

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT : OPERATION BRANCH
5/9, UNDER HILL ROAD: DELHI - 110054

No. DC/OPS/TPT/383/2014/ 8845-64

Dated : 13-3-15

ORDER

It has come to notice that different zonal offices are following different procedures for various activities / transactions. The details of documents, fee as specified in CMVR and time limit for disposal of transaction are given in the citizen charter which is available on the website of Transport Department. To bring uniformity in the procedure being followed in the zonal offices, a check list has been drawn (Annexure I-Xii enclosed) which shall be affixed inside the file cover of each vehicle in respect of each transaction carried out against the vehicle.

This checklist is however indicative in nature and the registering authority shall ensure that all requirements as per the MV Act 1988 & Rules made thereunder are complied with.

All the registering authorities are hereby directed to ensure that the check list is affixed on the file cover which shall be checked and duly signed by the zonal assistant and registering authority.

The above procedure should be followed without any exception.

8071115 HQ TPT
16/03/15

Anand Tiwari
(ANAND TIWARI)
JOINT COMMISSIONER (OPS)

Encl : As above

Copy for compliance to:

1. All MLOs / MLO (HQ) / MLO (ARU) / MLO (Taxi) for strict compliance and submission ATR guaranteeing the process within 03 days

Copy for information to:

1. All Deputy Commissioners
2. PS to Secretary-cum-Commissioner (Transport)
3. PS to Special Commissioner (Transport)
4. Guard file

Anand Tiwari 13/3/15
(ANAND TIWARI)
JOINT COMMISSIONER (OPS)

for strict compliance
AS
17/3/15
K. B. S.

ZONAL OFFICE :
NEW REGISTRATION OF MOTOR VEHICLE
 Vehicle Registration No. DL _____

S.No	Documents to be submitted	Page No.
1	Application for registration in Form -20	/C
2	Sale Certificate in Form -21	/C
3	Initial Road worthiness Certificate in Form-22	/C
4	Certificate of Road worthiness where body is fabricated separately in Form - 22A/Part I/II	/C
5	Original Invoice of dealer along with copy of Manufacturer invoice	/C
6	Attested copy of address proof	/C
7	Attested copy of valid vehicle insurance / cover note	/C
8	Valid Temporary Registration Certificate, if any	/C
9	Appropriate fee as specified in Rule 81 of CMVR	/C
10	MCD parking fee	/C
11	One time Road Tax / applicable Road Tax in case of transport vehicle	/C
12	Custom's clearance certificate in case of Imported vehicles along with the license and bond, if any: Provided that in the case of imported vehicles other than those under the Baggage Rules, 1998, the procedure followed by the registering authority shall be same as those procedure followed for registering of vehicles manufactured in India.	/C
	a. Bill of Entry.	/C
	b. Prevailing Mass emission compliance certificate	/C
	c. Invoice & details of vehicles	/C
13	Additional documents for transport vehicles	/C
	a. Fitness certificate from board of inspection	/C
	b. Speed limiting device (Wherever applicable)	/C
	c. GPRS (Wherever applicable)	/C
	d. Character Antecedents verification of vehicle owner (Police verification / Passport issued on the same address alongwith online SCRB report / PSV Badge) in case of public service vehicle	/C
	e. Certificate of Road worthiness where body is fabricated separately, Form - 22A (Pt - I / II)	/C
	f. CNG installation certificate alongwith check list	/C
	g. Approval of PESO in respect of CNG cylinder	/C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

Annexure-II

ZONAL OFFICE : _____

DUPLICATE REGISTRATION CERTIFICATE

Vehicle Registration No. DL _____

S.No	Documents to be submitted	Page No.
1	Application in Form 26 (in duplicate – one copy attested)	/C
2	Copy of FIR / NCR (in case of lost)	/C
3	Original registration certificate (in case of mutilation)	/C
4	Attested copy of valid vehicle insurance / cover note	/C
5	Challan clearance from Delhi Traffic Police and Enforcement Wing of Transport Department (for transport vehicles only)	/C
6	Appropriate fee as specified in Rule 81 of CMVR	/C
7	Attested copy of proof of present address	/C
8	NOC / concurrence from the financier in case vehicle is held under higher-purchase agreement	/C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

ZONAL OFFICE : _____

TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1.	Notice of transfer of ownership in Form -29 (in duplicate , one copy attested)	/C
2	Application for intimation and transfer of ownership in Form 30 (in duplicate)	/C
3	Original Registration Certificate	/C
4	Attested copy of valid vehicle insurance / cover note	/C
5	Attested copy of purchaser's address	/C
6	NOC / concurrence from the financier in case vehicle is held under higher-purchase agreement	/C
7	Appropriate fee as specified in Rule 81 of CMVR	/C
8	In case of transport vehicle, additional Document : a. Permit surrender slip from STA. b. Fitness certificate from the Board of Inspection. c. Character Antecedents verification of vehicle owner (Police verification / Passport issued on the same address alongwith online SCRB report / PSV Badge) in case of public service vehicle	/C /C /C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

ZONAL OFFICE :

TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1.	Notice of transfer of ownership in Form -29 (in duplicate , one copy attested)	/C
2	Application for intimation and transfer of ownership in Form 30 (in duplicate)	/C
3	Original Registration Certificate	/C
4	Attested copy of valid vehicle insurance / cover note	/C
5	Attested copy of purchaser's address	/C
6	NOC / concurrence from the financier in case vehicle is held under higher-purchase agreement	/C
7	Appropriate fee as specified in Rule 81 of CMVR	/C
8	In case of transport vehicle, additional Document : a. Permit surrender slip from STA. b. Fitness certificate from the Board of Inspection. c. Character Antecedents verification of vehicle owner (Police verification / Passport issued on the same address alongwith online SCRB report / PSV Badge) in case of public service vehicle	/C /C /C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

ZONAL OFFICE : _____

TRANSFER OF OWNERSHIP OF A MOTOR VEHICLE IN CASE OF DEATH

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Application for transfer of ownership in Form – 31 (in duplicate)	/C
2	Death Certificate in relation to the registered owner	/C
3	Original Registration Certificate	/C
4	Attested copy of valid vehicle insurance / cover note	/C
5	Appropriate fee as specified in Rule 81 of CMVR	/C
6	Surviving member's certificate & NOC from all legal heirs on an affidavit of Rs. 10/- non-judicial stamp paper duly attested by Notary Public/Oath Commissioner/SDM or Succession Certificate or registered will.	/C
7	In case of transport vehicle, additional Document : a. Permit surrender slip from STA. b. Fitness certificate from the Board of Inspection. c. Character Antecedents verification of vehicle owner (Police verification / Passport issued on the same address alongwith online SCRB report / PSV Badge) in case of public service vehicle	/C /C /C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

ZONAL OFFICE : _____

ENDORSEMENT OF HYPOTHECATION ON REGISTRATION CERTIFICATE

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Application in Form - 34 (in duplicate)	/C
2	Original Registration Certificate	/C
3	Attested copy of valid vehicle insurance / cover note	/C
4	Letter of Financier on his letter head	/C
5	Appropriate fee as specified in Rule 81 of CMVR	/C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority:

ZONAL OFFICE : _____

DELETION OF HYPOTHECATION FROM REGISTRATION CERTIFICATE

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Application in Form - 35 (in duplicate)	1C
2	Original Registration Certificate	1C
3	NOC from the Financier on his letter head	1C
4	Attested copy of Valid vehicle insurance policy / cover note	1C
5	Appropriate fee as specified in Rule 81 of CMVR	1C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority:

ZONAL OFFICE : _____

CHANGE OF ADDRESS IN REGISTRATION CERTIFICATE

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Intimation of change of address in Form - 33	/C
2	Original Registration Certificate	/C
3	Attested copy of Valid vehicle insurance policy / cover note	/C
4	Attested copy of the new address proof	/C
5	NOC / concurrence from the financier in case vehicle is held under higher-purchase agreement	/C
6	Appropriate fee as specified in Rule 81 of CMVR	/C
7	Police verification of new address in case of public service vehicle	/C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

ZONAL OFFICE : _____

ALTERATION IN REGISTRATION CERTIFICATE

Vehicle Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Application on a plain paper	1C
2	Original Registration Certificate	1C
3	Requisite documents for nature of alteration	1C
4	NOC / concurrence from the financier in case vehicle is held under higher purchase agreement	1C
5	Appropriate fee as specified in rule 81 of CMVR	1C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt:

Name & Signature of Registering Authority :

ZONAL OFFICE : _____

Annexure-X

**ISSUE OF NOC TO A MOTOR VEHICLE FOR REASSIGNMENT OF
REGISTRATION MARK IN OTHER STATE**

Vehicle. Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Application and grant of NOC in Form - 28 (in quadruplicate)	/C
2	Registration certificate (Attested Copy)	/C
3	Attested copy of valid vehicle insurance policy / cover note	/C
4	NOC from the financier (if vehicle is held under higher-purchase agreement)	/C
	NB : Issuance of NOC subject to Clearance from National Crime Report Bureau (NCRB)	

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt. :

Name & Signature of Registering Authority :

ZONAL OFFICE : _____

**CHECK LIST FOR RE- ASSIGNMENT OF REGISTRATION MARK
BROUGHT FROM OTHER STATE**

Vehicle. Registration No. DL _____

S.No.	Documents to be submitted	Page No.
1	Application for assignment of new registration mark in Form - 27 (in triplicate)	/C
2	NOC in Form - 28 from the parent state (in duplicate)	/C
3	Registration certificate (original)	/C
4	Attested copy of valid vehicle insurance policy / cover note	/C
5	Attested copy of valid Pollution Under Control Certificate	/C
6	Attested copy of address proof	/C
7	Indemnity Bond in the prescribed format	/C
8	Appropriate fee as specified in Rule 81	/C
9	One time road Tax / applicable Road Tax in case of transport vehicle	/C
10	Attested copy of sale invoice issued at the time of initial registration of the vehicle for the purpose of calculation of tax	/C
11	Prescribed MCD parking fee	/C
12	Certificate from manufacturer that the vehicle is meeting the current mass emission norms prevalent in Delhi	/C
13	Certificate of fitness from Board of Inspection (for transport vehicles only)	/C
14	Character Antecedents verification of vehicle owner (Police verification / Passport issued on the same address alongwith online SCRB report / PSV Badge) in case of public service vehicle	/C
15	Re-assignment of registration mark subject to clearance from national crime report bureau (NCRB)	/C

Above documents have been checked as per rule.

Name & Signature of Dealing Asstt: _____

Name & Signature of Registering Authority: _____