

**RENEWAL OF REGISTRATION OF VEHICLES**  
**(Rule 52)**

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-25 (Page 17)

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).
3. MVI(T) to inspect the vehicle on production and send the file with his report. to DA
4. DA to assess the fees, tax (if due) and send the file to computer section.
5. Computer Section to realise fees, tax, printout 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 check report of MVI(T), Tax/fees sign and send the file to DA
8. DA to hand over necessary papers to the applicant and retain the worked out file for safe custody.

Time : 2 days.

Note : If "Defect Notice" is issued to the applicant by MVI(T), the applicant has to undertake repair as per D.N. and produce the vehicle for re-inspection. In such cases time taken will depend on repair of the vehicle and subsequent inspection.