

TEMPORARY REGISTRATION OF VEHICLES
(Sec 43)

Forms and documents to be submitted by the applicant :

- i. F-21
- ii. F-22
- iii. TCR
- iv. F-20
- v. Insurance Certificate

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 check the documents, prepare note sheet (Page 14), assess the fees and tax and to send the file to MVI(T) through peon book.
3. MVI(T) to inspect the vehicle on production and to verify the documents for genuinity tax/fees/accuracy and send the file with his report to DA through peon book.
4. DA to prepare the final note and send the file to Computer Section.
5. Computer Section to realise tax and fees and send the file to DA
6. DA to prepare CR Temp.(Page-15) make entry in the Vehicle Register(Temp) and put up to RA for final signature.
7. RA to sign and send back file to DA
DA to hand over necessary papers to the applicant and retain the worked file for safe custody.

Time : 1 day.