



Motor Vehicles Procedure Manual

Covering

- a) Forms and Office Procedure
- b) Taxes and Fees
- c) Offenses and Penalties

Office of the District Magistrate
Burdwan

(i)

Objective of The Motor Vehicles Procedure Manual

1. To bring together all the forms used for issuance of Driving Licence, Registration of Vehicles, Change of Address, Assignment, Transfer of Ownership, issuance of Duplicate Registration Certificate, Endorsement/Cancellation of Hypothecation, issuance of Conductors Licences, grant of Trade Registration Certificate, issue of Duplicate Trade Registration Certificate, Renewal of Fitness Certificate/Re-registration of Non-Transport vehicles etc. This is expected to familiarize all with the forms used.
2. To enable assesment of proper fees for different services, taxes for different classes of vehicles and penalties for different offences.
3. To address the ever increasing volume of the multifarious functions of a Motor Vehicles Office with limited man power with user satisfaction and friendly service.
4. To standardise the procedures of different services keeping in mind public interest and expeditious disposal of different items of work in the Motor Vehicles Offices.
5. To maintain records safely and systematically for future reference.

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REGISTRATION OF VEHICLES
(Sec 41 & Rule-47)

Forms and document to be submitted by the applicant:

a) In the case of Non Transport Vehicles-

- i. F-21 (Issued by Dealer)
- ii. F-22 (Issued by Original Equipment Manufacturer (OEM)).
- iii. TCR/C.R.Temp. (Issued by Dealer/RA)
- iv. F-20 (Page-2)
- v. Address proof: Ration card, Electoral Roll (EPIC), Life Insurance Policy, Passport, Payslip of Central/State Govt.
Permanent and Local address with declaration in the form of affidavit in case the applicant's permanent address is not within this region.
- vi. Insurance Certificate.

b) In the Case of Transport vehicles-

- i. F-21
- ii. F-22
- iii. TCR/C.R. Temp.
- iv. F-20
- v. Address Proof.
- vi. Insurance Certificate.
- vii. Form CFA (Page-.4)

c)In the Case of Defence/ Public Auctioned Vehicles-

- i. F-32 (Page-5)
- ii. Issue voucher /sale Release Order/Public Auction Receipt
- iii. F-29 & 30 (Subsequent sale, if any) (Page-6&7)
- iv. F-20
- v. Address Proof.
- vi. Insurance Certificate.
- vii. Form CFA.
- viii. Tax to be realised from date of Purchase.
- ix. Different fees, T.O. fees.

d)In the case of imported vehicles-

- i. Sale letter.
- ii. Sale certificate
- iii. Custom Clearance Certificate
- iv. Licence and bond of the importer
- v. F-20
- vi. Address proof.
- vii. Insurance Certificate.

e) In the case of Re-imported vehicles-

- i. RC Book
- ii. Custom Clearance Certificate
- iii. Shipment Consignor's copy (Bill of lading)
- iv. F-20
- v. Address Proof.
- vi. Insurance Certificate.
- vii. Form CFRA(Page-9)

Following steps must be followed.

1. There shall be docketing of case/files submitted by the applicant by the designated Dealing Assistant(DA) and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section. He should also issue vehicle production slip (Page-11) to the applicant.
2. DA to check the documents, prepare note sheet (Page-10) and
3. DA to send the file to MVI(T) DA to send letter (Page-12) for confirmation of Issue voucher/ Auction Receipt to the Issuing authority and despatch the same after obtaining signature of RA if applicable. DA also to issue "Receipt for Registration" to the applicant for registration of vehicles.
4. MVI(T) to inspect the vehicle on production and to verify the documents for genuinity, address proof etc. and send the file with his report to DA through peon book.
5. DA to prepare the final note with assessment of the fees and tax and put up to RA for final approval. (In the case of Defence/Public Auctioned vehicles, 30 days are to be given for receipt of reply)
6. RA to approve on scrutiny and send the file to Computer section through DA
7. Computer section to make the data entry on realization of fees and tax, print out RC Book and send the file to DA
8. DA to prepare RC Book, make entry in Vehicle Register along with affixing of specimen signature of Registered Owner in Vehicle Register and put up for signature of RA
9. RA to make the final signature in RC book and in Vehicle Register and send back the same to DA
10. DA to hand over the necessary papers to the Registered Owner or his representative and record in the delivery register and retain the worked out file for safe custody

Time : 2 days/32 days.

FORM 20
APPLICATION FOR REGISTRATION OF A MOTOR VEHICLE
[RULE-47]

(To be made in duplicate if the vehicle is held under an agreement of hire-purchase/lease /hypothecation and duplicate copy with the endorsement of the registering authority to be returned to the financier simultaneously on registration of vehicle.)

To
The Registering authority

- 1. Full name of person to be registered as
registered owner son/wife/daughter of
- 2. Age of the person to be registered as registered owner.
- 3. Permanent address of the person to be
registered as registered owner (evidence
to be produced)
- 4. Temporary address of the person to be
registered as registered owner.
- 4.a) The annual income and PAN/GIR member of
the owner.
- 5. Name and address of the dealer or manufacturer
from whom the vehicle was purchased (sale
certificate and certificate of roadworthiness
issued by the manufacturer to be enclosed)
- 6. If ex-army vehicle or imported vehicle,
enclose proof . If locally manufactured Trailer/
Semitrailer, enclose the approval of design by
the State Transport Authority and note the
proceeding number and date of approval.
- 7. Class of Vehicle
(If motor cycle, whether with or without gear)
- 8. The Motor Vehicle is
a) a new vehicle,
b) ex-army vehicle,
c) imported vehicle,

9. Type of body
10. Type of vehicle
11. Maker's name
12. Month and year of manufacture
13. Number of cylinders
14. Horse power
15. Cubic capacity
16. Maker's classification or if not known,
wheel base.
17. Chassis no. (Affix pencil print)
18. Engine no.
19. Seating capacity (Excluding driver)
20. Fuel used in the engine
21. Unladen weight
22. Particulars of previous registration and
registered number (if any)
23. Colour or colours of body wings and front end

I hereby declare that the motor vehicle has not been registered in any state in India.

Signature of

***ADDITIONAL PARTICULARS TO BE COMPLETED ONLY IN THE CASE
OF TRANSPORT VEHICLES OTHER THAN MOTOR CAB.***

24. Number, description and size and ply
- rating of tyres, as declared by the manufacturer.
- a) Front axle
- b) Rear axle
- c) Any other axle
- d) Tandem axle
25. Gross vehicle weight
- a) as certificate by manufacturer Kgs
- b) to be registered Kgs.

26. Maximum axle weight
- a) Front axle.....Kgs.
- b) Rear axle.....Kgs.
- c) Any other axle.....Kgs.
- d) Tandem axle.....Kgs.
27. a) Overall length.....
- b) Overall width
- c) Overall height.....
- d) Overhang.....

The above particulars are to be filled in for a rigid frame motor vehicle of two or more axles for an articulated vehicle of three or more axles or, to the extent applicable, for trailer, where a second semi-trailer or additional semi-trailer are to be registered with an articulated motor vehicle. The following particulars are to be furnished for each such semi-trailer.

28. Type of body
29. Unladen weight
30. Number, description and size of tyres on each axle.....
31. Maximum axle weight in respect of each axle
32. The vehicle is covered by a valid certificate of
- insurance under Chapter XI of the Act. Insurance Certificate or cover note no.
- .dateof
- (Name of Company)
- Valid from..... to
33. The vehicle is exempted from insurance.
- The relevant order is enclosed.
34. I have paid the prescribed fee of Rs.....

Date

Signature or thumb impression of the person
to be registered as registered owner.

Note : The Motor vehicle above described is-

- i) Subject to hire -purchase agreement /lease agreement with
- ii) Subject to hypothecation
- iii) Not held under * hire purchase agreement, or lease agreement or subject to hypothecation.

* *Strike out whatever is inapplicable.*

If the vehicle is subject to any such agreement the signature of the Financier with whom such agreement has been entered into is to be obtained.

Signature of the financier with whom an agreement of hire-purchase, lease or hypothecation has been entered into.

Signature or thumb impression of the registered owner.

CERTIFICATION OF INSPECTION OF MOTOR VEHICLE.

Certified that the particulars contained in the application are true and that the vehicle complies with the requirements of the Motor Vehicles Act, 1988, and the Rules made thereunder.

Date

Signature of the Inspecting Authority

Ref No.....

Name.....

Designation.....

Office Endorsement

Office of the

The above said motor vehicle has been assigned the Registration number..... and registered in the name of the applicant and the vehicle is subject to an agreement of * hire-purchase/Lease/hypothecation with the financier referred above.

Date.....

Signature of the Registering Authority

To

The Financier

.....

.....

(To be sent by registered post with acknowledgment due)

Specimen signature or thumb impression of the person to be registered as Registered owner and financier are to be obtained in original application for affixing and attestation by the registering authority with office seal in Forms 23 and 24 in such a manner that the part of impression of seal or a stamp and attestation shall fall upon each signature.

Specimen Signature of financier

Specimen Signature of registered owner

1.

1.

2.

2.

FORM CFA

Application for certificate of fitness

[See rule 57(1) of the West Bengal Motor Vehicles Rules, 1989]

To
The Registering Authority

.....
.....

I hereby apply for the issue of a Certificate of Fitness as required by section 56 of the Motor Vehicle Act, 1988.

Registration mark of vehicle :

Name of owner :

Address of owner :

Place where the vehicle is :

ordinarily kept

.....

.....

Name of manufacturer of vehicle :

Manufacturer's model, or, :

if not known, base -

.....

Type of vehicle :

Engine number :

Chassis number :

Particulars of any previous :

Certificate of Fitness granted

in respect of the vehicle :

Authority by which granted :

Date when certificate was lost or destroyed or ceased to be valid :-

Reasons for cessation of validity :

.....

FORM-32

**APPLICATION FOR TRANSFER OF OWNERSHIP IN CASE OF MOTOR VE-
HICLE PURCHASED OR ACQUIRED IN PUBLIC AUCTION.**

[RULE 57(1)]

To

The Registering Authority,

.....
.....

I/We
son/wife/daughter of (full
address) along with proof of purchase or acquired vehicle number
bearing chassis number..... engine number..... make
.....modeltype of vehicle
in public auction conducted by or on behalf of the government.

I/We enclose the documents required to be submitted by me /us under sub-rule(1) of
rule 57.

The ownership of the motor vehicle may kindly be transferred to my/our name.

Date.....

.....

Signature or thumb impression of the applicant.

FORM-29**NOTICE OF TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE .
[RULE 55(1)]**

(To be made in duplicate and the duplicate copy with the endorsement of the registering authority to be returned to the transferee immediately on making entries of transfer of ownership in certificate or registration and form 24)

The Registering Authority
(In whose jurisdiction the transferee resides)

I/Weresident of
.....have on theday of the year.....
.....sold and delivered my/our vehicle number.....make.....
.....chassis number.....engine number.....to Sri/Smt.
.....(Name) Son /wife/ daughter of
.....residing at
.....(house No./Street village /Town, dist. and state) under an agreement of
hire / purchase /lease/hypothecation with the Registration Certificate and insurance certificate
have been handed over to him/her/ them.

To the best of my /our knowledge and belief, the vehicle is not superdari and free from all encumbrances and information furnished is true. I/We undertake to hold myself/ourselves responsible for any inaccuracy or suppression of information.

Signature of the financier.

(to give his consent)

Date.....

.....
Signature or thumb impression
of the registered owner (transferor)

Date

I/We(Transferee)

Copy to the registering authorityin whose jurisdiction the transferor resides.

Note : To be sent to the registering authority by registered post acknowledgment.
.....

OFFICE ENDORSEMENT

Ref. No.....office of the The ownership of the vehicle has been transferred to the name ofwith the note of the above said agreement with effect from.....(date).

Date

.....
Signature of the registering authority with office seal.

*Intimation should be made a within 15 days, failing which punishment be imposed.

*Strike out whichever is inapplicable.

FORM 30
APPLICATION FOR INTIMATION AND TRANSFER OF
OWNERSHIP OF MOTOR VEHICLE

[Rule 55(2)and(3)]

(To be made in duplicate if the vehicle is held under an agreement of hire-purchase/lease/ hypothecation. The duplicate copy with the endorsement of the registering authority to be returned to the financier simultaneously on making the entry of the transfer of ownership in the Certificate of Registration and registration record in Form 24.)

To

The Registering Authority

.....

.....

PART 1 FOR THE USE OF THE TRANSFEROR

Name of the transferor.....

son/wife /daughter of

Full address.....

I/We hereby, declare that I/We have on this

.....day of the year.....sold my/our motor vehicle bear-

ing registration mark.....to Sh/Smt.

.....son/wife daugh-

ter of residing at

..... (full ad-

dress) and handed over the Certificate of Registration and the Certificate of Insurance to him / her/ them.

I /We hereby declare that to the best of my /our knowledge the Certificate of Registration of the vehicle has not been suspended* or cancelled.

* I enclose the “No objection Certificate” issued by the Registering Authority.

** If the “No objection Certificate” from the registering authority is not enclosed, the transferor should file along with his application a declaration as required under sub-section (1) of section 50.

.....

Date

Signature or thumb impression of the transferor.

* Details of suspension or cancellation.

** Strike out whichever is inapplicable.

PART II FOR THE USE OF THE TRANSFEREE

Name of the transferee.....
son/wife/ daughter..... of
.....Age.....Full address.....
.....(Proof a address to be enclosed).

I/We, hereby declare that I/We have on thisday of.....month.....
of the year purchased the motor vehicle bearing
registration number from(name) of..... (full address) and request that
necessary entries regarding the transfer of ownership of the vehicle in my/ our name may be
recorded in the Certificate of Registration/ Certificate of Fitness of the vehicle, which is en-
closed.

The Certificate of Insurance is also enclosed. To the, best of my knowledge and belief I/
we have not suppressed any facts and information furnished is true. The vehicle is not superdari
and free from all encumbrances I / We undertake to hold myself/ourselves responsible for any
inaccuracy of the information.

.....
Date Signature or thumb impression of the transferee

CONSENT OF THE FINANCIER IN THE CASE MOTOR VEHICLE SUBJECT TO
AN AGREEMENT OF HIRE- PURCHASE/ LEASE/ HYPOTHECATION

I/ We bearing a party to an agreement of hire- purchase/ lease/ hypothecation in respect of
motor vehicle specified above, give consent to the transfer of ownership of the said motor
vehicle in the name of the transferee named above, with whom I/ we have entered into an
agreement of hire- purchase/ lease/ hypothecation.

(Full name and address of the financier)

.....
..... Signature of the financier
Date Date

OFFICER ENDORSMENT

Ref. No.....office of the

The transfer of ownership of vehicle under continuation of an endorsement of hire- purchase/
hypothecation agreement has been recorded with effect from..... in the
Registration Certificate of the and in the registration recorded of this office in Form 24.

Date

Signature of the Registering Authority

To

The Transferor

The Financier

(To be sent to both the parties by registered post with acknowledgement due)

Specimen signature or thumb impression of the registered owner and the financier are to be
obtained in the original application for affixing and attestation by the registering authority with
the office seal in Forms 23 and 24, in such manner that the parts of impression of seal or stamp
and attestation shall fall upon each signature.

Specimen Signature of financier

Specimen Signature of registered owner

1.....

1.....

2.....

2.....

FORM CFRA

Application for renewal of Certificate of Fitness

[See rule 57(6) of the West Bengal Motor Vehicles Rules, 1989]

To

The Registering Authority

.....
.....

I hereby apply for the renewal of a Certificate of Fitness described below :-

Registration mark of vehicle

Type of vehicle

Name of owner

address of owner

Place where the vehicle is ordinarily kept (i.e.Garage address).....

.....
.....

Number of the Certificate of Fitness,.....

Date of issue or last renewal.....

Date of its expiry.....

Authority by which the certificate of fitness was issued or last renewed.....

.....
.....

.....

Signature or thumb- impression of applicant.

Date 20....

The vehicle was produced before me. I have inspected the vehicle onThe Engine No..... and the Chassis No.....Make and Model are confirmed.

The vehicle is fit for Temporary Registration .

.....

MVI (T)

I have examined /verified the documents of the applicant. My observation are as follows :

1. Deposited fees Rs....., vide Receipt No..... dated
2. Tax paid upto
3. Insurance Certificate valid upto
4. Documents produced for proof of address
5. Any other documents (a)
(b)
(c)

Verified the documents and found correct /not correct.

The vehicle may be /may not be registered.

.....

MVI (NT)

The documents, the report of the MVI(T) and MVI(NT) may be perused.

The vehicle may be/may not be registered, if approved.

Dealing Assistant

Approved as proposed.

.....

RA, Burdwan.

**MOTOR VEHICLES SECTION, BURDWAN.
VEHICLE PRODUCTION SLIP**

Case/File No. _____ Dt _____

Sri /Smt..... Registered
owner of vehicle number..... is hereby requested
to produce his/her vehicle to MVI(T), Burdwan for inspection on..... at
..... in connection with Reg, C.A., CF, Re-Registration, Alteration,
N.P. Colour verification, Issue of fresh R.C. on repossession.

*Reference Clerk
Motor Vehicles Section
Burdwan*

**MOTOR VEHICLES SECTION, BURDWAN.
VEHICLE PRODUCTION SLIP**

Sri /Smt..... Registered
owner of vehicle no..... is hereby requested to
produce his/her vehicle to MVI(T), Burdwan for inspection on..... at
..... in connection with Registration/ CA/ CF/ Re-Registration/
Alteration/ N.P. Colour verification/ Issue of fresh R.C. on repossession.

.....
*Dealing Assistant
Motor Vehicles Section
Burdwan.*

**GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
MV.SECTION, BURDWAN.**

Memo no...../MV

Date.....

To

.....
.....

Subject : Confirmation of sale of vehicle in Auction.

Sir,

Sri/Smt..... S/O,
D/O, W/o Sri.....of
address.....has/have applied
to this office for Registration of an auctioned vehicle bearing chassis
number.....Engine number..... issued
by your office vide Issue voucher number..... dated.....
sale Release order number.....dated...../ Auction Receipt
number:dated.....

You are requested to confirm the above sale within 30 days from this day to enable
this office to process the above registration.

Yours faithfully,

.....
Registering Authority
Burdwan

Memo no...../MV date:

Copy to :

(Subsequent purchaser)

Sri.....

.....
.....

.....
Registering Authority
Burdwan

TEMPORARY REGISTRATION OF VEHICLES
(Sec 43)

Forms and documents to be submitted by the applicant :

- i. F-21
 - ii. F-22
 - iii. TCR
 - iv. F-20
 - v. Insurance Certificate
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer Section and issue vehicle production slip (Page-11).
 2. DA to check the documents, prepare note sheet (Page 14), assess the fees and tax and to send the file to MVI(T) through peon book.
 3. MVI(T) to inspect the vehicle on production and to verify the documents for genuinity tax/fees/accuracy and send the file with his report to DA through peon book.
 4. DA to prepare the final note and send the file to Computer Section.
 5. Computer Section to realise tax and fees and send the file to DA
 6. DA to prepare CR Temp,(Page-15) make entry in the Vehicle Register(Temp) and put up to RA for final signature.
 7. RA to sign and send back file to DA
 8. DA to hand over necessary papers to the applicant and retain the worked file for safe custody.

Time : 1 day.

The vehicle was produced before me. I have inspected the vehicle onThe Engine No..... and the Chassis No.....Make and Model are confirmed.

The vehicle is fit for Temporary registration .

.....

MVI(T)

I have examined /verified the documents of the applicant. My observation are as follows :

1. Deposited fees Rs....., vide Receipt No..... dated
2. Tax paid upto
3. Insurance Certificate valid upto
4. Documents produced for proof of address
5. Any other documents

Verified the documents and found correct /not correct.

The vehicle may be /may not be registered.

.....

MVI(NT)

The documents, the report of the MVI(T) may be perused.

The vehicle may be/may not be registered, if approved.

.....

Dealing Assistant

Approved as proposed.

.....

RA, Burdwan.

FORM CR TEMP
Temporary certificate of registration
[See rule 60 of the West Bengal Motor Vehicles Rules, 1989]

Temporary registration mark :

Name, name of father and address of owner

.....
.....
.....

Description of vehicle

- 1. Class of vehicle :
- 2. Maker's name:
- 3. Type of body :
- 4. Seating capacity:.....
- 5. Colour:
- 6. Year of manufacture:
- 7. Engine No.....
- 8. Chassis No.....

Under the provisions of section 43 of the Motor Vehicles Act, 1988, the vehicle described above has been temporarily registered by me and the registration is valid until theday of20.....

Signature of registering Authority.

Date20.....

RENEWAL OF REGISTRATION OF VEHICLES
(Rule 52)

Forms and documents to be submitted by the applicant :

- i. R.C. book.
- ii. Tax Token.
- iii. Insurance Certificate
- iv. P.U.C.C.
- v. F-25 (Page 17)

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section and issue vehicle production slip(Page-11).
3. MVI(T) to inspect the vehicle on production and send the file with his report. to DA
4. DA to assess the fees, tax (if due) and send the file to computer section.
5. Computer Section to realise fees, tax, printout R.C.Book and send the file to DA
6. DA to prepare R.C.Book, make entry in the vehicle Register and put up to RA for signature.
7. RA to check report of MVI(T), Tax/fees sign and send the file to DA
8. DA to hand over necessary papers to the applicant and retain the worked out file for safe custody.

Time : 2 days.

Note : If “Defect Notice” is issued to the applicant by MVI(T), the applicant has to undertake repair as per D.N. and produce the vehicle for re-inspection. In such cases time taken will depend on repair of the vehicle and subsequent inspection.

FORM-25

**APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION OF A
MOTOR VEHICLE OTHER THAN A TRANSPORT VEHICLE .**

[RULE 52(1)]

To

The Regional Transport Officer

.....
.....

I,..... hereby apply for the renewal of the certificate of registration which is attached, the particulars of which are as follows :-

- a) Registered no.
- b) Date of issue
- c) Date of expiry
- d) Registering authority by which the certificate was issued/last renewed.

My present address isit this address is not entered in the certificate of registration, I do/do not wish that it should be so entered. The renewal of the certificate has not been refused by any registering authority.

I hereby declare that the certificate of registration has not been cancelled or suspended by any registering authority.

- 1. Class of vehicle
- 2. The motor vehicle was registered as
- a) a new vehicle
- b) ex army vehicle
- c) imported vehicle
- 3. Type of body
- 4. Maker's name
- 5. Month and year of manufacture
- 6. Number of cylinders
- 7. Cubic capacity/horse power
- 8. Maker's classification
- 9. Chassis No. (Affix pencil print)

- 10. Engine No.
- 11. Seating capacity (including driver)
- 12. Unladen weight
- 13. Fuel used

I enclose the certificate of insurance for perusal and return.

I have paid the fee of Rs.....

Date

Signature or thumb impression of the applicant

Note : The motor vehicle above described is not subject to an agreement of hire purchase, lease or hypothecation.

The vehicle is :

* i) Subject to hire-purchase agreement /lease agreement with

*ii) Subject to hypothecation in favour of

Strike out whichever is inapplicable.

Signature or thumb impression
of the registered owner.

Specimen signature or thumb impression of the registered owner.:-

- 1.
- 2.
- 3.

CERTIFICATE

Inspected the vehicle--- verified the chassis number and engine number.

Certified that the particulars contained in the application and the corresponding particulars declared in the certificate or registration of the vehicle are true and that the vehicle complies with the requirements of the Motor Vehicles Act. 1988. and rules made thereunder.

Signature of the inspecting authority

Name

Designation.....

RENEWAL OF CERTIFICATE OF FITNESS OF VEHICLES
(Sec 56 & Rule 52)

1. Forms and documents to be submitted by the applicant :
 - i. R.C. Book –
 - ii. Tax Token –
 - iii. Insurance Certificate
 - iv. P.U.C.C
 - v. Form CFRA
 - vi. Permit
2. DA to check the documents, assess the fees and send it to RA for order.
3. Computer Section to realise the fees and send the file to MVI (T)
4. MVI (T) to inspect the vehicle on production and send the file to DA alongwith Mechanical Report (Page-19)
5. Garage Register should be verified by MVI (NT) as per W.B MV Rules u/s 106.
6. DA to prepare R.C. Book, make entry in the Vehicle Register and send it to RA for signature.

Or

DA to fill up end portion of M.R and send the file to computer section.

Computer section to update data, print out F-38 (Page-20) and send back to DA

7. RA will sign and send it to DA
8. DA will hand over necessary papers to R.O and retain the worked out file for safe custody.

Time : 2 days

Note : In case Defect Notice is issued this time will vary.

TABLE

Item	Check Fitment	Check make/type rating, etc as per original equipment recommendations	Check conditions	Check functioning	Test	Remarks
1	2	3	4	5	6	7
Spark plug/ Suppressor cap/High Tension Cable	Yes	Yes	Yes	No	No	
Head Lamp	Yes	No	Yes	Yes	Check	Beam focus as per Annexure-VII
Other-Lights	Yes	No	Yes	Yes	No	Also ensure that unauthorized lights are not fitted
Reflectors	Yes	No	Yes	No	No	Ensure colour of reflectors and reflective tapes are as per rule 104
Bulbs	Yes	Yes	Yes	No	No	Ensure that head light bulbs wattage, especially halogen is not higher than those indicated in IS 1606-1993 and also ensure that halogen bulbs with P45t caps are not used in all vehicles
Rear View Mirror	Yes	No	Yes	No	No	-
Safety Glass	Yes	Yes	Yes	No	No	Laminated windscreen glass is used for vehicles manufactured from April 1996 onwards
Horn Silencer	Yes Yes	No No	Yes Yes	Yes Yes	No No	- Ensure no

FORM-38
CERTIFICATE OF FITNESS .
(Applicable in the case of transport vehicles only)
[RULE 62(1)]

Vehicle no.....is certified as complying with the provisions of the motor
Vehicles Act.1988. and the rules made thereunder. The certificate will expire on
.....

Date

Signature & designation of inspecting authority
or holder of the letter of authority or
the authorised testing station.

The certificate of fitness is hereby renewed :

From.....to20

From.....to20

From.....to20

the
Signature of inspecting authority or the holder of
letter of authority of the authorized testing sta-
tion.

ISSUE OF DUPLICATE R.C. BOOK
(Sec 41(14), Rule 53)

Forms and documents to be submitted by the applicant :

- i. F-26 (Page- 22)
- ii. General Diary Entry-
- iii. Affidavit : *Stating the cause of loss/theft and declaring that the vehicle is not under hire purchase agreement and no civil /criminal /MV case is pending against the vehicle.*
- iv. N.O.C from financier, if any, (v) Tax Token (vi) Permit in case of Transport Vehicle

Or

- i. F-26
 - ii. Soiled /torn /Mutilated R.C.Book
 - iii. N.O.C from financier, if any.
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .
 2. DA to check the documents, prepare note, letter (page- 23) and send the file to MVI(NT) through reference clerk for if any case is pending .
 3. MVI(NT) after verification from record shall send the file to DA (Reference clerk).
 4. DA to assess the fee /dues and send the file to computer section.DA to send the letter as 2 above.
 5. Computer section to realise fee, print out R.C. book and send the file to DA
 6. DA to prepare R.C.Book , make entry in the Vehicle Register and put up to RA for signature.
 7. RA to sign and send back to DA
 8. DA to hand over the D.R.C to the applicant and retain the file for safe custody.

Time : 9 days

Note : If a reply is received (as in 4 above) stating that the vehicle has a case pending, the vehicle has to be booked immediately.

FORM 26
APPLICATION FOR ISSUE DUPLICATE CERTIFICATE
OF REGISTRATION

[RULE 53]

(To be made in duplicate if the vehicle is held under an agreement of hire- purchase / hypothecation and in triplicate the original regional registering authority is different, the duplicate copy and the triplicate copy with the endorsement of the registering authority to be returned to the financier and registering authority simultaneously on issue of duplicate certificate)

To

The Registering Authority

The certificate of registration of my / our motor vehicle, the registration mark of which is has been 'lost / destroyed / completely written- off / tom / mutilated in the following circumstances.

*I / We hereby declare that to the best of my / our knowledge the registration of the vehicle has not been suspended or cancelled under the provisions of the Act or Rules made there under and the circumstance explained above are true.

I / We do hereby apply for the issue of a duplicate certificate of registration.

The *written- off / soiled / tom / mutilated certificate of registration is enclosed.

The vehicle is not held under any agreement of hire- purchase / lease / hypothecation.

The vehicle is also a not superdari and free from all encumbrances.

I/We hereby declare that I / We on(date) have failed a complaint (copy enclosed) with the police about the loss of certificate of registration immediately after the loss has been noticed.

Date:

Signature / thumb impression of applicant

* Strike out whichever is inapplicable.

The vehicle is held under *hire-purchase/lease/hypothecation agreement with and the "No objection certificate" has been *granted/refused by the financier hereunder : Where "No objection certificate" is refused, applicant shall make a declaration as required under sub-section (8) of section 51.

Signature or thumb impression of the owner

Name.....

Full address.....

Date.....

Note:- 1) Full particulars of the circumstances shall be furnished in the case of loss or destruction of the registration certificate.

*Strike out whichever is inapplicable.

**CONSENT OF THE FINANCIER FOR GRANT OF
“NO OBJECTION CERTIFICATE” UNDER SECTION 51(6)**

I /We being a party to an agreement of hire-purchase /lease/hypothecation in respect of motor vehicle specified above.

- 1) Have “No objection” in issue of the duplicate certificate of registration of the said vehicle.
- 2) Have “Objection” in issue of the duplicate registration certificate of the said vehicle, for the reasons given hereunder.

Date

Signature of the financier.

OFFICE ENDORSEMENT

Ref. number.....office of the

A duplicate certificate of registration as requested above is issued with the note of agreement of hire-purchase/lease/hypothecation on and is noted in the original registration records in Form 24.

Date.....

Signature of the registering authority.

To

The Financier.....

The Registering Authority.....

(To be sent to both the above parties by registered post acknowledgement due)

Specimen signature or thumb impression of the registered owner and financier are to be obtained in original application for affixing and attestation by the registering authority with the office seal in Forms 23 and 24 in such a manner that the part of impression of seal or a stamp and attestation shall fall upon each signature)

Specimen Signature of financier

Specimen Signature of registered owner

1.....

1.....

2.....

2.....

**GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
MV.SECTION, BURDWAN.**

Memo No...../MV.

Date.....

To
The Superintendent of Police,
Burdwan.

**Subject : *Issue of Duplicate Certificate of Registration vehicle*
Regn. No**

Sir,

*Sri/Smt..... S/O,
D/O, W/O Sri..... of address
.....has/have applied for duplicate
certificate of registration of vehicle Regn. No.....
.....No.....*

*You are requested to kindly confirm if any case is pending against the vehicle within
seven days.*

Yours faithfully,

*Registering Authority
Burdwan.*

Memo No...../MV.

Date.....

Copy to :-

*O.C. Traffic Computer Cell,
Lal Bazar, Kolkata-700001.*

: Requested for confirmation as above.

CHANGE OF ADDRESS OF VEHICLES
(Sec 49 & Rule-59)

Forms and documents to be submitted by the applicant:

- i. R.C. book.
- ii. Tax Token.
- iii. Insurance Certificate
- iv. P.U.C.C.
- v. F-20
- vi. F-33 (Page-25)
- vii. F-28 (Issued by the previous RA)

OR

viii. As per notification No 1354-WT/6M-1/2005 dated 08/03/2005 NOC and Tax clearance certificate, from previous RA are to be submitted.

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section and DA to issue Receipt(Page.30) and Vehicle Production slip to the applicant, send the file to MVI(T) .
2. DA to check the documents, prepare note sheet(Page- 28), Letter (Page- 29) to the previous RA(in the case where N.O.C. has already been secured and enclosed with the file) and despatch the letter as mentioned in 2 above
3. MVI(T) to inspect the vehicle on production and send the file with his report. to MVI(NT).
4. MVI(NT) to verify the documents, address and send the file with his report to DA
5. a) DA at this stage to cover 30 days awaiting reply in the case of 1(vii).
b) In the case of 1(viii) on expiry of 30 days, 2nd reminder to the issued DA to prepare letter (Page.31) and send the same to the previous RA having duly signed by this RA and wait for 15 days for the reply.

On completion of the time as in 5(a) or 5(b) above, DA to prepare the final note and send it to RA for approved.

P.T.O

6. *RA to check the reply of letter received, if any, from previous RA, approve and send the file to DA to assess the fees and tax send the file to computer section. In case of C.A Fees & Tax should always be assessed by MVI (N.T).*
7. *Computer section to realise fees and tax, print out R.C. book and send the file to DA*
8. *DA to prepare R.C. Book, make entry in Vehicle Register(depicting previous RA) and put up to RA for signature.*
9. *RA to sign and send back the file to DA*
10. *DA to take over Receipt and hand over necessary papers to the applicant and retain the worked out file for safe custody.*

Time : 35/50 day.

Note : For Defence /Govt./Coporate Employees C/A may be allowed prior to confirmation of N.O.C. subject to production of copy of service I / card.

** In case of C.A Fees & Tax should always be assessed by MVI(NT).*

FORM-33

INTIMATION OF CHANGE OF ADDRESS RECORDED IN THE CERTIFICATE OF REGISTRATION AND OFFICE RECORDS.

[RULE 591]

(To be made in triplicate if the vehicle is held under agreement of hire-purchase/ lease/ hypothecation, the duplicate copy and the triplicate copies with the endorsement of the registering authority to be returned to the financier and the registering authority (from whose jurisdiction the vehicle is removed) simultaneously, on making the entry of change of address in the certificate of registration and Form 24).

To
The Registering Authority
.....
.....

I/We son/wife/ daughter of
..... (full address) registered owner of motor vehicle no.....have ceased to reside, do not have the place of business at the address recorded in the certificate of registration with effect from The present address is given below (evidence to be enclosed).

* The vehicle is not held under any agreement of hire-purchase /lease/hypothecation.
* The vehicle is held under an agreement of hire-purchase/lease/hypothecation with
.....
(Name and full address of the financier.)

The certificate of registration is enclosed. I/We request that the change of address may be recorded in the certificate of registration and Form 24.

Date

Signature or thumb impression of the registered owner of the vehicle.

*Strike out whichever is inapplicable.

CONSENT OF THE FINANCIER IN THE CASE OF MOTOR VEHICLE HELD UNDER AN AGREEMENT.

I/We being a party to an agreement of hire-purchase/lease/hypothecation in respect of the above said vehicle, hereby :

1. Give consent for effecting the above change of address with the note of an agreement in my/ our favour in Forms 23 and 24 by the registering authority.
2. Refuse to give consent for effecting the above change of address by the registering authority, due to the reasons furnished hereunder.

.....
Date

Signature of the financier.

OFFICE ENDORSEMENT

Ref. number.....

Office of the

The above change of address has been entered with the note of agreement of hire-purchase /lease/ hypothecation in favour of the financier in the certificate of registration and in Form 24.

Date.....

Signature of the registering authority

To

The Financier.....

The Registering Authority.....

(To be sent to both the parties by registered post acknowledgement due)

Specimen signatures or thumb impressions of the registered owner and financier are to be obtained for affixing and attestation by the registering authority with official seal in Forms 23 and

24. In such manner that post of impression of the seal or a stamp and attestation shall fall upon each signature :

Specimen signatures of financier

Specimen Signature of registered owner

1.....

1.....

2.....

2.....

FORM 28

APPLICATION FOR AND GRANT OF NO OBJECTION CERTIFICATE

[Rule 54,58(1), (3) and (4)]

(To be made in quadruplicate if the vehicle is held under an agreement of hire-purchase/ lease/hypothecation, in duplicate copy, the triplicate copy and the quadruplicate copy with the endorsement of the registering authority to be returned to the registered owner of the vehicle, the registering authority in whose jurisdiction the vehicle is to be removed and the financier simultaneously on grant /refusal of a “No objection certificate”)

PART 1 APPLICATION.

To

The Registering Authority

.....
.....

I/We intend to transfer the vehicle to the jurisdiction of the registering authority.

I/We intend to sell the vehicle to Shri/Smt./Kumari.....

.....who resides in the jurisdiction of the registering authority

..... I/We, therefore, request

for the issue of a “No objection Certificate” for my/gur vehicle the particulars of which are furnished below:-

- 1. Name and address
-
-
- 2. Son/wife/daughter of
- 3. Registration number of the vehicle
- 4. Class of vehicle
- 5. Registering authority which originally
registered the vehicle.
- 6. Engine number
- 7. Chassis number (affix also pencil print)
- 8. Period of stay in the State

9. *Period up to which motor vehicle tax
has been paid.*
10. *Whether any demand for tax is pending, if so,
give details.*
11. *Whether the vehicle is involved in any theft
cases, if so give details.*
12. *Whether any action under section 53, 54 or 55
of the "Motor Vehicles Act, 1988 is pending
before any registering authority or other
prescribed authority, if so, give details.*
13. *Whether the vehicle is involved in any case of
transport of prohibited goods, if so, give details*
14. *Whether the vehicle is held under an agreement
of hire purchase/lease/hypothecation, if so give
full name and address of the financier.*

We solemnly declare that the above statement is true.

Date

*Signature or thumb impression of
registered owner.*

***PART -II CONSENT OF THE FINANCIER IN THE CASE OF
MOTOR VEHICLE SUBJECT TO AN AGREEMENT.***

*I /We being a party to an agreement of the hire-purchase /lease/hypothecation in respect of
the above said vehicle hereby :*

1. *Give consent to issue the "No objection Certificate" for the said vehicle only for the
purpose referred above.*
2. *Refuse to give consent for issue of "No objection Certificate" for the said vehicle
due to the reasons furnished hereunder.*

*.....
Date.....*

Signature of the financier.

PART -III OFFICE ENDORSEMENT.

**Grant /refusal of “No objection Certificate” under section 48(3) of
Motor Vehicles Act, 1988.**

1. *No objection Certificate in respect of the vehicle, the detailed particulars whereof are recorded over above is hereby granted under section 48(3) of the Act, (valid for use at the registering authority, on whom it is issued.)*
2. *No Objection Certificate in respect of the motor vehicle, the detailed particulars whereof recorded over above is hereby refused under section 48(3) of the Motor Vehicle Act, 1988, for the reasons recorded as under.....
.....*

Date.....

*Signature with seal of
registering authority.*

*Address.....
.....*

**Strike out whichever is applicable.*

GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BURDWAN,
MV. SECTION.

Note sheet for C.A/L.A/T.O/N.O.C/H.P.T/H.P.A /Conversion/Change of CH or ENG. Re-Regn. /Alteration/Duplicate R.C/ Particulars.

- | | | |
|-----|---------------------------------|----------|
| 1. | Name of the Applicant | |
| | Address | |
| | | |
| 2. | Registration No. of the vehicle | |
| 3. | Tax valid up to : | |
| | Road Tax | |
| | Add. Tax | |
| | A.C.Tax | |
| | Audio Fee | |
| | Video Fee | |
| | Spl. Fee | |
| 4. | Insurance valid up to | |
| 5. | P.U.C.C valid up to | |
| 6. | Permit valid up to | |
| 7. | C.F. valid up to | |
| 8. | N.O.C Memo no. | |
| 9. | Address Proof G.A. | Yes/ No |
| 10. | F.34/ F.35: | Yes/ No. |
| 11. | CH/ENG. sale letter | Yes/ No. |
| 12. | F.25 | |
| 13. | F.26 | |
| 14. | F.27 | |
| 15. | F.28 | |
| 16. | F.29 &30 | |
| 17. | B.T.I. | |
| 18. | F.33 | |

The file may be forwarded to MVI (T) for physical certification and/MVI(NT) for /G.A./ Sale/HPT/HPA/Case verification /Assessment of Tax, fees and revenue.

Proposal by DA
for order

.....
Signature of RA

Report of MVI(T)

Report of MVI(N/T)

Final proposal by DA

Approval by RA

Registered post with A/D

GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BURDWAN,
MV. DEPTT.

Memo no...../MV. Dated , Burdwan the200

To
The Registering Authority
The District Transport Officer,

Subject : Confirmation of N.O.C in respect of vehicle
No.....

Ref.: Your memo no.....dated.....
This office Memo no.....dated.....

With reference to the above you are requested to confirm the No objection Certificate submitted by the Seller /Purchaser.

Shri.....
..... in
respect of vehicle no.....from his end for
effecting T.O. and C.A.

If no reply received from your end within 21/30 days from the date of issue of this letter it will be presumed that you have no objection whatsoever in this regard.

Registering Authority
Burdwan.

Memo no...../MV. Dated , Burdwan the200
Copy forwarded to R.O for information

Registering Authority
Burdwan.

*OFFICE OF THE DISTRICT MAGISTRATE, BURDWAN,
MV. DEPTT.*

Received the following papers from Shri/Smt./M/s
.....in connection with T/O,C/A, issue of fresh R.C./ Re-Regn.,HPT/ HPA
in his/her/their favour of vehicle No.....

1. Registration Certificate valid upto
2. Tax valid upto
3. Insurance valid upto
4. R.L.W.
5. U.L.W.
6. Seating capacity
7. Year of manufacture
8. Engine No.
9. Chassis No.

This slip should be returned as and when called by this office, He is requested to appear at the Motor Vehicle Office, Burdwan for ascertaining further action to be taken by him in the connection.

No further intimation will be given by this office.

This receipt is valid upto.....

Registering Authority, Burdwan.

GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BURDWAN,
MV.DEPTT.

Memo no...../MV.

Dated , Burdwan The

To

The Registering Authority,

.....

**Subject : No Objection to the transfer of ownership /change of
 address of Vehicle No.....**

Shri/Smt./Mr..... has /have
 applied for transfer of ownership /change of address of the vehicle no.

As the vehicle was previously registered in your office/district in favour of Shri/
 Smt.....No objection Certificate to the said
 transfer of Ownership/change of address and to confirm the tax token valid
 upto.....

You are requested to furnish the following information against the vehicle mention above.

1. Chassis No. :
2. Engine No. :
3. Seating capacity :
4. Permit Position :
5. Tax Position :
6. H.P.A Position :
7. Any case pending against :

the vehicle.

If no reply is received from your end within 30 days from the date of issue of this letter it will be
 presumed that you have no objection to the said transfer of ownership/change of address and you have also
 no arrear claim against the vehicle.

Registering Authority,
 Burdwan

Memo No...../MV Dated, Burdwan the/copy forwarded
 to :- Supdt. of Police, Burdwan/Deputy Commissioner, Detective Deptt., Lalbazar, Kolkata-1, is re-
 quested to confirm whether any information or case pending against the said vehicle.

Registering Authority,
 Burdwan

TRANSFER OF OWNERSHIP OF VEHICLES
(Sec 50& Rule-55)

Forms and documents to be submitted by the applicant:

- i. R.C. book.
- ii. Tax Token.
- iii. Insurance Certificate
- iv. P.U.C.C.
- v. F-20
- vi. F-29 & 30
- vii. Address proof.
- viii. Affidavit
In the case of legal heirs-
- ix. Successation Certificate

and

Death certificate and legal heirs certificate by panchayet /Councillor/ Chariman Municipality and countersigned by B.D.O. /S.D.O. further, affidavit to be submitted for determination of L/hairs. (Judicial Magistrate 1st class)

F-31(Page-33)

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section and issue vehicle production slip(Page-11).
2. DA to check the documents, prepare note sheet and send the file to MVI(N.T) .
3. MVI(N/T) to verify the same and send the file with his report to DA
4. DA to prepare and to assess fees and tax(if due) final note and send the file to RA
5. RA to check the report , approve and send the file to Computer section.
6. Computer Section to realise fees, tax, print out R.C. Book and send the file to DA
7. DA to prepare R.C. book and make entry in vehicle Register and put up to RA for signature.
8. RA to check the report, sign and send back to DA
9. DA to take over Receipt and hand over necessary papers to the applicant and retain the worked out file for safe custody.

Time : 2/35 days.

Note :

1. In case the seller is not available, DA to send a letter (Page.34) to the seller under signature of RA and cover 30 days awaiting reply. (If no reply is available 2nd reminder to be issued)
2. For sale verification order No. 2598-WT/3M-95/89 dated 2nd March 1990 may be followed by RA
3. Legal heirship may be determined by RA following order No. 4903 WT dated 2nd May 1992.

FORM-31

APPLICATION FOR TRANSFER OF OWNERSHIP IN THE NAME OF THE PERSON SUCCEEDING TO THE POSSESSION OF VEHICLE.

[RULE 56(2)]

(To be made in duplicate if the vehicle is held under an agreement of hire-purchase/lease/hypothecation and the duplicate copy with an endorsement of the registering authority to be returned to the financier simultaneously on making the entry of transfer of ownership in the certificate of registration and office record in Form 24).

To

The Registering Authority,

.....

.....

1. Vehicle registration no.

Make and model

Chassis no.

Engine No.

Type of vehicle

2. Name of the deceased registered owner

3. Name and age of the person succeeding

to the possession of the vehicle son/wife/

daughter of Full postal address (proof

of address to be enclosed)

4. Relationship with the deceased registered.....

owner.

5. Proof of his succession

Certificate of registration is enclosed herewith. Kindly transfer the ownership of the vehicle in my name.

Date.....

Signature of the applicant.

**CONSENT OF THE FINANCIER IN THE CASE OF MOTOR VEHICLE HELD UNDER ANY
OF THE AGREEMENTS.**

I/We being a party to an agreement of hire-purchase /lease/hypothecation in respect of the motor vehicle specified above, consent to the transfer of ownership of the said motor vehicle in the name of the applicant named above, with whom I/We have entered into an agreement of hire-purchase/lease/hypothecation.

Signature of the Financier

.....

(Full name and address of the financier)

Date.....

OFFICE ENDORSEMENT

Ref Number.....

Office of the.....

The transfer of ownership of the motor vehicle under continuation of an endorsement of hire-purchase/lease/hypothecation agreement has been recorded with effect from in the certificate of registration of the vehicle and the registration record of this office in Form 24.

Date.....

Signature of the registering authority.

To

The Financier

(To be sent by registered post acknowledgement due)

Specimen signature or thumb impression of the registered owner and financier are to be obtained in original application for affixing and attestation by the registering authority with office seal in Forms 23 and 24, in such a manner that the part of impression of seal or stamp and attestation shall fall upon each signature.

Specimen Signature of financier

Specimen Signature of registered owner

1.....

1.....

2.....

2.....

ALTERATION IN VEHICLES
(Sec 52 & WBMV Rule-71)

Forms and documents to be submitted by the applicant:

- i. R.C. book.
- ii. Tax Token.
- iii. Insurance Certificate
- iv. P.U.C.C.
- v. B.T.I. (Page 36) stating the type of alteration desired.

e.g. Stage carriage to contract carriage and vice versa Bus to Truck and vice versa, Truck to Tanker and vice versa, Non Transport to Transport and vice versa, change of Engine or Chassis, Change/fixation of RLW, change in size of tyres, correction of any entry in R.C. Book, change of front show of vehicles, change of type of fluid carried in a Tanker, Live stock carrier etc.

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section and DA to issue vehicle production slip(Page-11).
2. DA to check the documents, prepare note sheet and send the file to MVI(T)..
3. MVI(T) to inspect the vehicle on production and send the file with his report. to DA through reference clerk.
- 3A. In case of change of Engine or Chassis MVI (NT) should enquire about source and procurement of such things. In case of Bus to Truck enquiry should also be made by MVI (NT) regarding purpose of some change & route strength, feasibility etc.
4. DA to assess fees, tax, adjustment of tax in change of category etc. to propose with final note to RA
5. RA to check the report, M.R, permit etc., approve and send the file to Computer Section.
6. Computer Section to realise fees, tax, print out R.C. book and send the file to DA
7. DA to prepare R.C. book, make entry in the Vehicle Register and put up to RA for signature.
8. RA to sign and send back the file to DA
9. DA to take over the Receipt and hand over necessary papers to the applicant and retain the worked out file for safe custody.

Time : 5 days.

FORM B.T.I.

[See rule 71 of the West Bengal Motor Vehicles Rules, 1989]

Notice in regard to an alternation in a Motor Vehicle

To

The Registering Authority

.....

.....

I/We the owner of motor vehicle Noresiding at hereby give you the notice that I desire to make the following alteration(s) to the said motor vehicle :

- 1.
2.
3.
4.
5.
6.
7.
8.

2. Necessary approval may be accorded to the aforesaid alterations.

Date.....20.....

* Proposed to be sent to the MVI(T) for opinion.

* If provisional is acceptable their RA be approved.

Signature of the owner.

HIRE PURCHASE AGREEMENT OF VEHICLES
(Rule 60)

Forms and documents to be submitted by the applicant :

- i. R.C. book.
 - ii. Tax Token/ Permit.
 - iii. Insurance Certificate
 - iv. P.U.C.C.
 - v. F-34 (Page 38)
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section, after verification of RO's signature with the specimen signature in vehicle register .
 2. DA to check the documents, prepare note sheet and assess fee and send the file to Computer section .
 3. Computer section to realise fee, print out R.C. Book and send the file to DA
 4. DA to prepare R.C. Book, make entry in the vehicle Register and put up to RA for signature.
 5. RA to sign and send back to DA
 6. DA to hand over necessary papers to the R.O. and retain the file for safe custody.

Time : 1 day.

**HIRE PURCHASE TERMINATION OF VEHICLES
(Rule 61)**

Forms and documents to be submitted by the applicant :

- i. R.C. book.
 - ii. Tax Token.
 - iii. Insurance Certificate
 - iv. P.U.C.C.
 - v. F-35 (Page .40)
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .
 2. DA to check the documents, prepare note sheet and send the file to MVI (NT) for HPT verification (through reference clerk).
 3. MVI(NT) to send the file with his report to RA
 4. RA to check the report, sign and send back to DA
 5. DA to hand over necessary papers to the applicant and retain the worked out file for safe custody.

Time : 2 days

FORM-35

**NOTICE OF TERMINATION OF AGREEMENT OF HIRE-PURCHASE/LEASE/
HYPOTHECATION.**

[RULE 61(1)]

(To be made in duplicate and in triplicate where the original registering authority is different the duplicate copy and the triplicate copy with the endorsement of the registering authority to be returned to the financier and registering authority simultaneously on making the termination entry in the certificate of the registration and Form 24).

To

The Registering Authority

.....
.....

We hereby declare that the agreement of hire-purchase /lease/hypothecation entered into between us has been terminated. We, therefore, request that the note endorsed in respect of the said agreement between us be cancelled.

The certificate of registration together with the fee is enclosed.

Date.....

Signature or thumb impression of the registered owner.

Date.....

Signature of the financier with official seal and address.

* Strike out whichever is inapplicable.

OFFICE ENDORSEMENT

Ref. Number.....

Office of the

The cancellation of the entry of an agreement as requested above is recorded in this office registration record in Form 24. and registration certificate on (date).

Date

Signature of registering authority.

To

The Financier.....

The Registering Authority.....

(To be sent to both the above parties by registered post acknowledgement due)

Specimen signature of the financier are to be obtained in original application for affixing and attestation by the registering authority with his office seal in Forms 23 and 24 in such a manner that the part of impression of seal or stamp and attestation shall fall upon each signatures.

Specimen signatures of Financier

1.....2.....

**ISSUE OF FRESH R.C. OF REPOSSESSED VEHICLES BY FINANCER
(Sec 51)**

Forms and documents to be submitted by the applicant :

- i. Court order/ Arbitration order
(last letter to the borrower)
 - ii. F-36 (Page-42)
 - iii. F-37 (Page-43)
 - iv. F-35
 - v. F-34
 - vi. F-29 & 30 (Subsequent sale, if any) Double T.O. fees is required to be realised
 - vii. F-20
 - viii. Letter head of financier stating chassis No. Engine No. and requesting for issue of fresh R.C.
 - ix Letter head of financier confirming sale.
 - x. Affidavit of the financier.
 - xi. Address proof.
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .
 2. DA to check the documents, prepare note sheet (Page44), prepare the letter (Page-45) and despatch the letters .
 3. MVI(T) to inspect the vehicle on production and send the file with his report to MVI (NT).
 4. MVI(NT) is to be caused a enquiry about repossessed verify the address and sale (if any) and send the file with his report to DA
 5. DA at this stage to cover 30 days awaiting reply. On expiry of 30 days, if no objection is received, 2nd reminder to be issued & after 15 days paper publication is necessary (if no reply available) DA to prepare final note and to assess the tax and fees and send it to computer section. put up to RA for signature.
 6. (RA in the mean time may conduct hearing of the present purchaser)
RA to check documents, approve and send the file to Computer Section.

7. *Computer section to realise tax, fees, print out R.C. book and send the file to DA*
8. *DA to prepare R.C. Book, make entry in Vehicle Register and put up to RA for signature.*
9. *RA to check the file, sign and send back to DA*
10. *DA to take over Receipt and hand over necessary papers to the applicant and retain the worked out file for safe custody.*

Time : 35 days.

Note :

1. *For sale verification order No. 2598-WT/3M-95/89 dated 2nd March 1990 may be followed by RA*
2. *Since issue of fresh R.C, is effected in Form 36 [Rule 61(2)] hence, procedure for C.A. and N.O.C. is waived and F-37 is forwarded to previous R.O. in place, but fees are realised.*
3. *No tax is paid by the financier (Pl. refer order No. 4868(26) -WT/3M-54/94 dated 6th June 1994).*

FORM-36

APPLICATION FOR ISSUE OF FRESH CERTIFICATE OF REGISTRATION IN THE NAME OF FINANCIER.....

[RULE 6(2)]

To
The Registering Authority

.....
.....

I/We
(financier) have taken possession of motor vehicle no.....make.....
.....model.....owing to the default of the registered owner
.....(Name and full address) under the provisions of
the agreement of hire-purchase/lease/hypothecation. :

- * 1) The certificate of registration of the said vehicle is surrendered herewith.
- * 2) The registered owner has refused to deliver the certificate of registration to me/us.
- * 3) The registered owner is absconding.

I/We request you to cancel the certificate and issue a fresh certificate of registration in my/ our name.

I/We enclose a fee of Rs.....

Date

Signature of the financier.

Specimen signature of the financier:

1.....
2.....

Copy to the original registering authority

*Strike out whichever is inapplicable.

FORM-37

**NOTICE TO REGISTERED OWNER OF MOTOR VEHICLE TO SURRENDER
CERTIFICATE OF REGISTRATION FOR CANCELLATION AND ISSUE OF
FRESH REGISTRATION CERTIFICATE IN THE NAME OF FINANCIER.**

[RULE 61(3)]

(To be made in duplicate and duplicate copy to be sent to the financier
simultaneously on issue of notice)

Office of the Registering Authority.....

Ref. No.....

Dated.....

Sri/Smt. /Kum.....(Regd.
owner) is /are hereby informed the(financier) has /have
reported that he/they have taken possession of the motor vehicle bearing registration number
covered by an agreement of hire purchase /lease/hypothecation, owing to your default under the
provisions of the said agreement and that-

- * 1) You have refused to deliver the certificate of registration to him/her/them.
- * 2) You have absconded.

He/She/They have requested to cancel the certificate of registration and issue a fresh
certificate of registration in his/her/their name.

You are, therefore, directed to surrender the certificate of registration of the said motor
vehicle which has been retained by you in spite of your having lost the possession and thereby
the ownership of the motor vehicle under section 2(30) and to send your representation in this
regard, if any, to this office within seven days from the date of receipt of this notice by you,
failing which a fresh certificate of registration will be issued in the name of the financier, can-
celling the certificate of registration held by you, in accordance with section 51(5).

Date

Signature of the registering authority.

* Strike out whichever is inapplicable.

To

The Financier.....

.....

(To be sent by registered post acknowledgement due)

**Government of West Bengal
Office of the District Magistrate
MV. Deptt. Burdwan**

Sub:- Matter relates to 51(5) MV. Act. 1988

In the matter of (Financier)
AND(Present Purchaser)..... (Regd. Owner)/in respect
of Vehicle No.....

Shri S/o
.....of
..... having
garage address at

has applied to this office for recording transfer of Ownership of vehicle in his/her/their favour.

The registered owner is

S/o of

But he/she/they purchased the said vehicle from
financer having office at

who had taken possession of the vehicle in hire instalment in spite of repeated reminder under
the provision of hire purchase lease/hypothecation agreement made between the said financier
and aforesaid registered owner.....

S/oof

The applicant has submitted the following papers :-

1. An affidavit swearing genuineness of the vehicle and it's engine No. Chassis No. his address and Garage Address.
2. I/Card/Pancard as a proof of his address.
3. I/Bond shouldering entire responsibilities of the vehicle for any future dispute.

Now if approved, a notice U/S 37 may be served upon Registered owner and the financier for a hearing.

MVI(T) may be requested to examine the vehicle and place his report with the roadworthy Condition of the vehicle.

Secondly, the RA/Taxing Officer
may be requested to verify their records and send their views/N.O.C if any within 30 (thirty) days.

Applicant may be asked to put up for Order.

NOTE SHEET PAGE 2

Vehicle No. has been repossessed from the borrower Sri/
Smt. S/o,
W/o
of address
by the financier in accordance with Hire Purchase Act, 1972

The financier has applied for a fresh Registration certificate in F-36 and F-37, also applied for HPT in F-35, T/O in F 29 & 30, HPA in F 34. The confirmation of repossession, HPT and T.O. have been made by the financier and are enclosed.

Letter has been sent to the borrower under sec. 51(5) of MV. Act 1988 and to the previous RA under sec. 51(12) of MV. Act 1988.

The date of sale of the vehicle is as mentioned in F-29 by the financier, hence road tax is levied w.e.f. in accordance with Transport Department order no. 4868(26)-WT/3M-54/94 dt. 06.06.1994 and Writ Jurisdiction dt. 24.08.1990 by the Honb'le Justice Bhagabati Prasad Banerjee of Calcutta High Court.

Fresh R. C. (DRC) fee	Rs.	Receipt No.....	date.....
CA fee	Rs.	Receipt No.....	date.....
Road Tax	Rs.	Receipt No.....	date.....
HPT fee	Rs.	Receipt No.....	date.....
1st T/O fee	Rs.	Receipt No.....	date.....
2nd T/O	Rs.	Receipt No.....	date.....
HPA	Rs.	Receipt No.....	date.....

Fresh R. C., HPT, T/O, 2nd T/O & HPA may be allowed.

RA

DA

**Government of West Bengal
Office of the District Magistrate
MV. Deptt. Burdwan**

Memo No./MV. Dt.....

From : Registering Authority, Burdwan

To

Last RA/D.T.O

Ref- Vehicle No

Ch. No.

Eng. No.

Makers Name

Y/M

Category

He/They/is/are hereby informed that : financier has/have reported that He/They taken possession of the vehicle bearing Regn. No.

..... covered by an agreement of hire purchase/lease/Hypothecation. Owing to his defaulted under the provision of the said agreement and applied to this office for recording the ownership of the vehicle in question in his/their favour u/s 51(5) of MV. Act, 1988. Along with certificate of Regn/without the certificate of Regn/issuance of fresh certificate or Regn in his/their favour after certificate of Regn. lying in his/their possession and thereafter transfer the vehicle in favour of present purchaser having G/A at-

It he/they has/have any objection to the proper transfer, he/they is/are directed to appear before the under signed onatalonedwith relevant documents, if any in support of his/their claim.

It may be noted that if he/they fail to appear before the authority for hearing on the date time fixed above it will be presumed that he/they has/have no objection and will be taken to this matter without taking any future reference.

Registering Authority,
Burdwan

Memo No./MV. Dt.....

Copy forwarded to :-

1. The financier:-

This has reference to his prayer dt. he/they are requested to appeared before the undersigned on the date and the relevant documents etc. in support of his claims.

2. The RA/D.T.O for information please. He requested to verify their records and send objection/N.O.C. If any, within 30(thirty) days from this day. Failing which it will be presumed that he has no objection to the proposed transfer.

3. (Present purchase) He is requested to meet the undersigned on receipt of this letter as proof of correctness of address.

4. The Supdt. of Police, Burdwan

5. The Spl. Suptd. of police C.I.D. (Motor theft sward) Bhawani Bhaban, Alipore, Kolkata-27.

6. The Addl. Director General Crime & Report Bureau, Police Computer Bhawan, Salt Lake City, Kolkata

7. Director National Crime & Record Bureau R. K. Puram New Delhi.

Registering Authority,
Burdwan

ISSUE OF PARTICULAR OF VEHICLES**(WBMV Rule-70)**

The applicant has to apply for particular of the vehicle stating reason :

i.e. Involved in M.A. Case, Settlement of insurance claim, to produce before court of law, intimation to the financier before H.P.A, after H.P.A, after H.P.T, Proposed buyer before making purchase etc.

1. *There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .*
2. *DA to prepare note and assess fee and put up to RA for order.*
3. *RA to sign and send it to send to Computer Section.*
4. *Computer section to realise fee (no fee is realised on state Govt. requisition), print out particulars and send the same to DA*
5. *DA to make entry in the vehicle Register and put up to RA for signature.*
6. *RA to sign and send back to DA*
7. *DA to issue the particular slip and retain the file for safe custody.*

Time : 4 hrs.

NATIONAL PERMIT COLOUR VERIFICATION

Forms and documents to be submitted by the applicant:

- i. R.C. book, if already registered. Tax token.*
 - ii. Offer letter for National Permit from S.T.A.*
-
- 1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section and issue vehicle production slip(Page-11) .*
 - 2. DA to prepare note on the application and to send the file to MVI (T) for verification.*
 - 3. MVI (T) to send the file with his report to DA*
 - 4. DA to prepare final note, forwarding letter to S.T.A. and put up to RA for signature*
 - 5. RA to sign the letter and send back to DA*
 - 6. DA to hand the letter and offer letter to the applicant and retain the file for safe custody.*

Time : 1 day

ISSUE OF NO OBJECTION CERTIFICATE OF VEHICLES
(Sec 48 & Rule-58)

Forms and documents to be submitted by the applicant :

- i. R.C. book.
- ii. Tax Token / Permit
- iii. Insurance Certificate
- iv. P.U.C.C.
- v. F-28 (in quadruplicate)

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section and issue vehicle production slip(Page-11) .
2. DA to check the documents, noted prepare note sheet, letter (Page-49) and to send the file to H/C Tax for clearance to MVI (NT). DA may get the date verified from Computer in case of doubt.
3. H/C Tax to confirm clearance of tax and fees and send the file with his report to MVI (NT).
4. MVI(NT) to confirm that there is no case pending against the vehicle and send the file with his report to DA
5. DA to wait for 7 days awaiting reply to the letter in 2 and then prepare F-28, make entry in vehicle Register and put up to RA for final signature.
6. RA to sign after checking reports and send the file to DA
7. DA to hand over the necessary papers to the R.O. and retain the file for safe custody.

Time : 2 days.

Note : The file is send to H/C Tax (5 above) to clear dues, if any, owing to old audit query.

**GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE,
MV.SECTION, BURDWAN.**

Memo no...../MV.

Date.....

To
The Superintendent of Police,
Burdwan.

Subject : No objection Certificate of Vehicle Registration
No.....

Shri/Smt..... of
address.....being registered
owner of abovesaid vehicle has applied for no objection certificate /Duplicate R.C.Book on
.....

You are hereby requested to confirm if any case is pending against the said vehicle within
seven days, failing which NOC will be issued from this end.

Registering Authority
Burdwan.

Memo no...../MV.

Date.....

Copy forwarded to :

1. O.C. Traffic Computer Cell, Lal Bazar, Kolkata-1.
2. H.C.Tax : To confirm if any due is pending against the vehicle in the
audit query.

LOCAL MARK ASSIGNMENT OF VEHICLE
(Sec 47, Rule 54 & 78)

1. Forms and documents to be submitted by the applicant :
 - i. R.C. Book –
 - ii. Tax Token –
 - iii. Insurance Certificate
 - iv. P.U.C.C
 - v. F-27 (Page-51) pr Form FT (Page-52)
 - vi. Affidavit : Declaring no communication received from previous RA and the documents produced during C.A have been genuine

2. DA to check the documents, prepare note sheet and put up to RA for order.
3. RA to chek the documents, approve and send the file to DA
4. DA to assess the fees and send the file to Computer Section.
5. Computer Section to realise the fee, print out R.C book and send the file to DA
6. DA to prepare R.C Book, make entry in the Vehicle Register (having cross reference to both the registers) and put up to RA for final signature.
7. RA to sign and send back to DA
8. DA will hand over necessary papers to the applicant and retain the worked out file for safe custody, after updating foreign vehicle register.

Time : 2 days

FORM 27
APPLICATION FOR ASSIGNMENT OF NEW REGISTRATION MARK
TO A MOTOR VEHICLE
[RULE 54]

(To be made in triplicate if the vehicle is held under an agreement of hire- purchase / lease /hection the duplicate copyand the triplicate triplice copy with the endorsement of the registering authority authority to be returned to the finanacier and original registering authority simultaneously, on the assignment of a new registration mark).

To

The Registering Authority

.....

I/WeSon/Wife/daughter* of

being the registered owner of motor vehicle no bearing chassis no engine no type of vehicleregistered in the State of hearby declare that I / We have, since the..... day of kept the said motor vehicle in this state and heatby apply for the assignment of a new registration mark to the said motor vehicle.

I/ We hearby declare that the registration is valid up to and it has not been or cancelled under the provision of the Act.

I/We enclose the certificate of registration and the cerificate of fitness(*) of this motor vehicle.

I/We enclose a “No objection certificate” from the registering authority.

It the “No objection certificate” from the registering authority is not enclosed the applicant should file along with this application a declaration as required under the first proviso to sub-section (1) of section 47.

* The vehicle is not subject to an agreement of *hire-purchase/lease/hypothecation.

*The vehicle is subject to an agreement of *hire-purchase/lease/hypothecation with..... and the NOC has been ‘granted /refused by the financier thereunder.

If "No objection certificate" has been refused by the financier the applicant should fill along with this application a declaration as required under sub-section(8) of section 51.

Date..... Signature or thumb impression of the applicant.

* Strike out whichever is inapplicable.

*CONSENT OF THE FINANCIER FOR GRANT OF
"NO OBJECTION CERTIFICATE UNDER SECTION 51(6)*

I/We, being a party to an agreement of hire-purchase/lease/hypothecation in respect of motor vehicle specified above :

- 1) have "No objection" in assigning the new registration mark to the said vehicle.
- 2) have "Objection" in assigning the new registration mark to the said vehicle for the reasons given hereunder.....

Date..... Signature of the financier.

OFFICE ENDORSEMENT

Ref. Number.....

Office of the

The vehicle no.....on removal to this State has been assigned a new registration mark.....(here enter the registration mark).

Date Signature of the registering authority.

To

The Financier.....

The Registering Authority.....

(To be sent to both the above parties by registered post acknowledgement due)

FORM F.T.

[See rule 69(3) of the West Bengal Motor Vehicles Rules, 1989]
Form for intimation when a motor vehicle registered outside the
State has been brought to the State

To

The Registering Authority

.....

.....

I/We wife /son/daughter
ofpresently residing at
..... registered owner of
Motor Vehicle No.....have brought the said vehicle to this
State of West Bengal on..... by road/rail /car.
My address recorded in the original certificate of registration is
..... The vehicle is not held /held under any agreement of hire, lease or
hypothecation. The above information is furnished as per rule 69(3) of the West Bengal Mo-
tor Vehicles rules, 1989. I shall be applying for assignment of new registration mark on removal
of a motor vehicle to another State under rule 64 of the Central motor vehicles rules, 1989 in
due course. I am endorsing a copy of this application to Taxing Officer in whose jurisdiction the
vehicle is brought. (One copy of the said form is also be sent to the Taxing Officer having juris-
diction).

Name of applicant.

Address-

Signature of registered
owner of the vehicle.

For office use.

The above fact has been noted in our register for foreign vehicles and intimated to the
Taxing Officer for claiming tax.

GRANT OF LEARNER'S LICENCE (TRANSPORT & NON TRANSPORT)
(Sec 8, Rule 10 & 11)

Forms and documents to be submitted by the applicant :

- i. F-2 (page-54)
 - ii. F-3(page-56)
 - iii. F-4 (page- 57)
 - iv. Address Proof. [Ration card, Electoral Roll, LIC Policy, Passport, Pay Slip (SG/CG), School Certificate, Birth Certificate.
 - v. Age Proof.
 - vi. Parents consent (In case of the applicant below 18 yrs. of age, to drive M/Cy without gear only)
 - vii. F1 & 1A (In the case of Transport Vehicle only) (page- 59)
 - viii. F-5 (page-60) Do
 - ix. Six copies of passport size colour photograph (2.5 cms x 3.5 cms)
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .
 2. DA to check the documents, assess the fees and forward the same to MVI(T).
 3. MVI(T) to check the documents, conduct Preliminary Test and (if passed) send the file to computer section.
 4. Computer section to realise fees and send the file to DA
 5. DA to prepare F-3 (Learner's Licence) and send it to MVI(T).
 6. MVI(T) to sign and send back F-3 to DA
 7. DA to hand over the Learner's Licence to the applicant.

Time: 1day.

Note :

All transport catagory licences are to be enclosed with F-5 forwarded by Motor Training school only.

passenger motor vehicle /medium goods vehicle
with effect from.

10. Particulars of any driving licence previously held
by applicant. Whether it was cancelled and, if so,
for what reason.
11. Particulars of any learner's licence previously held by
applicant in respect of the description of vehicle
to which the applicant has applied.
12. Have you been disqualified for holding or obtaining
driving licence or learner's licence. If so,
for what reasons.
13. I enclose 3 copies of my recent photograph
(Passport size photograph)
14. I enclose medical fitness certificate dated.....
issued by (doctor)
15. I have submitted along with my earlier.....
application for learner's licence/ I enclose
the written consent of parent /guardian
(in the case of applicant being a minor)
16. I enclose driving certificate datedissued by
.....(name and address of the driving school)
17. I have paid the fee of Rs.....
18. I am exempted from the medical test under rule 6 of Central Motor Vehicle Rules, 1989.
19. I am exempted from the preliminary test under rule II(2) of the Central Motor Vehicle
Rules, 1989.

*Strike out whichever is inapplicable

Date

Signature or thumb impression of applicant.

Specimen signature or thumb impression of applicant.

1.....

2.....

**DECLARATION UNDER SECTION 7(2) OF
THE MOTOR VEHICLE ACT. 1988.**

Sri/

Kumari.....

Son/Daughter of

who is a minor is under my care and I accept responsibility for his/her driving. If at a later date I decide not to accept responsibility for his/her driving I shall intimate the licensing authority in writing for the cancellation of the licence. I give my consent for his/her obtaining learner's licence.

Signature

Name and full address of the parent / guardian.....

.....

Relationship.....

(To be signed in the presence of the licensing authority or person authorised in this behalf by the licensing authority)

FOR OFFICE USE

* The applicant is exempted from the medical test under r. 6 and the preliminary test under r.11(2) of the Central Motor Vehicles Rules, 1989.

Learner's licence may be issued.

* The applicant was tested with reference to r.11 (1) of the Central Motor Vehicles Rules, 1989.

He has passed the test. Learner's licence may be issued.

* He has failed in the test . (Reasons should be specified.)

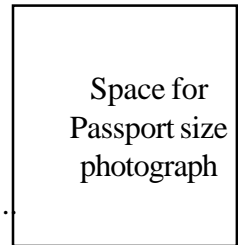
Learner's licence may be refused.

Signature of licensing authority or other

Person authorised in this behalf.

* *Strike out whichever is inapplicable.*

FORM 3
LEARNER'S LICENCE
[RULES 3(a) AND 13]



Licence No..... Date

Name to be written across the photograph
Specimen signature/ thumb impression of the
holder of the licence.
Signature and seal of the licensing authority.

1. Name
2. Son/Wife /daughter of
3. Date of birth.....
4. Optional
- Bloodgroup.....
- Rh factor.....
5. Present /permanent address
- Temporary / Official (if any).....
6. Mark(s) of identification 1).....
- 2).....

is licensed of drive throughout India as a learner subject to the provisions of rule 3 of the Central Motor Vehicles Rules, 1989, a motor vehicle of the following description :

The holder of the licence has passed the medical test under r.5 and the preliminary test referred to in rule 11(1) of the Central Motor Vehicles Rules, 1989.

The holder or the licence is exempted from the medical test under rule 6 and from preliminary test under rule 11(2) of the Central Motor Vehicals Rules, 1989.

The licence is valid from.....to

Signature and designation for the licensing authority.

* Strike out whichever is inapplicable.

Warning : The attention of the holder of this licence is drawn to rule3 of the Central Motor Vehicles Rules, 1989, which prohibits him from driving any motor vehicle unless he had besides him a person duly licensed to drive the vehicle. and in every case, the vehicle carries “L” plates both in the front, and in the rear of the vehicle.

9. Have you previously held driving licence ? If so, give details.

10. Particulars and date of every conviction which has been ordered to be endorsed on any licence held by the applicant.

11. Have you been disqualified for obtaining a licence to drive? If so, for what reason?

12. Have you been subjected to a driving test as to your fitness or ability to drive a vehicle in respect of which a licence to drive is applied for? If so, give the following details :

Date of test **Testing authority** **Result of test**

- 1.
- 2.
- 3.
- 4.

13. I enclose three copies of my recent passport size photograph (Where laminated card is used no photographs are required)

14. I enclosed the learner's licence No.....dated.....issued by licensing authority.

15. I enclose the driving certificate No.....dated.....issued by

16. I have submitted along with my application for learner's licence the written consent of parent / guardian.

17. I have submitted along with the application for learner's licence/ I enclose the medical fitness certificate.

18. I am exempted from the medical test under rule 6 of the Central Motor Vehicles Rules, 1989.

19. I am exempted from preliminary test under rule II (2) of the Central Motor Vehicles Rules, 1989.

20. I have paid the fee of Rs.....

I hereby declare that to the best of my knowledge and belief the particulars given above are true.

Date.....

Signature /thumb impression of applicant.

CERTIFICATE OF TEST OF COMPETENCE TO DRIVE.

* The applicant has passed the test prescribed under rule 15 of the Central Motor Vehicles Rules, 1989. The test was conducted on (here enter the registration mark and description of the vehicle)on (date).....

* The applicant has failed in the test .
(The details of the deficiency to be listed out)

Date

Signature of testing authority

.....

Full name and designation.

Two specimen signatures of applicant.

1.

2.

* ***Strike out whichever is inapplicable.***

FORM 1A**Medical Certificate****[Rules 5(1), (3), 7,10(a), 14(d) and 18(d)]**Space for
Photo

(To be in by a registered medical practitioner appointed for the purpose by the state government or person authorised in this behalf by the state government or person authorised in this behalf by the state Government referred to under Sub-section (3) of section (8).

1. Name of the applicant
2. Identification marks (1)
- (2)
3. (a) Does the applicant, to the best of your judgement, suffer from any defect of suitable spectacles ? Yes/No
- (b) Can the applicant, to the best of your judgement, readily distinguish the pigmentary colours, red and green ? Yes/No
- (c) In your opinion, is he able to distinguish with his eyesight at a distance of 25 meters in good day light a motor car number plate ? Yes/No
- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals ? Yes/No
- (e) In your opinion, does, the applicant suffer from night blindness? Yes/No
- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver? if so, give your reasons in details.

Optional

- (g)(a) Blood group of the applicant (if the applicant so desires that the information may be noted in his driving licence)
- (b) Rh factor of the applicant (if the applicant so desire that the information may be noted in his driving licence)

Declaration made by the applicant in form i as to his physical fitness is attached certificate of medical fitness.

I certify that :---

- (i) I have personally examined the applicant Shri/ Smt./Kum
- (ii) that while examining the applicant i have direct special attention to his/ her distant vision;
- (iii) while examination the applicant, i have direct special attention to his/ her hearing ability the condition of the arms, legs, hands and joints of both extremities of the applicant; and
- (iv) I have personally examined the applicant for reaction time, side vision and glare recovery, (applicable in case of persons applying for a licence to drive goods carrying goods of dangerous or hazardous nature to human life.

And, therefore, I certify that to the best of my judgement, he is medically fit/ not fit to hold a driving licence)

The applicable is not medically fit to hold a licence for following reasons

Signature:

1. Name and designation of the medical officer/ practitioner (seal)
2. Registration number of medical officer.

Date :-

Signature or thumb impression of the candidate

FORM 5
DRIVING CERTIFICATE ISSUED BY DRIVING SCHOOLS OR
ESTABLISHMENTS
 [Rules 14(e), 17(1)(b) and 31A(2)]

This is to certify that Shri/Smt./Kumari
 son / wife / daughter of
 residing at was enrolled in this school on
and his/her name is registered as serial
 number in our register in form 14 and that
 / he she has undergone the course of training in driving of
 (mention class of vehicle) according to the syllabus prescribed for a period from
 to satisfactorily.

I am satisfied with his/her physical fitness and sense of responsibility.

Signature

Name and designation

Name and address of the driving school with licence
 number and date of issue

GRANT OF DRIVING LICENCE (TRANSPORT & NON TRANSPORT)

(Sec 9 & Rule15)

This is the second phase after issue of learner's licence :

1. *There shall be central docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section and reference clerk to issue date of presentation to applicant before MVI(T) for driving test .*
2. *Applicant to appear before MVI(T) for driving test on expiry of 21/30 days from the day learner's licence is issued.*
(The training /practice period is scheduled as per the catagory of licence)
3. *MVI(T) to send back the file with his report (on passing of the candidate) to DA*
4. *DA to issue D/L slip (page- 62) to the applicant and prepare the licence Register, work order and put up to L.A./MVI(T) for signature.*
5. *L.A/MVI(T) to check, sign and send back the file to DA*
6. *DA to hand over the work order to the representative of Lamination contractor securing his signature in register and retain the file for safe custody.*
7. *DA on receipt of typed D/L cards, obtain signature from L.A./ MVI(T) and give back the same to the contractor for lamination.*
8. *DA on receipt of laminated cards, will hand over the D/L to the applicant and take over the D/L slip.*

Time: 55/ 65days.

Note :

- a. *Driving test is to be conducted on exact catagory of vehicle.*
- b. *No driving test is to be conducted on Govt. vehicles.*

**GOVT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, BURDWAN
MV.DEPARTMENT. (LICENCE SECT.)**

*Received Driving Licence No..... (Old/
Lr. No.....) for New /Renewal /Duplicate/ Endorsement /Change
of Address from Sri/Smt.....*

*S/o..... Ad-
dress.....*

*and He /she Authorised to drive A) M Cycle without gear B) M Cycle with gear C) LMV D)
MGV E) EPMV F) HGV G) HPMV H) Auto Rickshaw I) CAB J) Road Roller K) Invalid
Carriage.*

This Receipt is valid upto 30/60/90 days from date of issue

*Licencing Authority
Burdwan.*

INTERNATIONAL DRIVING PERMIT
(Order No. RT-11036/8/95-MVL dt 8 May 1995)

Forms and documents to be submitted by the applicant:

- i. Form for Application for I.D.P. (page-64)
 - ii. Indian Driving Licence.
 - iii. Passport
 - iv. Visa.
 - v. Air Ticket.
 - vi. Three copies of passport size colour photograph.
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .
 2. DA to check the documents, assess the fees and forward the same to L.A.
 3. L.A. to check the documents, approve and send the file to computer section.
 4. Computer section to realise fees and send the file to MVI(T).
 5. MVI(T) to conduct driving test and send the file with his report to DA
 6. DA to prepare I.D.P, make entry in the licence Register (IDP) and put up to L.A. for signature.
 7. L.A. to check report and fees, sign and send back to DA
 8. DA to hand over I.D.P. to the applicant and retain the file for safe custody.

Time: 1day.

Note :

1. No driving test is conducted if the Indian D/L is more than 10 yrs. old.
2. I.D.P. is valid for one year from the date of issue.
3. I.D.P is not renewed, to be issued afresh everytime.
4. The applicant has to appear in person with a high model saloon /sedan for driving test.
5. I.D.P has to be typed out and not hand written.

FORM FOR APPLICATION FOR INTERNATIONAL DRIVING PERMIT

- 1. Surname :
- 2. Other Name :
- 3. Father's / Husband's name :
- 4. Place of birth :
- 5. Date of Birth :
- 6. International passport No. :
- 7. Issued on :
- 8. Valid upto :
- 9. Foreign Address (in full) :
- 10. Particulars of Foreign Driving Licence, if any, Driving Permit if any. :
- 11. Particulars of the Indian Driving Licence with under first date of issue valid upto the class of vehicles authorised to drive. :
- 12. Particulars of the previous International Driving Permit, if any. :

I present herewith two copies of any recent photograph (passport size, and fees of Rs.....for issue of an International Driving Permit for light car/heavy motor vehicles /Motor Cycles.

Signature of the Applicant.

Permanent Address :
:
:

Temporary Address :
:
:

I have examined the applicant. He/She was found competent to possess an International Driving Permit.

Licensing Authority.

Accept Rs.....

Fee of Rs.....mentioned above has been duly credited vide Receipt No.....
.....

Date

Signature of the Cashier.

RENEWAL OF DRIVING LICENCE
(Sec 15 & Rule 18)

Forms and documents to be submitted by the applicant :

- i. *Driving licence*
 - ii. *F-9 (page-67)*
 - iii. *F-1 & 1A In the case of transport vehicle only*
 - iv. *Four copies of passport size colour photographs (2.5 cms x 3.5 cms.).*
-
1. *There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
 2. *DA to check the documents, assess the fees and send it to Computer Section.*
 3. *Computer section to realise fee and send the same to DA*
 4. *DA to make entry in Licence Register, prepare work order and put up to MVI(T) for signature.*
 5. *MVI(T) to check, sign and send back to DA*
 6. *DA to issue D/L slip, retain the file and follow the procedure for lamination. On receipt of laminated card, DA to hand over D/L to the applicant and take over the D/L slip.*

Time: 30 days.

FORM 9
APPLICATION FOR RENEWAL OF DRIVING LICENCE
[RULE 18(1)]

Space for Passport size photograph
--

I Shri/Smt/Kumari.....
 son/wife / daughter.....of hereby
 apply for the renewal of my driving licence which is attached and particulars of which are as
 follows :-.

- a) Number
- b) Date of issue.....
- c) Licensing authority by which the licence was issued
- d) Licensing authority by which the licence was last renewed
 No. and date of renewal.
- e) Class of vehicles authorised to be driven.....
- f) Date of expiry of licence to drive
- i) transport vehicle.....
- ii) vehicles other than transport vehicles.....

My present address is

If this address is not entered on the licence, I do/do not wish that it should be so entered.

If the licence is not attached, reasons why it is not available?

.....

If the licence was not renewed within thirty days or the date of expiry, reasons for delay

.....

The renewal of licence has not been refused by any licensing authority.

I have not been disqualified for holding or obtaining a driving licence. My licence has
 not been revoked.

I enclosed a medical fitness certificate in Form 1A,

I enclose three copies of my recent photograph (5 c.ms. by 6 cms.)

I have paid the fee of Rs.....

I hereby declare that to the best of my knowledge and belief the particulars given above
 are true.

Date

Signature or thumb impression of applicant.

Name.....

Address.....

.....

DUPLICATE DRIVING LICENCE
(Rule 26, WBMV Rule 9)

Forms and documents to be submitted by the applicant :

- i. Torn/Mutilated /Soiled driving licence
- ii. From L.LD (page- 69)
- iii. Four copies of passport size colour photographs (2.5 cms x 3.5 cms.).
- iv. General Diary Entry.
- v. Affidavit stating that the D/L has not been seized and no case is pending against the D/L.

(iv. & v. in case of loss of D/L)

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .
2. DA to check the documents, make a note, assess the fees and forward it to Computer Section.
3. Computer section to realise fee and send it to MVI(T).
4. MVI(T) to check, approve and send back to DA
5. DA to issue D/L slip to the applicant and follow the procedure for lamination. On receipt of Laminated card, DA to hand over the D/L and take over the D/L slip.

Time: 30 days.

FORM LLD
INTIMATION OF LOSS OR DESTRUCTION OF LICENCE AND
APPLICATION FOR DUPLICATE.

[See rule 7 of the West Bengal Motor Vehicles Rules, 1989]

To
The Licensing Authority,
.....
.....

1.of (Permanent Address)
.....and (present
address).....
.....(father's /
husband's name).....
.....hereby report that driving licence
No.....issued by the Licensing
Authority.....on or about the day
of200 , has been lost/destroyed in the following circum-
stances.....
2. I hereby apply for a duplicate licence and tender fifteen rupees by
3. I attach two clear copies of a recent photograph of myself.

Signature or thumb-impression of applicant.

Date.....20

FOR USE IN THE OFFICE OF THE LICENSING AUTHORITY

PART-1

Duplicate of driving licence No..... first granted
onhas been issued by me this
.....day of20.....

Application refused in letter no.....dated theto the applicant giving reasons.

Licensing Authority.....

Date.....20

PART-II

(Part II, III and IV will be printed on a separate sheet to Part-I and will be used if the application is made to an authority other than the Original Licensing Authority).

Forwarded to the Licensing Authority for verification and completion of Part II.

Licensing Authority.....

Date.....20

PART III

Returned to the Licensing Authority.....

The photograph and signature/thumb- impression have been compared with my records.

No such licence appears to have been issued by this office.

I am not satisfied that the applicant was the holder of the licence described.

I am satisfied that the applicant was the holder of a licence issued by this office as follows.:

1. Number
2. Date of issue.....200
3. Last renewed by the Licensing Authority
4. Date of expiry.....200
5. Chassis of vehicle

6. The licence-

a) entitled the holder to drive as a paid employee.

b) carried authorisation to drive a public service vehicle, granted by

.....

Licensing Authority.....

Date.....200

PART -IV.

Returned to the Licensing Authority..... for record .

A duplicate licence has been issued by me on the day of200..... and a copy of the photograph affixed thereto is attached.

I have, in my letter No.....dated thede-clined to issue the duplicate licence applied for and I attach a copy of that letter.

.....

Licensing Authority.....

Date.....20

**CHANGE OF ADDRESS OF DRIVING LICENCE
(WBMV Rule 12)**

Forms and documents to be submitted by the applicant :

- i. *Driving Licence*
 - ii. *Address Proof*
 - iii. *Four copies of passport size colour photographs (2.5 cms x 3.5 cms.).*
 - iv. *Application for change of address.*
1. *There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
 2. *DA to check documents, make note, assess fees and forward it to L.A. /MVI(T)*
 3. *L.A. /MVI(T) to check the documents, approve and send it to computer section.*
 4. *Computer section to realise fee and send the file to DA*
 5. *DA to make entry in Licence Register, prepare work order and put up to L.A./MVI(T) for signature.*
 6. *L.A./MVI(T) to check, sign and send back to DA*
 7. *DA to issue D/L to raitain to the applicant and follow the procedure for lamination. DA to retain the file . On receipt of laminated card, DA to issue D/L and take over D/L receipt.*

Time: 30 days.

Note :

Adopted procedure -

To curb inflow of forged licences, no C.A. is allowed other than D/L issued by L.A.s of West Bengal, C.A. of D/L for Defence /Govt. /Corporate Employees' may be allowed on production of copy of service I/card.

ADDITION IN DRIVING LICENCE
(Sec 11 & Rule 17)

Forms and documents to be submitted by the applicant :

- i. *Driving Licence*
 - ii. *F-8 (Page-74)*
 - iii. *Five copies of passport size colour photographs.*
 - iv. *F-5 (In case of Transport vehicles)*
 - v. *F-3*
1. *There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
 2. *DA to check documents, make note, assess fees and send it to computer section.*
 3. *Computer section to realise fee and send it to DA*
 4. *DA to prepare Learner's (F-3) and put up to MVI(T) for signature.*
 5. *MVI(T) to check the documents, sign and send back to DA*
 6. *DA to issue F-3 to the applicant.*
 7. *On expiry of 15 days applicant to appear before MVI(T) for Driving Test.*
 8. *MVI(T) to conduct test and send the file with his report (if passed) to DA*
 9. *DA to issue D/L slip to the applicant and follow the procedure for lamination. On receipt of Laminated card, DA to issue D/L and take over the D/L slip.*

Time : 45 days.

Note :

No preliminary test is required for issue of Learner's Licence as the applicant already holds a valid driving licence.

FORM 8

APPLICATION FOR ADDITION OF NEW CLASS OF VEHICLE TO A DRIVE LICENCE [RULE 17(1)]

To

The Licensing Authority

.....
.....

I Sh. /Smt./ Kum.....

hereby apply for the addition of the following class/ classes of motor vehicles to the at-
tached licence :

- (a) Motorcycle without gear
- (b) Motorcycle with gear
- (c) Invalid carriage
- (d) Light motor vehicle
- (e) Transport vehicle
- (f) Medium passenger motor vehicle
- (g) Omitted
- (h) Omitted
- (i) Road roller
- (j) Motor vehicle of the following description :

I enclose,

- (a) a medical certificate in Form 1A
- (b) Learner's licence in Form 3
- (c) Driving licence in Form 6/7
- (d) Driving certificate in Form 5 if the application is to drive a transport vehicle.
- (e) I have paid the fee of Rs.....

Dated.....200

Signature or thumb impression of the applicant.

CERTIFICATE OF TEST OF COMPETENCE TO DRIVE

The applicant has passed /failed in the test specified in rule 15 of the Central Motor
Vehicles Rules, 1989. The test was conducted on a (here enter description of vehicle) on
date.

Signature of testing authority
Name and designation.

CONDUCTOR'S LICENCE
(Sec 30, WBMV. Rule 33)

Forms and documents to be submitted by the applicant :

- i. *Form L. Con.A. (Page 76)*
 - ii. *Form M.C. Con. (Page 77)*
 - iii. *Four copies of passport size photographs.*
 - iv. *Address Proof.*
 - v. *Proof of passing Class IV*
1. *There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
 2. *DA to check the documents, make a note, assess the fees and send it to computer section*
 3. *Computer section to realise the fee and send it to MVI(T).*
 4. *MVI(T) to conduct test and send the file with his report to DA*
 5. *DA to make entry in Licence Register, prepare C/L and put up to MVI(T) for signature.*
 6. *MVI(T) to sign and send back to DA*
 7. *DA to issue the conductor's Licence and retain the file for safe custody.*

Time : 2 days.

FORM L.Con. A.
[See rule 33 of the West Bengal Motor Vehicles Rules, 1989]
FORM OF APPLICATIN FOR A CONDUCTOR’S LICENCE

- 1. Name
- 2. Name of father.....
- 3. Present address
-
- 4. Permanent address.....
-
- 5. I have not previously held a conductor’s licence /previously held a conductor’s licence issued by.....
- 6. I am not disqualified for holding conductor’s licence.
- 7. I hereby declare that I am not less than 18 years of age and that above statements are true.
I attach three copies of a recent photograph of myself.

Signature or thumb-impression of applicant.

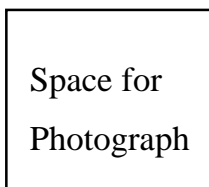
Date20

Duplicate signature or
thumb- impression of applicant.

FORM M.C.Con.
FORM OF MEDICAL CERTIFICATE FOR A CONDUCTOR
[See rule 34 of the West Bengal Motor Vehicles Rules, 1989]
(To be filled in by a registered medical practitioner)

- 1. Name of person examined.....
- 2. Father's name.....
- 3. Apparent age
- 4. Is the person, examined, to the best of your judgement, fit physically and mentally to perform the duties of a conductor of a stage carriage :
- 5. Does he show any evidence of being addicted to the excessive use of alcohol or drugs ;
- 6. Marks of identification.....
- 7. a) Height.....
- b) Weight.....
- c) Chest.....
- d) Eye sightNormal/Power.....
- (without specs)

I certify that the person examined has affixed his signature or thumb-impression hereto in my presence and that to the best of my knowledge and belief the above statements are true and the attached photograph is a reasonably correct likeness of the person described.



Signature or thumb-impression of person examined.
Name.....
Signature.....
Designation.....

RENEWAL OF CONDUCTOR'S LICENCE
[Sec 30(5), WBMV. Rule 33(3)]

Forms and documents to be submitted by the applicant :

- i. *Conductor's Licence.*
 - ii. *Form M.C. Con.*
 - iii. *Three copies of passport size photograph.*
-
1. *There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
 2. *DA to check the documents, assess the fee and send it to computer section .*
 3. *Computer section to realise the fee and send it to DA*
 4. *DA to make entry in both Licence Register and CL and put up to MVI(T) for signature.*
 5. *MVI(T) to check, sign and send back to DA*
 6. *DA to issue CL and retain the file for safe custody.*

Time : 1 day.

***DUPLICATE CONDUCTOR'S LICENCE
(WBMV. Rule-50)***

Forms and documents to be submitted by the applicant (WBMV. Rule 50)

- i. Form CLD (Page 80).*
 - ii. General Diary Entry.*
 - iii. Three copies of passport size photograph.*
 - iv. Affidavit stating that the CL has not been seized by any authority and no case is pending against the CL.*
-
- 1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .*
 - 2. DA to check the documents, prepare note, assess fee and send it to computer section .*
 - 3. Computer section to realise fee and send it to DA*
 - 4. DA to make entry in Licence Register, prepare duplicate CL and put up to MVI(T) for signature.*
 - 5. MVI(T) to check the documents, sign and send back to DA*
 - 6. DA to issue duplicate CL and retain the file for safe custody.*

Time : 2 days.

FORM CLD

[See rule 48(1) of the West Bengal Motor Vehicles Rules, 1989]

**Form for intimation in case of loss / destruction of the
conductor's licence**

To
The Licensing Authority

This to inform you that conductor's licence No
.....dated issued by you in favour of me has
been lost/ destroyed in the following incident
.....

A formal complaint has been made to the nearest Police Station under No
..... dated my address as noted in the
said Licence was

Signature or thumb- impression of the applicant.

**GRANT OF T.C.R.
(Rule-35)**

Forms and documents to be submitted by the applicant :

- i. Certificate of a bona fide dealership.
- ii. F-16(Page 82)
- iii. Trade Licence.
- iv. Document of the premises.

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .
2. DA to check the documents, prepare note sheet, assess the fees and send it to computer section .
3. Computer section to realise fee and send the file to MVI(T).
4. MVI(T) to inspect the premises and send the file with his report to DA
5. DA to prepare final note and put up to RA
6. RA to check the report of MVI(T), approve and send back to DA with the directio to the applicant to open a register in F-19.
7. DA to prepare F-17 (Page 83), make entry in TCR register, obtain signature of RA and hand over F-17 to the applicant and retain the file for safe custody.

Time : 3 days.

FORM-16

**APPLICATION FOR GRANT OR RENEWAL OF TRADE CERTIFICATE.
[RULE 34(1)]**

To

The Regional Transport Officer

.....
.....

I/ we hereby apply for issue of /renewal of a trade certificates)

- 1. Applicant's name
- 2. Son/wife/daughter of
- 3. Applicant's full address (Proof to be attached).....
.....
- 4. Whether the applicant is a manufacturer or
dealer in motor vehicles; approved repairer
of vehicles engaged in building bodies to
vehicles ; engaged in the business of hire
purchase/lease /hypothecation of vehicles.
- 5. Number of certificates required
- 6. Class of motor vehicle(s) in respect of
which each certificate(s)is required.
- 7. Amount of fee paid.
- 8. If the application is for renewal indicate
the trade certificate No., date of issue and
date of expiry in respect of which renewal
is applicable

DECLARATION

I /we do hereby declare that the trade certificate(s) is /are required by me/us for bona fide trade purpose.

Place

Date.....

Signature of the applicant.

FORM-17

TRADE CERTIFICATE.

[RULE 35(1)]

(To be printed circular with diameter of 70mm)

- 1. Serial number of certificate
- 2. Full name & address of certificate holder
- 3. Trade number assigned in respect of the
certificate
- 4. Class of motor vehicle in respect of
which the certificate is to be used.
- 5. Date of expiry of certificate
- 6. Amount of fee paid.
- 7. Date stamp of office of issue

Station.....

Date

Registering authority of region/State

Valid throughout India.

SCHEDULE

FORM OF FOLDER FOR THE CERTIFICATE

The folder shall be of metal and be weather proof. It shall be circular in shape and conform to the following dimensions:-

CIRCULAR PATTERN, WITHOUT CROSS BARS-CERTIFICATE TRAY

The certificate of standard pattern when cut along the outline of the outer of that two circles, shall fit neatly into a sheet metal tray of suitable thickness, having a turned up edge of sufficient depth to hold the licence and stout cover or transparent white glass.

Ring Cover: A circular ring of sheet-metal shaped to fit down closely into the tray, and adopted for fixing by screws, bolts, or otherwise to the vehicle in the prescribed position. A rubber packing ring shall be arranged to fit between the ring cover and the cover glass and try so as to render the whole carrier weather -proof .

Dimensions. : The aperture within the ring cover shall clearly exhibit the whole of the certificate lying within the inner circle of the certificate and shall have a diameter of 10cm.

RENEWAL FOR T.C.R.
(Rule-35)

Forms and documents to be submitted by the applicant:

- i. Old T.C.R. (F-17)
- ii. F-16
- iii. F-19

1. There shall be docketing of case /files submited by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .
2. DA to check the documents, prepare note, assess fee and send it to computer section .
3. Computer section to realise fee and send it to DA
4. DA to prepare TCR, make entry in TCR Register and put up to RA for approval.
5. RA to check the documents, approve and send back ot DA
6. DA to issue T.C.R. to the applicant and retain the file for safe custody.

Time : 1 day.

**DUPLICATE T.C.R.
(Rule-38)**

Forms and documents to be submitted by the applicant :

- i. F-18 (Page 86)
 - ii. G.D.E
 - iii. Affidavit stating the cause of loss.
 - iv. Form-19 (M. Rules, 1989)
-
1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .
 2. DA to check the documents, prepare note sheet, assess fee and send it to computer section .
 3. Computer section to realise fee and send it to DA
 4. DA to prepare duplicate TCR, make entry in TCR Register and put up to RA for approval.
 5. RA to check the documents, sign and send back ot DA
 6. DA to issue duplicate T.C.R. to the applicant and retain the file for safe custody.

Time : 2 days.

FORM-18

**INTIMATION OF LOSS OR DESTRUCTION OF A TRADE CERTIFICATE
AND APPLICATION FOR DUPLICATE.**

[RULE 38(1)]

To

The Regional Transport Officer

.....
.....

The trade certificate issued to me/us bearing number.....and
valied uptohas been mutilated /soiled /destroyed* in the following cir-
cumstances and is not a my possession for the reasons specified below

I/We surrender the * mutilated /soiled trade certificate.

I/We hereby decalre that to my /our knowledge the trade certificate has not been either
suspended or cancelled under the provisions of the Rules and that the above certificate is not
in the use of anyone else. I undertake to surrender the trade certificate if it is found by me or
restored to me.

I /We hereby deposit the fee of Rs.....and apply for the
issue of duplicate trade certificate.

Signature or thumb impression of the
applicant address
.....

Dated

* Strike out whichever is inapplicable.

**LICENCE OF Motor Training School
(Rule-24)**

Forms and documents to be submitted by the applicant :

- i. F-12 (Page-88)
- ii. Documentary proof of the following-
 - a. Details of the staff
 - b. Premises.
 - c. Financial Resource.
 - d. Vehicle with dual control.
 - e. Equipment and apparatus. [Rule 24(3) (vi) CMV Rules, 1989]
- iii. Proof of address.
- iv. Trade Licence.

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .
2. DA to check the documents, prepare note, assess fee and send it to computer section .
3. Computer section to realise fee and send it to L.A.
4. L.A. to verify the documents, approve and send the file to MVI(T).
5. MVI(T) to inspect and send the file with his report to MVI (N.T).
6. MVI(NT) to inspect all the documents and send his report to DA
7. DA to prepare final note, F-11 (Page 89) and put up to L.A. for final approval.
8. L.A. to Check report, approve and send back to DA
9. DA to hand over F-11 to the applicant and retain the file for safe custody.

Time : 10 days.

FORM-12
APPLICATION FOR LICENCE TO ENGAGE IN THE BUSINESS OF
IMPARTING INSTRUCTIONS IN DRIVING OF MOTOR VEHICLES.
[RULE 24(2)]

To
The Regional Transport Officer

.....
.....

The undersigned hereby applies for obtaining a licence to run the business of imparting instructions in driving of motor vehicles :

1. Full name of the applicant
2. Son/Wife /daughter of
3. Address.....
4. Place where the applicant desires to start his business.....
5. Name and extent of facilities available.....
6. Qualifications of staff engaged for imparting instructions
7. Make and model of engines to be used for training purposes.....
8. Details of the registration marks of the vehicles used for
imparting driving instruction
9. I have paid the fee of Rs.....

Dated

Signature of the applicant.

FORM 11

APPLICATION FOR LICENCE FOR ESTABLISHMENT OF MOTOR DRIVING SCHOOL.

[RULE 24(1),24(4), AND 25]

Licence No.....

Licence is hereby granted for the establishment of a school for imparting instructions in driving of motor vehicles specified below :-

- a) Motorcycle,
- b) Invalid Carriage,
- c) Light motor vehicle,
- d) Medium goods vehicle,
- e) Medium passenger motor vehicles,
- f) Heavy good vehicle,
- g) Heavy passenger motor vehicle,
- h) Motor vehicles of the following description :

by(Name and address of the licence holder) a (premises of the school) the school being known as the subject to the provisions of the Motor Vehicles Act, 1988, and the Central Motor Vehicles Rules, 1989.

The licence is valid from.....to

Dated
Licensing Authority

This licence is hereby renewed from.....to

Licensing Authority

***RENEWAL OF LICENCE OF DRIVING SCHOOL ESTABLISHMENTS
(Rule-24)***

Forms and documents to be submitted by the applicant :

- i. F-13 (Page-91)*
- ii. F-11. (Old Licence)*

- 1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
- 2. DA to check the documents, prepare note, assess fee and send it to computer section.*
- 3. Computer section to realise fee and send it to DA*
- 4. DA to prepare final note, duplicate F-11 and put up to L.A. for signature.*
- 5. L.A. to check the documents, approve and send back to DA*
- 6. DA to hand over F-11 to the applicant and retain the file for safe custody.*

Time : 1 day.

FORM-13

**APPLICATION FOR RENEWING LICENCE TO ENGAGE IN THE
BUSINESS OF IMPARTING INSTRUCTIONS IN DRIVING OF
MOTOR VEHICLES.**

[RULE 24(2)]

To

The Regional Transport Officer

.....

.....

The undersigned hereby applies for renewal of a licence to run the business of imparting instructions in driving of motor vehicles :

- 1. Full name of the applicant
- 2. Son/Wife /daughter of
- 3. Address.....
- 4. Place of business.....
- 5. Number of existing licences.....
- 6. Date of issue.....
- 7. Period of validity.....
- 8. Whether the application has been made
before the expiry of existing licence, if not
the reasons for delay.
- 9. Whether the earlier licence was suspended /.....
cancelled for any reason, details thereof such
as date of suspension, reasons for such suspension/
cancelled. Date of revocation of suspension/ cancellation.
- 10. I have paid the fee of Rs.

.....

Signature of the applicant.

DUPLICATE LICENCE FOR DRIVING SCHOOL ESTABLISHMENTS
(Rule-26)

Forms and documents to be submitted by the applicant :

- i. Application*
 - ii. G.D.E.*
 - iii. Affidavit stating the cause of loss.*
-
- 1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerck through whom the file shall move between DA, MVI, RA, Computer section .*
 - 2. DA to check the documents register, prepare note, assess fees (Rule 32) CMV Rules, 1989 and send it to computer section.*
 - 3. Computer section to realise fee and send it to DA*
 - 4. DA to prepare final note, duplicate F-11, make appropriate notings in register and put up to L.A. for approval.*
 - 5. L.A. to check the documents, approve and send back to DA*
 - 6. DA to issue duplicate F-11 to the applicant and retain the file for safe custody.*

Time : 2 days.

Note :

In F-11 it must be written as “DUPLICATE”

APPLICATION FOR VARIOUS PERMITS

Application for Stage Carriage Permits must be made in Form1 with prescribed fees noted in Schedule A of the WBMV Rules, 1989.

Docket No. will be assigned by the Receipt Clerk and the no. should be given to the applicant for future reference.

Notice to ber served on all applicants for attending hearing before RTA Board. Decision of RTA Board to be communicated to the applicants on consideration of their applications regarding grant refusal of permit etc.

[See rule 123 of the West Bengal Motor Vehicles Rules, 1989]

Application for a permit in respect of a particular Stage Carriage

To

The Regional/State Transport Authority

In Accordance with the provisions of sections 69, 70 and 80 of the Motor Vehicles Act, 1988 I/We, the undersigned, hereby apply for a permit under section 66 of that Act in respect of a Stage Carriage as herein under set out :-

1. Full Name
 2. Name of father or husband (in the case of an individual)
 3. Address
 - 3A. Whether the applicant is a Co-operative Society, and, if so, state registration particulars etc
 4. The route or routes or the area for which the permit is desired
 5. The type of vehicle (*)
 6. Approximate seating capacity : Not less than and not more than seats is appended.
A time table will be arranged with other operators on the route.
 7. No time table is proposed but I undertake to run the following minimum service :-
.....
 8. The standard rate of fare which it is proposed to charge is paise per passenger per kilometre.
 9. Particulars of any Stage Carriage, Contract Carriage or Goods Carriage permit, valid in West Bengal, or in any other State in India and held by the applicant in respect of -
(a) this vehicle
 - (b) any other vehicle
 10. Particulars of any permit held by the applicant in respect of the use of any transport vehicle in India during the last four years which has been the subject of an order of suspension or cancellation :-
 - 10A. Particulars of vehicle/vehicles owned by the applicant or in his control for which permit is sought.
 - 10B. Arrangement for garage made in respect of such vehicle/vehicles (Rule 193).
 - 11(i) I/We desire to use the vehicle for the carriage of goods as a Goods Carriage and I/We apply for a Goods Carriage permit in addition to a stage carriage permit in respect of the route, routes or area above specified.
 - (ii) I/We intend to carry goods of the following description
 12. I/We desire to use the vehicle as a Contract Carriage within the area specified below
 13. I/We are in possession of the vehicle, the certificate of registration of which is enclosed
- I/We have not yet obtained possession of the vehicle and I/We understand that the permit will not be issued until I/We have done so and have produced the certificate of registration.
14. I/We intend to drive the vehicle.
 15. I/We desire a permit valid for years.
 - 15A. I/We enclose cash/challan for Rs. being the prescribed fee.
 16. I/We hereby declare that the above statements are true and agree that they shall be conditions of any permit issued to me/us.

Date 20

Signature or thumb impression of applicant

(To be filled in the office of the Transport Authority)

1. Date of receipt :
- 1A. Amount of Rs. received, vide receipt number dated /
challan dated/ D.C.R Number. and
date.....
2. Date of publication :
3. Date or dates of hearing or objections :
4. Granted / Granted in modified form / Rejected on the day of 20
5. Number of permits issued :

.....
Secretary
Transport Authority

*** To be deposited for consideration by RTA**

[See rule 123 of the West Bengal Motor Vehicles Rules, 1989]

Application for a permit in respect of a particular Stage Carriage

To The Regional/State Transport Authority

In accordance with the provisions of sections 69, 70 and 80 of the Motor Vehicles Act, 1988, I/We, the undersigned, hereby apply for a permit under section 66 of that Act in respect of a Stage Carriage as herein under set out :-

- 1. Full Name
2. Name of father or husband (in the case of an individual)
3. Address
3A. Whether the applicant is a Co-operative Society, and, if so, state registration particulars etc
4. The route or routes or the area for which the permit is desired
5. The maximum number of vehicle which will ply at any one time under the terms of the permit is :-
6. The maximum number of vehicle which will ply at any one time under the terms of the permit in the area or on any route or any part of any route, and the minimum number of daily vehicle trips are :-
6A. The minimum and maximum number of daily service proposed to be provided in relation to each route.
6B. Number of vehicles intended to be kept in reserve to maintain the service regularly and to provide for special occasions
6C. Arrangements made or intended to be made for the comfort and convenience of the passengers
6D. Arrangement made or intended to be made for the housing and repair of the vehicles
6E. Arrangement made or intended to be made for storage and safe custody of the luggage
7. The type or types of vehicle to be used on the service and the approximate seating capacity are :-
7A. Particulars of vehicle/vehicles owned or under the control of the applicant for which permit is sought.
7B. Arrangement for garage made in respect of such vehicle/vehicles.
8. Particulars of the time-table(s) proposed are appended.
9. The standard rate of fare which it is proposed to charge is paise per passenger per kilometre.
10. Particulars of any Stage Carriage, Contract Carriage or Goods Carriage permit valid in West Bengal, or in any other state in India and held by the applicant in respect of -
11. Particulars of any permit held by the applicant in respect of the use of any transport vehicle in India during the last four years which has been the subject of an order of suspension or cancellation :-
12. Provided that sufficient passengers do not offer at any time, I/We desire to carry goods in these vehicles in addition to passengers on the understanding that goods will be so carried on not more than of the vehicle trips on any route on any one day and that not more than the accommodation for passengers in any vehicle will be replaced by goods.

14. I/We declare that not more than of these vehicles available for use under the permit applied for.

15. I/We desire a permit valid for years.

16. I/We enclose cash/challan for Rs. being the prescribed fee.

16. I/We hereby declare that the above statements are true and agree that they shall be conditions of any permit issued to me/us.

Date 20

Signature or thumb impression of applicant

(To be filled in the office of the Transport Authority)

1. Date of receipt :

1A. Amount of Rs. received, vide receipt number dated / challan dated / D.C.R Number. and date.....

2. Date of publication :

3. Date or dates of hearing or objections :

4. Granted / Granted in modified form / Rejected on the day of 20

5. Number of permits issued :

.....
Secretary
Transport Authority

*** To be deposited for consideration by RTA**

FORM 11

[See rule 123 of the West Bengal Motor Vehicles Rules, 1989]
**Application for a permit in respect of a particular Contract Carriage
to be regularly so used**

To
The Regional/State Transport Authority

In Accordance with the provisions of sections 69, 73 and 80 of the Motor Vehicles Act, 1988 I/We, the undersigned, hereby apply for a permit under section 66 of that Act in respect of Contract Carriage as herein under set out :-

1. Full Name
2. Name of father or husband (in the case of an individual)
3. Address
- 3A. Whether the applicant is a Co-operative Society, and, if so, state registration particulars etc
4. [Route or area] for which required
5. The type of vehicle (*)
6. Approximate seating capacity : Not less than and not more than seats.
7. Particulars of service to be performed by the Contract Carriage not necessary in case of a motor cab, and the manner in which it is claimed that the public convenience will be served :-
.....
.....
8. Particulars of any Stage Carriage, Contract Carriage or Goods Carriage permit, valid in West Bengal, or in any other State in India and held by the applicant in respect of -
(a) this vehicle
- (b) any other vehicle
9. Particulars of vehicle/vehicles owned or under the control of the applicant for which permit is sought.
- 8B. Arrangement for garage made in respect of such vehicle/vehicles (Rule 193).
9. Particulars of any permit held by the applicant in respect of the use of any transport vehicle in India during the last four years, which has been the subject of any order of suspension or cancellation :-
10. I/We are in possession of the vehicle, the certificate of registration of which is enclosed. I/We have not yet obtained possession of the vehicle and I/We understand that the permit will not be issued until I/We have done so and have produced the certificate of registration
14. I/We intend to drive the vehicle.
15. I/We desire a permit valid for years.
- 15A. I/We enclose cash/challan for Rs. being the prescribed fee.
16. I/We hereby declare that the above statements are true and agree that they shall be conditions of any permit issued to me/us.

Date 20

Signature or thumb impression of applicant

(To be filled in the office of the Transport Authority)

1. Date of receipt :
- 1A. Amount of Rs. received, vide receipt number dated /
challan dated/ D.C.R Number. and
date.....
2. Date of Circulation to members/consideration at meeting/decision by Chairman:
3. Granted/Granted in modified form/Rejected on the day of 20
4. Number of permits issued :

.....

Secretary
Transport Authority

*** To be deposited for consideration by RTA**

FORM 11A

[See rule 123 of the West Bengal Motor Vehicles Rules, 1989]

Application for a permit in respect of one or more casual Contract Carriage

(To be used in the case of a proprietor of a fleet of buses or cabs who wishes to have a permit for the occasional use of a bus as a contract carriage beyond what is covered by Permit for Particular Contract Carriage or Service or Stage Carriage)

To
The Regional/State Transport Authority

In accordance with the provisions of sections 69, 73 and 80 of the Motor Vehicles Act, 1988 I/We, the undersigned, hereby apply for a permit under section 66 of the Motor Vehicles Act, 1988 in respect of a Casual Contract Carriage or carriages as herein under set out :-

- 1. Full Name
- 2. Name of father or husband (in the case of an individual)
- 3. Address
- 3A. Whether the applicant is a Co-operative Society, and, if so, state registration particulars etc

4. Particulars of the number and types of vehicles for different areas of routes -

No. of Vehicles	Type	Approximate seating capacity	Area or Route
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

5. Particulars of service to be performed by the Contract /Carriage and the manner in which it is claimed that the public convenience will be served :-

5A. Particulars of vehicle/vehicles owned or under the control of the applicant for which permit is sought.

5B. Arrangement for garage made in respect of such vehicle/vehicles (Rule 193).

6. Particulars of any stage or contract carriage permit held by the applicant and valid in this State or any other State.

7. Particulars of any permit held by the applicant in respect of the use of any transport vehicle in India during the last four years which has been subject of an order of suspension or cancellation :-

.....

8. I am/We are in possession of the necessary vehicles which are covered for other uses by the permit specified below :

8A. I/We enclose cash/challan for Rs. being the prescribed fee.

9. I/We hereby declare that the above statements are true and agree that they shall be conditions of any permit issued to me/us.

Date 20

Signature or thumb impression of applicant

(To be filled in the office of the Transport Authority)

1. Date of receipt :
- 1A. Amount of Rs. received, vide receipt number dated /
challan dated/ D.C.R Number. and
date.....
2. Date of Circulation to members/consideration at meeting/decision by Chairman:
3. Granted/Granted in modified form/Rejected on the day of 20
4. Number of permits issued :

.....
Secretary
Transport Authority

*** To be deposited for consideration by RTA**

FORM III

[See rule 123 of the West Bengal Motor Vehicles Rules, 1989]

Application in respect of Goods Carriage Permit

To

The Regional/State Transport Authority

In accordance with the provisions of sections 69, 76 and 80 of the Motor Vehicles Act, 1988 I/We, the undersigned, hereby apply for a Goods Carriage permit under section 66 of the Motor Vehicles Act, as hereinunder set out :-

- 1. Full Name
- 2. Name of father or husband (in the case of an individual)
- 3. Address
- 3A. Whether the applicant is a Co-operative Society, and, if so, state registration particulars etc
- 4. The route, routes or area for which the permit is desired.....
- 5. Type and capacity of vehicles including trailer and alternative trailers of articulated vehicle.

No. of Vehicles	Type	Load Capacity	Laden Weight	Registration marks Kg
1	2	3	4	5

Note :- (1) If any of the vehicles are not in the possession of the applicant it will suffice if the figures in columns 3 and 4 are correct within ten percent above or below, subject to any limitation of weight in force. The certificates of registration must be presented to the Transport Authority so that the registration marks may be entered in the permit before the permit is issued.

(2) If the application is in respect of a large number of vehicles than can be specified above, an additional schedule may be appended to the Form.

- 5A. Particulars of vehicle/vehicles owned or under the control of the applicant for which permit is sought.
- 5B. Arrangement for garage made in respect of such vehicle/vehicles (Rule 193).
- 6. Particulars of the service to be performed by the vehicles and the manner in which it is claimed that the public convenience will be served
- 7. Particulars of any Goods Carriage permit valid in the State and held by the applicant at present or at any time during the last two years and of the maximum and minimum rates charged for the carriage of goods thereunder-
[Note-If the particulars are extensive, append further statement]
- 8. Particulars of any Goods Carriage permit valid in India and held by the applicant which has been the subject of any order of suspension or cancellation.
- 9. Particulars, other than particulars furnished under item 7, of any agreement or arrangement, affecting in any material respect the provision within the region of the Regional Transport Authority of facilities for the transport of goods for hire or reward, entered into by the applicant with any other person by whom such facilities are provided, whether within or outside the region :-
- 9A. Arrangements made or intended to be made for the housing of the vehicles....
- 9B. Arrangements made or intended to be made for the storage and safe custody of goods to be carried

10(1). I/We desire to use the vehicle or vehicles as a Goods Carriage for the carriage of goods which are my/our own property or the carriage of which is incidental to my/our business of

(2) The goods which I/We desire to carry in the Goods Carriage are :-

11.1. I/We forward herewith the certificates of registration of the vehicles, or I/We will produce the certificates or registration of the vehicles before the permit is issued.

12. I/We desire a permit valid for years.

15A.I/We enclose cash/challan for Rs. being the prescribed fee.

16. I/We hereby declare that the above statements are true and agree that they shall be conditions of any permit issued to me/us.

Date 20

Signature or thumb impression of applicant

*** To be deposited with Xerox Copy of RC, Tax Token, Fees, Insurance, PUC for issuance of permit valid for 5 years.**

PART-II

I.	Tax	100-106
II.	A.C. Tax & Audio/Vedio Fees	109
III.	New Registration Fees & Dealer Tax	107
IV.	Fitness Certificate, Re-registration. & T.O. Fees	108
V.	Goods Taxes (other data vehicle plying under Interstate permit, Temporary or Permanant)	

PART-III

**At a Glance of Penal Offence Section under MV
Act & Rules.**

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