

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.

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. /Corporate 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).