

LOCAL MARK ASSIGNMENT OF VEHICLE
(Sec 47, Rule 54 & 78)

1. 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-27 (Page-51) pr Form FT (Page-52)
 - vi. Affidavit : Declaring no communication received from previous RA and the documents produced during C.A have been genuine

2. DA to check the documents, prepare note sheet and put up to RA for order.
3. RA to chek the documents, approve and send the file to DA
4. DA to assess the fees and send the file to Computer Section.
5. Computer Section to realise the 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 (having cross reference to both the registers) and put up to RA for final signature.
7. RA to sign and send back to DA
8. DA will hand over necessary papers to the applicant and retain the worked out file for safe custody, after updating foreign vehicle register.

Time : 2 days