

**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