

**REGISTRATION OF VEHICLES**  
**(Sec 41 & Rule-47)**

Forms and document to be submitted by the applicant:

**a) In the case of Non Transport Vehicles-**

- i. F-21 (Issued by Dealer)
- ii. F-22 (Issued by Original Equipment Manufacturer (OEM)).
- iii. TCR/C.R.Temp. ( Issued by Dealer/RA)
- iv. F-20 (Page-2)
- v. Address proof: Ration card, Electoral Roll (EPIC ), Life Insurance Policy, Passport, Payslip of Central/State Govt.  
Permanent and Local address with declaration in the form of affidavit in case the applicant's permanent address is not within this region.
- vi. Insurance Certificate.

**b) In the Case of Transport vehicles-**

- i. F-21
- ii. F-22
- iii. TCR/C.R. Temp.
- iv. F-20
- v. Address Proof.
- vi. Insurance Certificate.
- vii. Form CFA (Page-.4)

**c)In the Case of Defence/ Public Auctioned Vehicles-**

- i. F-32 (Page-5)
- ii. Issue voucher /sale Release Order/Public Auction Receipt
- iii. F-29 & 30 (Subsequent sale, if any) (Page-6&7)
- iv. F-20
- v. Address Proof.
- vi. Insurance Certificate.
- vii. Form CFA.
- viii. Tax to be realised from date of Purchase.
- ix. Different fees, T.O. fees.

**d)In the case of imported vehicles-**

- i. Sale letter.
- ii. Sale certificate
- iii. Custom Clearance Certificate
- iv. Licence and bond of the importer
- v. F-20
- vi. Address proof.
- vii. Insurance Certificate.

30

**e) In the case of Re-imported vehicles-**

- i. RC Book
- ii. Custom Clearance Certificate
- iii. Shipment Consignor's copy (Bill of lading)
- iv. F-20
- v. Address Proof.
- vi. Insurance Certificate.
- vii. Form CFRA(Page-9)

Following steps must be followed.

1. There shall be docketing of case/files submitted by the applicant by the designated Dealing Assistant(DA) and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section. He should also issue vehicle production slip (Page-11) to the applicant.
2. DA to check the documents, prepare note sheet (Page-10) and
3. DA to send the file to MVI(T) DA to send letter (Page-12) for confirmation of Issue voucher/ Auction Receipt to the Issuing authority and despatch the same after obtaining signature of RA if applicable. DA also to issue "Receipt for Registration" to the applicant for registration of vehicles.
4. MVI(T) to inspect the vehicle on production and to verify the documents for genuinity, address proof etc. and send the file with his report to DA through peon book.
5. DA to prepare the final note with assessment of the fees and tax and put up to RA for final approval. (In the case of Defence/Public Auctioned vehicles, 30 days are to be given for receipt of reply)
6. RA to approve on scrutiny and send the file to Computer section through DA
7. Computer section to make the data entry on realization of fees and tax, print out RC Book and send the file to DA
8. DA to prepare RC Book. make entry in Vehicle Register along with affixing of specimen signature of Registered Owner in Vehicle Register and put up for signature of RA
9. RA to make the final signature in RC book and in Vehicle Register and send back the same to DA
10. DA to hand over the necessary papers to the Registered Owner or his representative and record in the delivery register and retain the worked out file for safe custody

Time : 2 days/32 days.