



**TRANSPORT DEPARTMENT
GOVERNMENT OF WEST BENGAL**

DOCUMENT NO:	SOP/TRANSPORT/ M.V./R /2.7		
SECTION TITLE:	PROCEDURE FOR PROCESSING RENEWAL OF CERTIFICATE OF FITNESS OF TRANSPORT VEHICLE		
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1. Purpose: To process application for Renewal of Certificate of Fitness of any transport vehicle, already registered.

2. Scope: This Procedure is applicable for any person, who owns a transport vehicle already registered in the jurisdiction and applies for renewal of Certificate of Fitness of that vehicle.

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 56 of M.V Act.1988 & corresponding rules of CMV Rules & WBMV Rules, 1989.

6. Procedure:

6.1 DA shall receive the filled up application Form CFRA (prescribed in WBMV Rules, 1989) with requisite fees and copy of necessary documents i.e. Registration Certificate, Insurance certificate, PUC and Tax Token of the vehicle, from the applicant.

6.2 DA will receive required fee in VAHAN system against receipt and send the file to MVI (T).

6.3 MVI (T) will inspect the vehicle and submit report on the condition of vehicle in VAHAN.

6.4 RTO / ARTO will approve the cases, which are passed in examination by MVI (T). at the time of approval the computer system will check on the basis of date of inspection if any difference of fees is payable and if detected such difference of fees is to be paid by the owner before approval.

6.5 DA will print the fresh Certificate of Fitness and get it signed by RTO/ARTO.

6.6 Certificate of Fitness will be laminated and delivered.



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7.0 Records:

Sl. No.	Records	Format No.	Retention Period	Responsibility	Distribution
1.	Application for renewal of Certificate of Fitness	Form No CFRA	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 6.3 or 6.4 mentioned above, as the case may be.
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.