



**TRANSPORT DEPARTMENT
GOVERNMENT OF WEST BENGAL**

DOCUMENT NO:	SOP/TRANSPORT/ M.V./R /2.1		
SECTION TITLE:	PROCEDURE FOR PROCESSING REGISTRATION OF NEW VEHICLE		
SECTION NO	ISSUE DATE	PAGE	REVISION DATE
REGISTRATION		Page 1 of 3	

1. Purpose: To process Registration of New Vehicles.

2. Scope: This Procedure is applicable for any person, who is a resident of the jurisdiction and applying for registration of any new vehicle purchased.

3. Responsibility and Authority:

Overall responsibility lies with the Registering Authority. .
Responsibility of the applicant as mentioned in the procedure to be borne by the individual.

4. Reference: Section 41 of M.V Act.1988 & corresponding rules of CMV Rules, 1989 & WBMV Rules, 1989.

5. Procedure:

- 5.1 D.A shall receive the filled up application Form No. 20 with Form 21 & 22 (prescribed in CMV Rules, 1989) along with requisite fees and necessary attested documents i.e. Address Proof from the applicant. In case of certain class of vehicles also the Sale Invoice and Option Form for Tax Mode are to be furnished. After verification of the application form & documents, DA will send it to R.T.O / A.R.T.O for passing order for initial acceptance.
- 5.2 DA will receive required fee in VAHAN system against receipt in Form No. 4705. The Receipt No. generated will be taken as the Transaction No. DA will send the file to MVI (T).
- 5.3 M.V.I (T) shall enter in VAHAN the report on inspection of vehicle produced by dealer.
- 5.4 In case of transport vehicle RTO / ARTO will approve CF.
- 5.5 DA will enter the other required data of registration in the system.
- 5.6 MVI (NT) will verify address of the applicant and submit report in computer system.



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SECTION NO	ISSUE DATE	PAGE	REVISION DATE
REGISTRATION		Page 2 of 3	

- 5.7 RTO / ARTO will approve after verification of important parameters of data. Registration of the vehicle is allowed, but registration number not notified. DA will keep the file.
- 5.8 Applicant will pay tax against the Transaction No. Tax token in Form No.1, issued on payment of tax, will bear the registration-number allotted to the vehicle. Tax token will be delivered after lamination.
- 5.9 Required data of registration will be sent on-line to the vendor appointed for HSRP.
- 5.10 Applicant will pay the requisite fee for HSRP to the vendor and the vendor will give a date for fixing of HSRP, notified on the receipt for fees.
- 5.11 Applicant will get HSRP fixed on his vehicle, produced in the premises of Registering Authority on the date prefixed. Vendor will issue HSRP Fitting Certificate to applicant and send the data back to Registering Authority with HSRP PIN.
- 5.12 In offices, where RC is given in paper document, RC will be printed from the system and DA will deliver the same to applicant.
- 5.13 In other offices, where RC is given in Smart Card or Plastic Card, the applicant will pay the card fee to the office / vendor, as the case may be, against receipt issued by DA. The receipt will contain information on registration data of the vehicle.
- 5.14 Applicant will submit the information slip, after verification, back to office. In case of any mistake in data pointed out by applicant, necessary correction of data will be made by Registering Authority.
- 5.15 DA / RA will push the registration data to vendor, appointed for printing of RC.
- 5.16 Vendor will print the RC in Smart Card or Plastic Card.



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REGISTRATION		Page 3 of 3	

- 5.17 DA will either activate the RC (in smart card format) or match the RC (in plastic card format) in the system and deliver the RC to the applicant.

6.0 Records:

SI. No.	Records	Format No.	Retention Period	Responsibility	Distribution
1.	Application for registration	Form No 20, 21, 22, Form No. 4705, Sale-Invoice & Tax-Option, Address Proof	2 Years	Concerned DA	–
2.	Registration Register	Computer Database	-	DBA	Connected with State Register (SR)

N.B.

1. The time limit for rendering services as notified under Notification No. 1618-WT/3M/72/2013 will be applicable only in ideal cases where the applicant complies with his final role, as mentioned in step 5.13 of the SOP.
2. Delay caused due to the default of the applicant will not be considered as a default by the M. V. Office under the provisions of WBRPS Act, 2013.