

## **NATIONAL PERMIT COLOUR VERIFICATION**

### Forms and documents to be submitted by the applicant:

- i. R.C. book, if already registered. Tax token.
  - ii. Offer letter for National Permit from S.T.A.
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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 issue vehicle production slip(Page-11) .
  2. DA to prepare note on the application and to send the file to MVI (T) for verification.
  3. MVI (T) to send the file with his report to DA
  4. DA to prepare final note, forwarding letter to S.T.A. and put up to RA for signature
  5. RA to sign the letter and send back to DA
  6. DA to hand the letter and offer letter to the applicant and retain the file for safe custody.

Time : 1 day