

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.