

**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.
- 3.A. 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.