

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

CIRCULAR NO. 04 OF 2023.

Sub:- Procedure to be adopted for conversion of fuel type from Diesel / Petrol to CNG / LPG by way of Retro Fitment as per provision U/s 52 of MV Act, 1988 (to be read with Rule 47-A, 47-B and 112 of CMVR, 1989) through Vahan Green Sewa Portal.

As an initiative to encourage the vehicle user to adopt alternate fuel sources such as CNG / LPG in place of conventional fuel petrol / diesel etc., and to reduce the vehicular emission Motor Vehicle Law have been amended suitably to include these alternate fuels.

In order to convert the in use vehicle from conventional fuel source to alternate fuel source a type approved retro kit is required to be fitted with the vehicle.

Ministry of Road Transport & Highways have notified AIS 024 and AIS 025 Codes for approval of Retro Kit for fitment with the in use conventional fuel vehicle for changing their fuel to LPG / CNG etc. An online portal "Vahan Green Sewa Portal" have been developed by MoRTH, integrating the Accredited Agency, Retro Kit Manufacturers, Retro Fitment Centre and Registering Authority to ensure the fitment of only approved kit with the in use vehicle and to prevent fitment of sub-standard retro kit.

This Vahan Green Sewa Portal is now operational for Odisha. The retro kit manufacturer, retro fitment centre and RTO / MVI are required to follow the below procedure while retro fitting the kit.

A – Retro Kit Manufacturer

- I) The type approved manufacturers shall apply for enlistment of the model to STA by enclosing the following documents:-
 - a) Type Approval Certificate for the models
 - b) List of Retro Fitment Centres
- II) STA on receipt of the request shall verify the documents and issue approval order for enlistment of the model and also shall activate the manufacturer for Odisha State under Vahan Green Sewa Portal.

B – Retro Fitment Centre

- I. The Retro Fitment Centre shall apply for Registration as to Retro Fitment Centre to STA by enclosing the following documents:-
 - 1) Application on firm's letter head from the applicant (**Annexure – 1**)
 - 2) Authorization letter from kit manufacture / dealer/ supplier
 - 3) Training Certificate of technician by kit manufacture / dealer / supplier

- 4) Technical Qualifications of technician in Automobile or Motor Mechanic trade
 - 5) Lay out of the premises / workshop
 - 6) Tie up with authorized Pollution Checking Centre to check vehicle fitted with CNG Kit.
 - 7) Proof of legal possession of premises (Rent / Lease agreement or ownership papers)
 - 8) Undertakings
 - a) Undertakings confirming conditions as per Annexure – IV, AIS 024 and that premises falls in commercial or industrial area **(Annexure-2)**
 - b) Undertaking from technician that he is a regular employee and has more than 2 years experience. **(Annexure-3)**
 - 9) Non Domestic electricity bill
 - 10) Photographs showing external and internal views of the Premises & Tools required as per Annexure – V of AIS 024.
 - 11) All the enclosures / documents attached should be attested by the applicant.
- II. On receipt of the application for the Retro Fitment Centre, STA shall instruct the RTO (under whose jurisdiction the Retro Fitment Centre is located) for inspection of the Retro Fitment Centre. The RTO / MVI while inspecting the premises of Retro Fitment Centre shall ensure that, the Retro Fitment Centre complies with the required safety criteria prescribed under Annexure – V of AIS – 024 / AIS-025 and shall recommend to STA for its registration by clearly mentioning that the Retro Fitment Centre is complying the requirement prescribed under **“Annexure – V of AIS – 024 / AIS-025”**.
- In case any deficiency is noticed then the applicant shall be asked to comply the deficiency within stipulated time period.
- III. On receipt of recommendation from RTO, STA shall register the Retro Fitment Centre under Vahan Green Sewa Portal and shall provide User Credential to the Retro Fitment Centre.
- IV. The Retro Fitment Centre after fitment of the Retro Kit shall upload the details of the Kit and Vehicle in Vahan Green Sewa Portal by using the User Credential.

C – RTO / MVI Responsibility

1. The User Credential of the RTO / MVI shall be created by STA.
2. The RTO / MVI shall Log in to the Vahan Green Sewa Portal by using the User Credential.
3. After conducting inspection of the Retro Kit fitted with the vehicle, the RTO/MVI shall approve the fitment or may reject the fitment by mentioning the reason of rejection.
4. In case it is approved, then RTO / MVI shall inward the application for alternation in Vahan-4 and the fee as prescribed under Rule 81 shall be paid by the vehicle owner through online (URL Link).
5. After fee payment Vahan – 4 will automatically fetch the approved Kit details
6. Then the RTO shall approve the alternation in Vahan – 4.

The step by step user guide is also available under Vahan Green Sewa Portal.

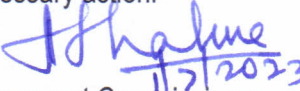
Henceforth the above instruction should be strictly followed for processing the application for alternation of all fuel type to alter the fuel type from Diesel / Petrol to CNG / LPG in all in use vehicle. Any alternation of fuel in Vahan – 4 without due processing in Vahan Green Sewa shall be viewed seriously.


11/7/2023
Transport Commissioner,
Odisha.

Memo No. 9630

dated 01/07/23

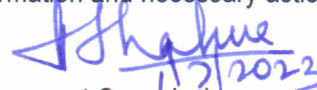
Copy forwarded to all RTOs / DCTs for information and necessary action.


11/7/2023
Transport Commissioner,
Odisha.

Memo No. 9631

dated 01/07/23

Copy forwarded to Sr. Technical Director, NIC, STA for information and necessary action.


11/7/2023
Transport Commissioner,
Odisha.

Memo No. 9632

dated 01/07/23

Copy to PMU (CSM) to host the Circular in the Website.


11/7/2023
Transport Commissioner,
Odisha.

Memo No. 9633

dated 01/07/23

Copy to Computer Cell / Communication Cell to host the Circular in the Website.


11/7/2023
Transport Commissioner,
Odisha.

ANNEXURE-1

APPLICATION FOR CNG RETROFITMENT CENTRE (RFC)

1. Name of the Workshop/ firm:-
2. Complete address:-
3. Weekly off. If any:-
4. Name of the applicant (In Block Letter)
& his status in the firm:-
5. Area (Sq. yd.) of workshop premises :
6. If application is for three , four or more wheelers
then does the workshop has opening of more than
15 feet and length of 40 feet or it has lesser measurements?
Please write exact measurements:
7. If application is for two wheelers only then does
the workshop has opening of more than
10 feet and length of 30 feet or it has lesser
Measurements? Please write exact measurements:
8. Area of office, reception, waiting lounge and store etc:
(The workshop and the office, reception, store etc should
be in the same premises)
9. Complete details of tools to install CNG kit and kit maintenance. :-

(a) Details of CNG fitment tools:

Sr.	Description	make	Nos.
1	Two Post Lift/Ramp		
2	Electric Hand drill machine and HSS drill bits		
3	Tube bender		
4	Tube cutter		
5	Deburring tool for tube		
6	Set of "D" Ring an box spanners		
7	Set of screw driver (both flat and star)		
8	Set of Allen keys		
9	HSS hand saw		
10	Crimping tool for electrical cable termination		
11	Soap bubble bottle		
12	Set of letter and number punch		
13	Exhaust analyser / smoke meter		
14	Timing Gun		

15	Filler gauge		
16	Measurement tape		
17	Air compressor		
18	Flame proof inspection light		
19	Vernier Caliper		
20	Multimeter/Digital volt Ohm Meter		
21	CNG pressure Gauge having specification to measure 0-5 PSI, 0-10 PSI & 0-160 PSI pressure		

(b) Firefighting equipment:

Sr. No.	Description	Make	Nos.
01	Dry Chemical Powder (DCP) type- minimum two nos. of 5Kg.		
02	CO2 type fire extinguisher – minimum 1 number of 5Kg with ISI mark		
03	Fire buckets filled with sand-2 buckets		

10. Copy of Tie-up with any authorized Pollution checking centre to check vehicle fitted with CNG Kit to be enclosed:

11. Authorization letter from kit manufacture/dealer/supplier with specified kit name and copies of Testing agency approval and approval of STA, Odisha, Cuttack. (Both approvals to be self-attested by manufacturer/ supplier of CNG kit);

12. Category for which authorization is sought:

- a.) Diesel driven vehicles to CNG mode.
- b.) Petrol driven Two wheelers vehicles to CNG mode
- c) Petrol driven three/four or more wheeler vehicles to CNG mode

13. Complete details of staff employed :-

14. Particulars of personal proposed/employed as authorized for fitment of CNG kit fitment.

(i) Name

(ii) Age

(iii) Technical Qualifications

(Attach self attested copies of technical qualification)

(iv) Whether person has two years of experience (Enclose self declaration of the technical personnel):

(v) Whether person trained by kit manufacture/dealer/Supplier (Enclose training certificate)

15. Whether premises are owned/leased agreement/rent agreement: -
(Enclose self-Attested Ownership documents /Rent receipt/lease deed/rent deed).
16. The applicant should also accompany the following documents in addition to the documents mentioned in the application format:-
 - a.) Undertaking confirming conditions as per annexure IV, AIS 024 (point 7 to 8.3 of AIS-024) **Annexure-2**
 - b.) Undertaking that premises are situated in commercial or industrial area
 - c.) Undertaking from technician that he is a regular employee of firm and have experience of more than two years as per **Annexure-3.**
17. Proof that electricity connection is non domestic.
18. Lay out of the premises.

Signature of the Applicant

Other instructions/ relevant documents to be submitted along with application:

1. Application must be made on the letterhead of the firm.
2. Applicant must be either by the Proprietor/Partner/Director/Managing Director as per the constitution of the firm.
3. Photographs showing external and internal views of the premises & tools.
4. All the enclosures/documents should be self-attested by applicant.

ANNEXURE NO. 2

UNDERTAKING

I _____ son/daughter/wife of Sh. _____ r/o _____ is the owner/proprietor/partner/director of M/s _____ at _____ am the authorized signatory for the above stated firm (proof enclosed). I do hereby solely affirm & declare as under:

That M/s _____ has applied for approval of CNG/LPG kit fitment workshop at above stated premises for carrying out fitment of CNG/LPG kit duly approved by kit manufacturer/supplier.

That I am in the legal possession of the said premises.

That as per the existing Master Plan provisions in force/court directions, the said activity is permitted to be carried out at the said premises located at Plot of _____.

That, I shall close the said activity as and when the same is not permitted by virtue of any subsequent amendments in the provision of Master Plan or pursuant to some court order and surrender the approval of workshop granted to me.

I _____, do hereby solemnly declare as under:-

That I/We shall issue the installation certificate as per annexure IV, AIS 024 & AIS 028 to vehicle owner.

That the conversion kit will be fitted in Safe & Proper manner in compliance with code of practice of CNG/LPG.

I/We shall send a copy of Installation Certificate as per AIS 024 & AIS 028.

I/We shall maintain the record of Conversion/alteration of Vehicle carried out by me.

I/We shall ensure compliance to the emission norms and sub rule 2 of the Rule 115 of the CMVR 1989 and the code of practice for the use of CNG/LPG fuel in internal combustion engine Vehicle.

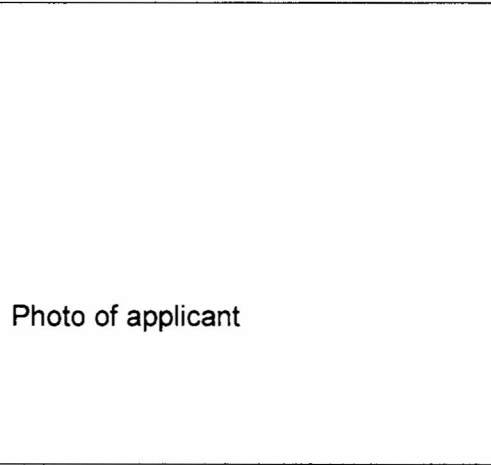
I/We shall instruct the owner/driver of converted vehicle to CNG/LPG about the correct way to run the gas system and control along with an owner operation manual for the gas system outlining the following.

1. Basic Gas System explanation with diagram.
2. Fuel changes over switch operation in Bi-Fuel system are fitted.
3. Starting Procedure for cold and hot starting.
4. How the vehicle is refueled.
5. In the event of Back firing check procedure.
6. In the event of Gas leak, shut off procedure.
7. Emergency or information contact number in the event of emergency.

I/We also hereby undertake that I/We shall only install authorized CNG/LPG kit, if anything found wrong I/We will be held responsible for it.

I/We say that in the event of any action initiated by agency, party, company, firm, institute for damages or breach of any Indian laws or foreign laws, our firm shall be solely responsible. I/We further say that we shall indemnify ARAI/ICAT against any loss, damages arising out of any action stated above.

I/We say that our firm shall not dispute or raise any claim against refusal or cancellation of any test approval or cancellation of certification already issued by ARAI/ICAT, if our firm has committed breach of any law Indian as well as other countries applicable laws and the decision of ARAI/ICAT shall be final on us.



VERIFICATION:

Verified at _____ on this day ____ / ____ / 2023 that content of the above undertaking is true to my knowledge and belief and nothing has been concealed there from.

Signature _____

Date _____

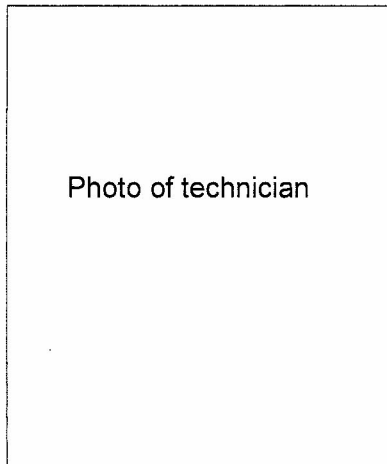
Seal _____

ANNEXURE NO. 3
UNDERTAKING FROM TECHNICIAN.

I, _____ son of Shri _____, resident
of _____ do

hereby solemnly affirm and declare as under:-

- 1) That I am regular employee of M/s _____ at _____
- 2) That my date of joining in this organization is _____.
- 3) That I am not working anywhere except mentioned above.
- 4) That I have been working in the field of CNG kit fitment for more than two years.
- 4) That it is my true and correct statement and I will be liable and responsible for the same if my statement is found fake or false.



VERIFICATION:

Verified at _____ on this day ___ / ___ /2023 that content of the above undertaking is true to my knowledge and belief and nothing has been concealed there from.

Signature _____

Name _____

Date _____