

**OFFICE OF THE TRANSPORT COMMISSIONER-CUM-CHAIRMAN, STATE TRANSPORT
AUTHORITY, ODISHA, CUTTACK.**

CIRCULAR NO: 05 OF 2020 Dated 01.10.2020

**Sub: Introduction of Document Uploading with Digital Signature at the time of New
Registration at Dealer Point and Auto assignment of Registration Number.**

As per the 5T Policy of Government of Odisha, online Document Uploading in electronic form with authentication by the dealer through digital signature and auto assignment of registration number will be introduced in Vahan-4 for new registration of vehicles at Dealer Point. This will make the registration process contactless, paperless and hassle free for the stakeholders at the Regional Transport Offices. The requirement of keeping hardcopy of documents will be dispensed and the uploaded digital documents will be used for further reference as and when required as per the Information and Technology Act, 2000.

The following transformations will be the outcome of this 5T initiative:

1. **Paperless:** Documents will be submitted in electronic form. On an average 1 crore pages of paper will be saved in a year, which is equal to saving 1000 trees per annum.
2. **Contactless:** The visit to the RTO office for submission and verification of documents will be dispensed and the whole process will be contactless.
3. **Authentication:** The uploaded documents will be authenticated through Digital Signature of the Dealer.
4. **Auto Assignment:** The registration number(provisional) will be auto generated by the system soon after payment of tax at dealer point.
5. **Leaner Documentation:** The requirement of submitting vehicle inspection report and form 21 by the dealer has been dispensed.
6. **Register anywhere in the State:** Any dealer can register in any RTO of the state dispensing the tedious Temporary Registration process.
7. **Faster Delivery of Service:** The vehicle registration can be done in one day instead of 3-6 days taken at present.

A. INSTRUCTION TO THE DEALER

A1: General Instructions

1. The new system is applicable only for sale of fully built new vehicles as per homologation data by the dealer.
2. The dealer will display the dealers declaration as per annexure A prominently in the showroom.
3. The dealer will hand over a copy of Purchaser Guideline to the Purchaser (Annexure-B) before the sale.
4. The dealer will enquire if the purchaser has booked any auction or advance registration number.
5. The dealer will explain to the purchaser that the vehicle can be registered in any RTO of the State.
6. The dealer will explain to the purchaser about documents required for registration.

7. The dealer shall submit the details of the digital signature certificate in the format prescribed to the concerned RTO for integration in VAHAN4. While submitting the digital signature details before RTO, the dealer shall furnish the dealer declaration form (Annexure A) duly signed by him with his seal.

8. This system will not apply for the following cases:

a. Registration of fully built vehicles purchased from other state with valid temporary registration,
b. Drive away chassis purchased either from other state or within the state with valid temporary registration for bodybuilding,

c. Imported vehicles sold either by dealers of Odisha or other states.

d. Construction vehicle/equipment either purchased from dealers of Odisha or from other state dealers.

e. Trailers (commercial trailer for Tractor) either purchased from dealers of Odisha or from other state dealers.

f. Vehicle purchased by a person of another state/home state and intended to be registered at RTO of any other state.

In the above cases the registration process shall continue to be at the level of Registering Authority.

9. In the following cases, the dealer shall apply online as per this circular for registration with uploading of documents in prescribed manner & online payment of fees & taxes and shall produce the vehicle before the MVI for its inspection on the next working day during fitness inspection as per time fixed by RTO.

a. Vehicles having seating capacity less than or equal to 13(excluding driver) applying for registration as Transport vehicle for inspection of SLD and entry of SLD details in VAHAN4.

b. All passenger Auto Rickshaw (three wheeler passenger) vehicles for inspection on fitment of fare meter and entry of fare meter details in VAHAN4.

c. All school buses for its inspection on fitment of GPS and compliance of "Policy on Transport of School Children-2016" notified by Government in Commerce & Transport Department vide resolution no 6395 dt 31.08.2016 & AIS-063 code.

d. All Ambulances.

10. The vehicles having seating capacity more than 6 excluding the driver should be invariably registered under TRANSPORT category by the dealer through online portal. In case any individual owner desires to register such vehicle as NON TRANSPORT vehicle, then he has to submit the undertaking to the dealer as per this office CIRCULAR 57 of 1996 and other orders issued in this connection by this office from time to time. The dealer shall keep those undertakings submitted by the purchaser in original with him & shall produce before the registering authority as & when asked for.

11. Some dealers are applying for registration of camper van type vehicle like Tata Magic, Mahindra Maximo etc under non transport category instead of transport category through online portal. Thus It hereby instructed to the dealers that, they can not apply for registration of these types of vehicle under non transport category and in case any dealer deviates this, then he shall be liable for legal action for misrepresentation of fact and RTO shall initiate legal action against him and the registration record shall not be approved by RTO.

12. The Dealer must pay the trade tax & fee regularly by the end of each month otherwise his user credential may be blocked for nonpayment of trade tax & fee in time.

13. There will be a MIS system to monitor the number of incorrect filling up the online forms and uploading of documents by a dealer. In case any dealer fills up or uploads incorrectly at regular interval, then the concerned dealer may be penalized by debarring access to the system.
14. If any dealer does any act contrary to the dealer declaration (Annexure-A) or the instructions issued in this circular, then Dealer's login ID on VAHAN portal will be disabled immediately and the Trade Certificate of the Dealer will be suspended or revoked. Besides, he shall also be liable for prosecution under relevant provisions of law.
15. RTO will also initiate the proceedings U/S 55(5) of MV Act, 1988 to cancel the registration of the vehicle, in case the documents are found to be fake, false, forged, tampered or manipulated.

A2: Filling Up Online Application and Tax/Fee Payment in VAHAN

1. The dealer shall enter the vehicle and purchaser data in VAHAN4 portal maximum within one day from the date of issue of insurance policy.
2. If any owner purchased an auction number or booked any advance number, then he should produce the receipt before the Dealer. The Dealer has to assign by selecting the Advance Number option and entering the receipt number of the booked receipt to assign the advance number instead of auto assignment. **In no case request for allotment of choice number shall be made by the dealer in later stage.**
3. The dealer can apply for registration of a new vehicle at any RTO within the State of Odisha through online portal and there won't be any requirement of temporary registration within the state.
4. After payment of tax and fee, the provisional registration number will be auto generated by the system.
5. Once the provisional registration number has been auto generated, any booked advance number can not be assigned either at dealer point or at RTO.

A3: DOCUMENT UPLOADING

1. The Upload Document flow will be available automatically in the dealer's login on successful entry of Form-20 and payment of MV Tax and Fees.
2. Documents relating to Sale of vehicle need to be scanned and uploaded by the Dealer in PDF/JPEG/JPG format within the size of 199KB each, while doing application for permanent registration of fully built vehicle or temporary registration of the drive away chassis. Only the original documents should be scanned and uploaded. The dealer has to authenticate the documents uploaded with digital signature.
3. The following Documents need to be uploaded by the Dealer:
 - i. **Form-20** duly signed by purchaser & Financer (in case the vehicle purchased under HPA). The Dealer must ensure the signature of the financier in Form-20 and no separate financier agreement letter is required. The dealer will be responsible for the purchaser signing Form20 before him.
 - ii. **Original Form-22**
 - iii. **Insurance Policy.**
 - iv. **Dealer Sale Invoice**
 - v. **Purchaser ID Proof :**

The name of the purchaser mentioned in Form 20 must be the same as that is mentioned in the ID proof of the purchaser. The dealer will be responsible to correctly enter the name in Form 20 as per the ID proof.

Any one of the following original document will be uploaded in support of Identity proof of the purchaser by the dealer after verifying the same:

Aadhaar Card, PAN Card, Voter ID, ID Card issued by State/Central Govt, Indian Passport

No ID proof is required to be uploaded for the vehicle, if sold in the name of any farm/ company/corporate body/ state & central government/ PSUs/NGOs.

vi. Current Address Proof:

The address filled up in Form-20 should be the same as the address mentioned in the address proof document of the purchaser. The dealer will be responsible to correctly enter the address in Form 20 as per the address proof.

Any one of the following original documents will be acceptable for uploading in support of Address proof of the owner:

Aadhaar Card, Voter ID, Bank Pass Book showing address, Pay slip of State/Central Govt.(if contains address), ID Card issued by State/Central Govt, Indian Passport

vii. Chassis Pencil Print or Chassis digital photo.

viii. Photograph (Recent Passport Size) of purchaser with specimen signature of purchaser, if individual. The dealer shall check & verify the passport size photograph of the owner physically and shall ensure that the owner signs on the photograph before him.

No photograph is required to be uploaded for the vehicle, if sold in the name of any farm/ company/corporate body/ state & central government/ PSUs/NGOs.

ix. PAN of purchaser:

Original PAN is to be uploaded, if vehicle sale amount is more than 2 lakh rupees, otherwise not required to upload. In case, if the purchaser is the state or central government, then TAN number is required.

4. The requirement of Vehicle Inspection Report signed by dealer as per Circular-2 of 2014 is hereby dispensed and the said circular is hereby withdrawn.
5. The requirement to upload form-21 by the dealer is hereby dispensed as it is available in Vahan4 database system.
6. The concerned Registering Authority shall not in any way be responsible for authenticity/genuineness of all requisite documents uploaded on VAHAN portal by the dealer, required for the issuance of Registration Certificate.
7. The Dealer must verify the documents uploaded before final submission.

A4: DELIVERY OF VEHICLE AND DOCUMENTS BY THE DEALER

1. The dealer will retain the registration documents till the registration is approved by the RTO.
2. The requirement of furnishing the physical registration record by dealer at RTO is hereby dispensed. However in exceptional cases the RTO after recording the requirement can call for the original documents from the dealer before approval.
3. The dealer will not affix the HSRP on the vehicle without approval of registration from RTO.
4. The vehicle can only be delivered by the dealer after affixing the HSRP number plate in prescribed manner.
5. In case if it is found or detected that any dealer is affixing HSRP without approval or delivering the vehicle without affixing the HSRP number plate in prescribed manner, then the dealer shall held

responsible and action under Rule 44 of CMV Rule, 1989 shall be initiated and the login credentials can be blocked.

6. While delivering the vehicle, the dealer will hand over the uploaded documents (Form 20, Form 22, Insurance Certificate, Sale Invoice, Chassis Pencil Print or Chassis digital photo) to the purchaser under proper acknowledgement.
7. Further at the time of delivering these records, the dealer shall sign on each page of such record with the seal of dealer so that the owner cannot make any alteration/changes in the record at his level and also superscribe on the top the form 20 about the total no of pages of the record.
8. The dealer will either write or put a seal on form 20 mentioning "The vehicle registration record is to be kept under safe custody by the purchaser and shall be produced by him before RTO as & when demanded".
9. The dealer must explain to the purchaser that he should keep the registration record under safe custody to produce before RTO on demand.
10. The dealer will maintain a register named as "REGISTER ON DELIVERY OF REGISTRATION RECORD TO PURCHASER" as per the following format:

Sl no	Date of sale	Name of purchaser	Registration number	Date of delivery	No of pages the record contains	Signature of purchaser

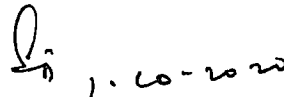
11. The above register must be made available by the dealer at the dealer point to the Registering Authority or any officer authorized by him for verification at any point of time.

B. Processing at RTO

1. After online submission of registration record by the dealer, the application for registration along with documents uploaded will be available in corresponding RTO's workflow for verification of documents and approval of Registration..
2. The RTO can also verify the genuineness of the Insurance, date of issue where ever required by scanning the QR code on the Insurance certificate.
3. The RTO shall not enter any pre booked registration number in respect of any vehicles registered through dealer point.
4. The RTO shall complete the verification of uploaded documents and approve the correct cases on the same day in respect of the cases uploaded before 2 PM or inspection completed before 2 PM for the vehicles mentioned under point 9 of section A1. In respect of all correct cases, the approval must be completed within the next working day.
5. During the verification/approval flow, if the RTO or his authorized officer/dealing assistant finds that the uploaded document not to be in accordance with the manner prescribed as per this circular or the entered data about the owners name/ address to be different than the name in the ID proof/address proof, then he shall return back the record electronically to the dealer by entering his remark in the remark field so as to enable the dealer to correct or upload correct document. The RTO should not modify any document or edit the name and address at their end.
6. The RTO shall not ask for production of any physical record from any dealer except in extraordinary circumstances after recording the reason. For example if the RTO finds that there is tampering/manipulation on sale date, insurance date etc by the dealer, he can call for the records.

7. Further during the verification process, if the registering authority finds tampering/manipulation on sale date, insurance date etc by the dealer, then he shall initiate necessary legal action as per law.
8. If the RTO who detects such tampering/manipulation is not trade certificate issuing RTO to the dealer, then he shall intimate the fact to the concerned trade certificate issuing RTO immediately under intimation to DCT & Transport Commissioner to initiate legal action.
9. Registration for the cases mentioned under point 8 of SECTION-A1 shall be done by RTO at his level including document upload, assignment of advance number etc.
10. After the approval of registration record by the RTO or his authorized officer/dealing assistant, the provisional Registration Number so assigned automatically by Vahan4 on a random selection basis within 100 numbers from the available number in the running series of the RTO at the time of fee payment will be confirmed as the final registration number .
11. NIC will generate RTO wise and dealer wise MIS on such tampering/manipulation cases.
12. NIC will also generate MIS to monitor the time taken from submission by dealer to approval by RTO. This will be mentioned in the ACR of the RTO under promptness in disposal. The best performing RTOs will be appreciated.
13. The VAHAN4 shall keep a log of the cases on return of records to the dealer by RTO due to incorrect uploading and the RTO shall check these cases dealer wise from VAHAN4 MIS report. In case any dealer is making such mistakes beyond a certain limit as fixed by the Transport Commissioner, then the concerned dealer either may be penalized or may be debarred from this system forever or for a certain period.
14. The Zonal DCTs will monitor the new online dealer point registration system under their zone and the pendency on verification/approval of dealer point registration cases at RTO level beyond the prescribed limit as mentioned above from VAHAN4 MIS portal by using their login credential and shall report to TC in case of any discrepancy.

This order will come into effect from 6.10.2020.



(SANJEEB PANDA)
Transport Commissioner, Odisha.

Memo No. 8408 /TC

Dated 1.10.2020


Copy to the Principal Secretary to Government, Commerce and Transport Department for information.


1.10.2020
Transport Commissioner, Odisha.

Memo No. 8409 /TC

Dated 1.10.2020


Copy forwarded to RTOs for information and necessary action. They are requested to circulate the copy of this order to the dealers under their jurisdiction.


1.10.2020
Transport Commissioner, Odisha.

Memo No. 8410 /TC

Dated 1.10.2020

Copy forwarded to Standing Counsel and Addl. Standing Counsel for information


1.10.2020
Transport Commissioner, Odisha.

Memo No. 8411 /TC

Dated 1.10.2020

Copy forwarded to General Secretary All Odisha Bus Owners Association and General Secretary All Odisha Truck Owners Association for information


1.10.2020
Transport Commissioner, Odisha.

Memo No. 8412 /TC

Dated 1.10.2020

Copy to DDG, NIC, New Delhi for information and necessary action.

Copy to TD, NIC for information and necessary action.

Copy forwarded to all officers at HeadQuarters/ All D.C.Ts for information and necessary action.

Copy to Computer Cell for hosting in the website/twitter/facebook.

Copy to Guard file.


1.10.2020
Transport Commissioner, Odisha.

(to be submitted in Dealers Letter head)
DEALER DECLARATION CERTIFICATE

ANNEXURE-A

To
RTO, _____

I, Sri _____ S/o: _____, Proprietor/
Managing Director of M/s. _____ (an authorized dealer
under RTO _____) with Trade certificate
no _____ do hereby declare that:

1. I shall use my own or my authorised persons digital signature while uploading the documents for registration of vehicles sold by my farm/company/showroom.
2. I shall enter the name of the purchaser in Form-20 as per the original ID proof submitted by the purchaser and there shall be no discrepancy.
3. I shall fill up the address in Form-20 as per original address proof submitted by the purchaser and there shall be no discrepancy.
4. I shall ensure that the purchaser will sign on Form-20 in my presence.
5. I shall upload the documents after verifying and scanning the originals documents produced by the purchaser ie. ID proof, Address proof, PAN Card etc.
6. I shall upload the insurance policy and sale invoice after getting the same signed by the purchaser.
7. I shall not tamper/manipulate the insurance policy in any manner & shall upload the correct & original insurance policy.
8. I shall not tamper/manipulate any particulars like name, current address, date of sale, sale amount & emission norm in any manner.
9. I shall upload Chassis Pencil Print or Chassis digital photo without tampering/manipulating in any manner.
10. I shall check & verify the passport size photograph of the owner physically and shall ensure that the owner will sign on the photograph in my presence.
11. I shall not affix the HSRP on the vehicle without getting the approval from RTO.
12. I shall not deliver any vehicle to the purchaser without affixing the HSRP number plate on the vehicle in prescribed manner .
13. I shall hand over the documents uploaded (Form 20, Form 22, Insurance Certificate, Sale Invoice, Chassis Pencil Print or Chassis digital photo) to the purchaser at the time of delivering the vehicle under proper acknowledgement.
14. I shall display the dealers declaration prominently in the showroom for the information of the purchasers.
15. I will hand over a copy of purchaser guideline as provided by STA to the purchaser before the purchase.
16. I will explain the purchaser about the prebooked registration number.

If at any point of time it is found that I am not following the above declaration or anything found false/tampered/manipulated/misrepresented then, I shall be personally held liable. I will be also personally liable for any act of commission or omission done by my authorised representative. Legal and administrative action shall be initiated against me.

Signature of Dealer: _____

Name of the Dealer: _____

Date: _____ Seal: _____

GUIDELINES TO THE PURCHASER

ANNEXURE-B

1. Purchaser has to carry the following documents:

I. ID Proof: Any one of the following original document will be required to be uploaded in support of Identity proof of the purchaser:

- a. Aadhaar Card
- b. PAN Card
- c. Voter ID
- d. ID Card issued by State/Central Govt
- e. Indian Passport

II. Current Address Proof

Any one of the following original documents will be acceptable in support of Address proof of the purchaser:

- a. Aadhaar Card
- b. Voter ID
- c. Bank Pass Book showing address
- d. Pay slip of State/Central Govt.(if contains address)
- e. ID Card issued by State/Central Govt
- f. Indian Passport

III. Recent Passport photograph

Optional Documents:

IV. Original PAN Card if the sale value of vehicle is more than Rs two Lakh.

V. Receipt regarding purchase of an auction number or any advance number.

2. The purchaser has to sign the Form-20 and on the photograph before the dealer.
3. Please check that the name of the purchaser mentioned in Form 20 must be the same as the ID proof of the purchaser.
4. Please check that the address filled up in Form-20 should be the same as the address mentioned in the address proof document of the purchaser.
5. If you are interested in any particular registration number, please contact the dealer before purchasing the vehicle. If you have already booked an auctioned number or advance number, please produce the receipt before the dealer. You have to purchase the vehicle within 30 days of booking an auction or advance number.
6. The vehicle can be registered in any RTO of the State.
7. After payment of tax at the dealer point, provisional registration number will be auto-generated. After this, the number can not be changed even if you produce the receipt for booking an auction or advance number.
8. Please don't insist to take the vehicle without affixing the High Security Number Plate(HSRP) by the dealer.
9. After the RTO approves the registration, you will receive SMS and after that contact your dealer for taking delivery. Please don't take delivery of the vehicle unless the HSRP is affixed in proper manner.
10. The dealer will hand over the uploaded documents (Form 20, Form 22, Insurance Certificate, Sale Invoice, Chassis Pencil Print or Chassis digital photo) to the purchaser at the time of delivery of the vehicle under proper acknowledgement while delivering the record to purchaser by the dealer. The dealer shall superscribe about the no of pages the record contains clearly on the top of Form 20 with his seal & signature on each page.
11. The purchaser shall retain the vehicle document record with him so as to produce the same as and when required by the Registering authority. The purchaser shall not make any changes in the record.
12. The vehicle can only be delivered by the dealer after approval by RTO and after affixing the HSRP number plate in prescribed manner by snap lock and the third registration plate (applicable for four wheeler & above) must have a 1CM green strip at the top.