BUS(SC)

Stand capacity: 8

Seating Capacity: 42

Carriage Type: Stage

HP agreement: NO

Off Road Status: NO-OFFROAD

User Entry Section

5.Basic Details

Your Vehicle type is: *MINI BUS(SC) which comes under Stage Carriage

Route Type : * New Route

Authority Type :(Apply at) * STA-Odisha

Authority Name: * STA-Odisha

Select Permit Name * Stage Carriage Inter Region

Select Permit Type * Temporary Permit

Nature of Service(Service type) * Express

Service Day * Daily service

Permit Duration(Days) * 119

Application fee(Rs) * 100

Short Description of Route (Start to End Point) * BARIPADA TO BALASORE VIA BAISINGA

6.Lease Owner Details

Whether the vehicle is hired or not ? * No

Owner Name *

Father's Name *

Email: *

Mobile: *

Address: *

7.Communication Details

Communication Address (To which Permit will be send through post) * AT-ALIJANGA,PO-ARUHA,PS DHARMASALA

Mobile No. * 9437020491

Email * swtsmita123@gmail.com

Enter the OTP sent on your mobile * 649125

[Regenerate OTP] ←

8.Self Declaration

☑ I **MRS ANUPAMA ROUT** Son/Daughter/Wife of **SUKANTA KUMAR ROUT** resident of **AT-ALIJANGA,PO-ARUHA,PS DHARMASALA** hereby declare that the information given above and in the attached documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false / not true, I will have to face the punishment as per the law. Also all the benefits availed by me shall be summarily withdrawn.

[Proceed to Next Step]

SS-8

In the display at **SS-8** there are 8 sections.Out of these sections 2,3&4 would be automatically filled from VAHAN data once you give your vehicle registration Number at section 1.Further you need to fill in only section 5,6&7 and tick in the check box given in section 8.It may be noted that section-6(lease owner details) is to be filled if applicant is a Hirer.

Section 1.Fill the Vehicle Number.Click '**Validate To Process'** button.

Section 2,3 and 4 would be automatically filled up by pulling data from the VAHAN database.

Section 5.Fill the Fields for providing basic details of the TP being applied.

Section 6.Fill in if you are hiring the vehicle i.e the vehicle is not registered in your name. Section 7. Fill the communication details.one needs to be careful here as all the messages,mails and permits would be sent to the contact details given here.

And enter the OTP sent to your mobile number to move forward.This is basically to check the genuineness of the mobile number

Section 8.You need to just click the Check-box for confirming the selfdeclaration.

3.3. Click on "**Proceed To Next Step"** .The next page for New Permit Application is would be opened as at **SS-9**.

Here the applicant has to give details of the proposed Route and Timing form with its map view.You need to fill in the stops,start time at 1st point and halt time at each stop to develop the timing table.

SS-9

3.4 Enter the route (i.e. stops) and timing of the bus for which permit is applied. One needs to enter only the Departure time at the 1st stop point and halt time at each subsequent stop to prepare the Time Table. The distance is taken from GIS map and time is calculated as per ordinary service (2minutes for 1KM) or Express service (1½ minutes for 1KM).

Click the **"Check time Clash"** button to check whether another bus runs during that time at any stop within 5 minutes.

[Note:Time Clash logic may be different for different routes at different hours of the day.it should be relevant in first 60% of the route of the vehicle.]

If any other bus exists in that particular time, then the applicant bus owner needs to change the halt time or the departure time of the first stoppage to remove time clash.

If the bus has the down trip in the same route,then click "**Return on The Same Route**"

Button.All the stoppages entered earlier in UP trip would be repeated in reverse sequence along with halt & timing.

At the bottom of the page a map view is shown which shows the route from the source to destination.

Upload the route with timing by clicking on "**Proceed to Next**"button.It will take you to the confirmation page shown at **SS-10**.

SS-10

3.5. This screen is to confirmation of the information entered in by you in SS-8 & SS-9 screens. Click the "**Proceed To Payment**" that will take you to **SS-11**. It initiates the process for payment of application fees for the T.P..As Govt dues are to be routed through Treasury,this process will

take you to the web pages of **Directorate OfTreasuries and Inspection(DTI)** and through the pages of the Bank from where you want to make payment.

SS-11

3.6. The fields in this filled would be auto filled. The amount for payment of application fees would automatically filled in the appropriate column. You need to click the "**Proceed To Online-Payment**" that will take you to SS-12 as shown below that is a web page of **Directorate Of Treasuries and Inspection**(DTI)**.**

SS-12

3.7.Here select the mode of payment (Online banking or Credit Card or Debit Card) and the bank Name from the drop down list to make your payment , Fill the captcha and click on "**Proceed**" button. It will take you to SS-13(Another web page of DTI).

SS-13

3.8. Clicking on "**Confirm**" button the page SS-13 would be displayed take you to the next screen that is SS-14(a third web page of DTI).

SS-14

3.9. After clicking the "**Make Payment**" button**.** It will take you to **SS-15** as shown below. SS-15 is the web page of the Bank.In the instant case,as State Bank OF India has been chosen ,SBI's web page is being displayed in their user manual.

SS-15

3.10 Enter user name and password provided by your Bank and click on **Log in** button. The page as shown in SS-16 would be opened.

SS-16

3.11. Clicking on **Confirm** would take you to SS-17 as shown in next page.

SS-17

3.12. Click on **Confirm** button for second time, that would take you to SS-18.

SS-18

3.13.Clicking on the '**Click Here**' link on SS-18, the Payment status page of OPMS will be opened that shows the status of payment along with other details as shown at SS-19.

Payment Status

Payment Details

Depositor Name	MRS ANUPAMA ROUT
Contact Number	9437020491
Email	swtsmita123@gmail.com
Permit No	APPN99/00309/2017
Vehicle Number	OR04M1991
Authority Name	STA-Odisha
Payment Type	Application Fee

Online Payment Details

Transaction Id	TRN00000281-08-2017
Challan Amount	1
Challan Ref Id	IK00GOHEV5
Bank Transaction Id	27C49B7A88
Transaction Date	02/08/2017 12:06:43 PM
Payment Status	**Payment Successful**

Go to print

Developed by SPARC Under ageis of ORSAC for STA,Odisha

SS-19

3.14.1 Please remember that unless you complete all the six steps of one permit(TP) application, you cannot enter data for another permit application.

However, if one wants to withdraw his/her permit application, he/she can do it by clicking on "**Withdraw Application**" button shown in SS-7.(Page:10)

3.14.2 In case you are not able to complete all the six steps (as shown at SS-7) at one time, you can close the computer and when you open again you can start with "**Proceed Application**" as shown in screen SS-7.It will take you exactly to the same place where you has left the TP module.In this manner,no effort of the bus owner would go waste.

4.0. Publication of Temporary Permits By STA/RTA's

Allthe Temporary Permit(TP) Applications would be received at the level of Under Secretary in STA or RTO in RTA level. They would be automatically divided among Dealing Assistants dealing with TP application. Dashboard of each DA would show the application at his/her level.

4.1. The second step is to publish all the fresh/new TP applications inviting objections from affected bus owners, if any. This publication would be done by US(STA)/RTO(RTA) on a fixed date, preferably on 1st of every second Month (Ex: January, March, May, July, September and November). The Objections can be received over 15 days after date of publication. Newspaper advertisement would also be done on 1st of every second month just to bring it to the knowledge of the potential objectoars where bus might get affected.

The publication would be done by the US/RTO and same would be available under "Notification" in the Menu Bar of the Home Page (**SS**-**1**). Once the Objectors file objections with in the stipulated time frame, the same is to be processed for hearing of objection a fixed day (Possibly within 15 days after the close of objection).

The publication would be done under authority log in of Under Secretary/RTO.

The table as shown at **SS-20** would be visible after clicking on Publish New Temporary Permit in the left side Menu .

SS-20

After clicking on '**Publish'** button at the bottom,all the application would move to '**Notifications'** as shown in the Menu Bar.

5.0.Objection Module:
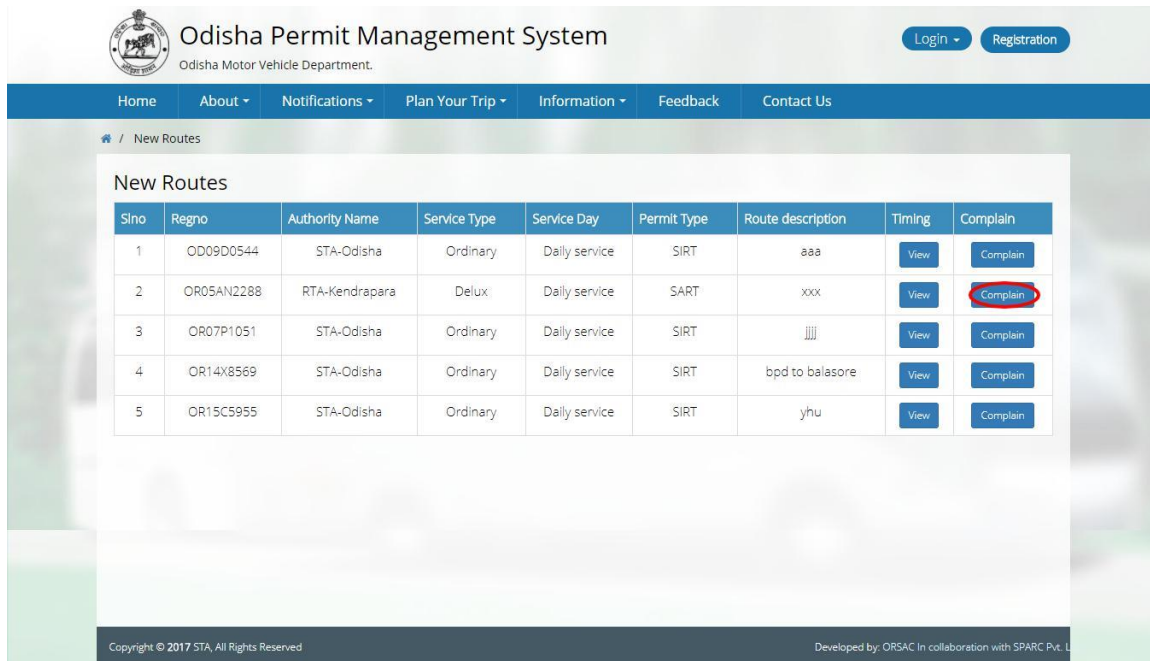
After publication, all the new applications for Temporary Permits (RTA wise or for STA) would be available under "**Notification**" shown in the Menu bar of the home page SS-21. To see individual applications and prepared timings please follow the below steps.

5.1. Click on N**otification>New Application (For Fresh TP)**.it will take you to **SS-22** as shown below.

SS-21

5.2. All the new applications for TPs would be appear in chronological order as per the date of application. You need to see the route description first and then timing by clicking on the **"View"** button icon under **Timing** column against the vehicle(in column 8) of the table as shown in **SS-22**. If any one want to file objection against a particular application, she/he need to Login to the system using email id and password which one had got at the time of registration. For that click on the 'Complain' icon against the vehicle (in column 9 of **SS-22**).it will take you to a registration screen as shown **SS-23**.

SS-22

5.3. Log in to the OPMS by giving your Email Id and password as given to you at the time of registration. Click on **Submit** it would take you to SS-24 for filing objection online.

SS-23

SS-24

5.4. It may be seen that**SS-24** has four sections.

In Section-1, objector details needsto be given. You have to enter the vehicle registration number in the Text box. By clicking the "**Validate"**button, other details get

aautomatically filled in the remaining as the objection against the proposed TP of the applicant fields of section 1.

In section-2, theapplicant Details would have been automatically filled up. However, Objector have to type the descriptive objection(if any) in the Text Box given against "**Details of Objection**" in section 2.

In Section-3 and Section-4, objection timing and applicant timing at various stops would be automatically filled up from system. The objector has to click on the check boxes given against each stop when there is a time clash in both sections (3&4) to file objections.

5.5. After filling up all the details, click on **"Submit"** Button to submit the Objection.

5.6.It may be noted that, the objector can take a print out of the objection from his/her dashboard (**SS-25**)as shown in **SS-26**.

SS-25

5.7. Clicking on the objection details it will take you to SS-26.

SS-26

The Objector can take a print out by clicking on Print icon as shown above in last column.

6.0.Process of Hearing By STA/RTA's and Generation Of Proceeding

After logging in into the system, the Dashboard page would be displayed as shown at SS-27. Such dashboard would be available for DA, Under Secretary, Secretary, Chairman at STA and Dealing Assistant, RTO, Collector at RTA level.

SS-27

6.1. Click the "**Application for Hearing**" from the left side menu section**or "Objection on"**yourdashboard on the top right to go to next page as shown at **SS-28**.

SS-28

6.2. By Clicking on the **View** button in the last column of the table,the detailed objections as shown at **SS-29**will be displayed.It contains the details filled up by the applicant and the objector regarding the time clash and other matters .**SS-29** shows the time clash at various points of the route of the applicant and objector(s) as filed by objectors.

View Individual Objection Detail

1.	Vehicle No. Against	OR04M1991
2.	Owner Name Against	MRS ANUPAMA ROUT
3.	Application No:	APPN99/00309/2017
4.	Hearing Date:	25-08-2017

Objection Details

1.Objectioner Details(RAJESH RAY)

(i).	Vehicle No.	OR06H4330	(ii).	Mobile No.	9437078799
(iii).	Permit No	PP99/150067/G	(iv).	CR Authority Name	STA-Odisha
(v).	Email ID	swtsmita123@gmail.com	(vi).	Objection Date:	02-08-2017
(vii).	Objection No:	MR116978RA	(viii).	Complain Description	Time Clash

Objectinor Time Clash Details

1.RAJESH RAY (Objectioner)

Reg.No	Stop Name	Arrival Time	Dept Time	Trip No
OR06H4330	Banrapal,Banarpal,Angul,AG030501	09:05:00	09:10:00	1

1.MRS ANUPAMA ROUT (Applicant)

Reg.No	Stop Name	Arrival Time	Dept Time	Trip No
OR04M1991	Balasore,Balasore (M),Balasore,BS130101	13:16	13:19	1

Applicant Time Clash Modification

Slno	Reg.No	Stop Name	Arrival Time	Dept Time	Trip No
1	OR04M1991	Baripada,Baripada (M),Mayurbhanj,MB270101	00:00	11:14	1
2	OR04M1991	Balasore,Balasore (M),Balasore,BS130101	13:16	13:19	1
3	OR04M1991	Baripada,Baripada (M),Mayurbhanj,MB270101	15:21	00:00	1

[Edit]

Decission

[Print] [Forward]

SS-29

30

6.3. By clicking on the departure time column ,underApplicant Time Clash Modification table, the officials can change the time details as per the decision taken in the hearing .By clicking "**Check Time Clash"** Button ,the officials can check the time clash between proposed time and the other vehicles at any point.

6..4. Clicking on "**Print"** button**,** the whole -page can be printed which would be helpful for hearing and generation of proceeding.

6.5. Clicking on "**Forward"** button**,** the application is forwarded to the concerned Dealing Assistant for further actions that is processing for approval.

6.6. Upload of Decisionsas per Proceeding and Miscellaneous work .After hearing of objection, the proceeding of the hearing would be made for the each of the application & their objection(s). Once the proceeding is approved by the concerned authority(Chairman STA/RTA), the dealing assistant would record the proceeding details in the text box provided at the bottom of each applications at SS-29.

The Permit Application along with objections are sent to the dealing assistant for recording the proceedings of the hearing and to do the miscellaneous checks with respect to application and uploaded documents.

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

6.7. This would then move up to Under Secretary/RTO ,Secretary and Chairman STA/RTA for approval or rejection of permit in favor of the applicant .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.

Once the permit is rejected, there is no need to take any further action as same would be reflected in the dashboard of the applicant bus owner.

If the permit is approved, there is a need to issue the same. Here the applicant has to pay the permit fee online.

6.8. Once the bus owner pay the permit fee that permit would be issued by Under Secretary in STA and RTO in RTAs.

6.9.To Record the Proceeding Details first Dealing Assistant need to follow the steps below.

After logging in into the system, expand the **Review** menu in the Dashboard page from the left side menu section. Clicking on respective permit(here new permit)the View permit form page of the concerned permit will be displayed as shown in SS-30.
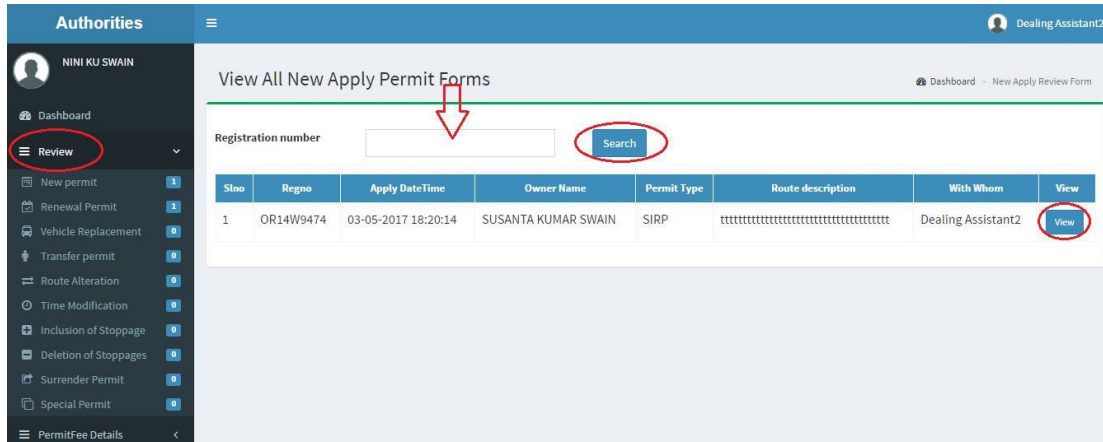
SS-30

6.9.1 Clicking on the **View** button in the last column of the table, page as at SS-31 will be displayed which contain the application details.

View Individual Applied form

Owner Details

1.	Registration No.	OR18A4883
2.	Applicant Number	APPN99-00291-2017
3.	Hired Vehicle	No
4.	Owner Name	SUJATA TRIPATHY
5.	Mobile No	9556036972
6.	Email	swtsmita123@gmail.com
7.	Communication Address	AT-GULNAGAR,PO-GULNAGAR,PS SADAR
8.	Aadhar/Pan Card No	789645671234
9.	Aadhar/Pan Card Document	Show File

Permit Application Details

1.	Apply at	STA-Odisha
2.	Select Permit Type	SIRT
3.	Nature of Service(Service type)	Ordinary
4.	Service Day	Daily service
5.	Permit Duration	119
6.	Application fee(Rs)	100.00
7.	Is there any Court case ?	--Select--

Vechile Details

1.	Registration Date	01-08-2006
2.	Registered with RTO	KENDRAPARA
3.	Engine Number	497TC93DTZ836605
4.	Chasis Number	386513DTZ810771
5.	Model	TATA 709/38
6.	Make	TATA MOTORS LIMITED
7.	Yr. of Manufacturing Dt.	2006
8.	Type of vehicle	BUS
9.	Class of vehicle	MINI BUS(SC)
10.	Stand capacity	14
11.	Seating Capacity	33
12.	Carraige Type	Stage
13.	Fitness Certificate Valid upto	21-10-2017
14.	Tax Paid upto	31-07-2017
15.	Audit Dues	NO
16.	VCR Pending	BHANJANAGAR
17.	Insurance validity	17-09-2016-To-16-09-2017
18.	HP agreement	YES
19.	Off Road Status	NO-OFFROAD

Route & Time Information

Slno	Station Name	Arrv time	Dept Time	Trip no	Distance
1	Baripada,Baripada (M),Mayurbhanj,MB270101	00:00	01:29	1	0
2	Rairangpur,Rairangpur NAC,Mayurbhanj,MB290101	03:38	03:41	1	86
3	Baripada,Baripada (M),Mayurbhanj,MB270101	07:50	00:00	1	86

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

Decission

View All Comments   Save   Forward To
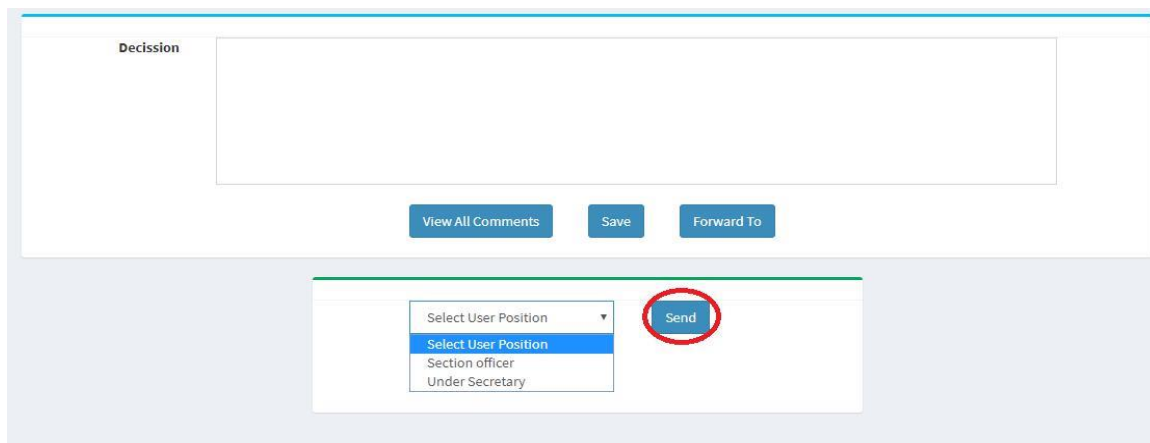
SS-31

6.9.2. The bottom section of **SS-31**is the "**Upload Of Decision As Per Proceeding"** where the Dealing Assistant needs to record the proceeding details as per the application.

6.9.3. Clicking on **Save** the application would be saved for further act.

6.9.4. Clicking on **Forward To** a section is appeared where the user position (Under Secretary) at STA or RTO in RTA is to be choosen from the option.

6.9.5. Click on **Send**. The application form is forwarded to the Under Secretary/RTO.

SS-31

6.9.6. Under Secretary/RTO reviews the applications which are forwarded by the dealing assistant following the same procedure followed by Dealing assistant forwards the application to the higher authority(Secretary in STA/Collector in RTA).

6.9.7. To forward the application with comments and suggestion to the higher authority"**Forward To"**button is to be clicked and section is appeared where the user position(Secretary/Chair Man-STA/Collector in case of RTA) is to be choosen from the option.

6.9.8Clickingon "**Send"** button that particular application would be dispatched to the specified authority as shown in **SS-31**.

7.0. Process Of Approving Permit

Secretary/RTO in RTA's reviews the applications which are forwarded by Under secretary/DA's at RTO and also forwards the application to the higher authority(Chairman-STA only in STA/Collector in RTA's) for approval with remarks,if any.

SS-32

7.1. Clicking on "**View Decision",** the decisions given by the Dealing Assistant or other Authorities can be seen by the higher Authority.

7.2. Click on "**Query"**to send any Query related to permit application.

7.3. To Save the application form click on "**Save"**and to Reject the application click on "**Reject"**.

7.4. To approve the permit application, Click on "**Approval ".**

8.0.Procedure For Paying Permit Fees:

8.1. If your application for Permit is approved then you can pay the permit fee by Clicking on "**Apply For Permit Fee"** menu from the left side menu section it would take you to the Pay Permit fee page.

SS-33

-Choose the Application type from the dropdown for which you want to pay the permit fee and the vehicle number in the text box.In this case choose 'New Permit' since T.P is always a new permit.Clickingthe "**Submit"** button it will take you **SS-34.**

SS-34

8.2. At this point if one wants to withdraw his/her application he/she can withdraw it by clicking on the "**Withdraw Application**" button.

8.3. Application fee receipt can be printed out by clicking on the"**Print Application Fee Receipt**" button.

8.4. To pay the Permit fee, click on "**Pay Now**" to make payment online.it will take you to the page as shown SS-35.

SS-35

8.5. The fields in SS-35 including the amount for payment would automatically be filled in the appropriate column. You need to click the "**Proceed To Online-Payment**" that will take you to **SS-35** as shown below i.e to the page of **Directorate Of treasuries and Inspection(DTI)**.

Procedure of Payment of Permit Fees is similar to that of payment of application fees as detailed in the paras 3.6 to 3.14. and as shown in **SS-11** to **SS-19**.

Here ,the payment process is shown for SS-35 to SS-43 and (Paras 8.5 to 8.5.9).

SS-36

8.5.1. Select the mode of payment (Online banking or Credit Card or Debit Card) and the bank Name from the drop-down list Next, Fill the captcha and click on "**Proceed**" button. It will take you to **SS-37** which is another page of DTI.

SS-37

40

8.5.2. Clicking on "**Confirm"** in SS-37buttonwould take you to as shown at SS-38 .

SS-38

8.5.3. By clicking"**Make Payment"** in SS-38 button**.**you will go to **SS-39 a page** as shown

bellow.

SS-39

8.5.4 Enter user name and password known to you for bank transaction and click on **Log in** button.The page as shown at SS-40 would be displayed.

SS-40

8.5.5. Clicking on **Confirm**on SS-40 would take you to SS-41.

SS-41

8.5.6 Clicking on **Confirm** in SS-41 ,would take you to SS-42 .

SS-42

8.5.7. Clicking on the '**Click Here** ' link in SS-42, the SS-43 page would be opened which payment status along with transaction details related to bank..

SS-43

8.5.8 To check the application status of Permit Fee,user has to click on "**Apply For Permit Fee"** menu from the left side menu section and reach to the Payment Status page.

8.5.9. NOTE:After paying the permit fee the permit application is issued by Under Secretory/RTO.You can check the status of your permit application in your Dashboard at **SS-5**.

9.0. Issue Of Permit:

Under Secretory/RTO can see all the applications and Issue the permits for which permit fee is paid .The steps to follow are,

9.1. After log in click on "**Issue Of Permit"**menu from the left side menu section.The page containing list of applications for which permit fee is paid will be displayed.

9.2.Clicking on "**Issue Permit"**,the permit would be printed & issued to the applicant online.

SS-44

The applicant can view his/her permit in the Dashboard.

10.0. Permit Generation Printing:

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

SS-45

10.1. After log in,click on **Permit Status** menu from the top side menu section of Dash Boardi.e**SS-45**.It will take you to **SS-46** as shown below.

SS-46

10.2. Clicking on "**Print icon",** you can see the QR-Coded Permit as shown at SS-47.

SS-47

10.3. Click on **Print** , the concerned page will be printed**.**

10.4**.** Clicking on **Next Page t**he route description page of the concerned vehicle would be seen with QR Code as shown at SS-48.

SS-48

10.5. Click on **Print** ,the concerned page will be printed out. Each page of TP will have QR code, permit number & vehicle Registration no. as shown in **SS-48**&**SS-47**.