

Misc Services (TO, CA, HPA, HPT, HPC, Duplicate RC)

Step 1 Home Page-Enter Vehicle Registration Number

Applicant Enter the Vehicle Registration number to avail "Misc Services (TO, CA, HPA, HPT, HPC Duplicate RC)" service.

படி 1 முகப்பு பக்கம்-வாகன வாகனம் பதிவு எண்

விண்ணப்பதாரர் "இதர சேவைகள் (TO, CA, HPA, HPT, HPC Duplicate RC)" ஆகியவற்றைப் பெற வாகன பதிவு எண்ணை உள்ளிடவும்.

The screenshot displays the Vahan Citizen Services web portal. The header includes the Ministry of Road Transport & Highways (MORTH) logo and the National Informatics Centre (NIC) logo. The main navigation bar contains links for Home, Other Services, Appointment, Status, Cart Related, User Manual, FAQ, and Contact Us. The central content area features a large blue box with the text "Vahan Citizen Services" and a form for entering the Vehicle Registration Number. The form contains a text input field with "XXXXXXXX" as a placeholder and a "Proceed" button. Below the form, a "Note" section provides additional information: "Different sets of Vahan Online Services have been implemented by different states/ RTOs at present" and "To know the availability of your desired service(s) and also to apply for these services please enter your Vehicle Registration Number (without any gap)". The footer includes security logos for 256 BIT SECURE and Norton SECURED, along with the text "This Website belongs to Ministry of Road Transport & Highways (MoRTH) Government of India" and the NIC logo.

Step 2 Select the Misc services application form

Applicant selects the "Misc (TO, COA, HPT, HPA Dup RC and HPC)" service from the drop down "Online Services" menu.

படி 2 பல்வேறு சேவை விண்ணப்ப படிவத்தைத் தேர்ந்தெடுக்கவும்

விண்ணப்பதாரர் "ஆன்லைன் சேவைகள்" மெனுவிடிலிருந்து கீழிறங்கு அதில் "மற்றவை, COA, HPT, HPA Dup RC மற்றும் HPC" சேவையைத் தேர்ந்தெடுக்கிறது.

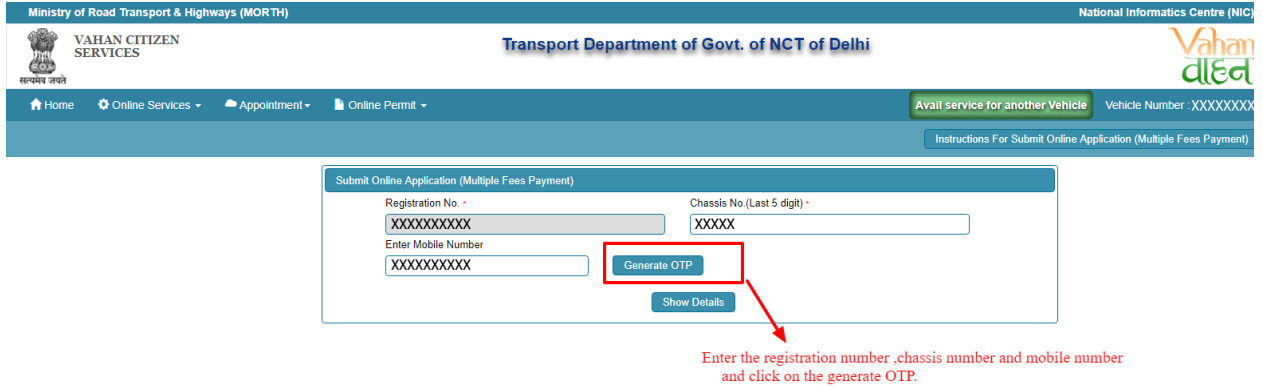
The screenshot displays the Vahan Citizen Services website interface. The header includes the Ministry of Road Transport & Highways (MORTH) and National Informatics Centre (NIC) logos, along with the text "VAHAN CITIZEN SERVICES" and "Transport Department of Govt. of NCT of Delhi". The main navigation bar features "Home", "Online Services", "Appointment", and "Online Permit" menus. A dropdown menu under "Online Services" is open, listing various services: "Pay Your Tax", "Misc (TO/CoA/HPA/HPC/HPT/DupRC)", "Application for Fitness Certificate", "Pay Balance Fees Fine", "RC Particulars", "Application for No Objection Certificate", "RC Cancellation", "RC Surrender", "RC Release", "Mobile number Update", and "Dispose Application". The "Misc (TO/CoA/HPA/HPC/HPT/DupRC)" option is highlighted with a red box. Below the navigation bar, a large banner reads "TAX E-PAYMENT PROCEDURE". Underneath, a section titled "ONLINE SERVICES" features five icons representing different services: "Pay Your Tax", "Misc (TO/CoA/HPA/HPC/HPT/DupRC)", "Application for Fitness Certificate", "Balance Fees Collection", and "Application for No Objection Certificate". The footer contains security logos (256 BIT SECURE, Norton SECURE), a disclaimer "This Website belongs to Ministry of Road Transport & Highways (MoRTH) Government of India", and the NIC logo.

Step 3 Click Generate OTP button

Click on the **"Generate OTP"**, button and you can proceed further.

படி 3 OTP பொத்தானை உருவாக்க கிளிக் செய்யவும்

"OTP ஐ உருவாக்கு" பொத்தானைக் கிளிக் செய்து, மேலும் தொடரலாம்.



Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)

VAHAN CITIZEN SERVICES Transport Department of Govt. of NCT of Delhi Vahan dila

Home Online Services Appointment Online Permit Avail service for another Vehicle Vehicle Number : XXXXXXXX Instructions For Submit Online Application (Multiple Fees Payment)

Submit Online Application (Multiple Fees Payment)

Registration No. - XXXXXXXXXXXX Chassis No. (Last 5 digit) - XXXXX

Enter Mobile Number XXXXXXXXXXXX

Generate OTP Show Details

Enter the registration number ,chassis number and mobile number and click on the generate OTP.

Step 4 OTP Generation

Here, OTP will be generated and sent to mobile number provided by applicant, also pop up message will be shown

படி 4 OTP தலைமுறை

இங்கே, OTP உருவாக்கப்படும் மற்றும் விண்ணப்பதாரரால் வழங்கப்படும் மொபைல் எண்ணிற்கு அனுப்பி வைக்கப்படும், பாப் அப் செய்தி காட்டப்படும்

The screenshot displays the Vahan Citizen Services portal interface. The header includes the Ministry of Road Transport & Highways (MORTH) logo, the Vahan Citizen Services logo, and the Transport Department of Govt. of NCT of Delhi. The main content area shows a form titled "Submit Online Application (Multiple Fees Payment)". The form contains the following fields:

- Registration No. - XXXXXXXXXX
- Chassis No. (Last 5 digit) - XXXXX
- Enter Mobile Number - XXXXXXXXXX

An alert box is displayed over the form, containing the message: "OTP has been generated and sent to Mobile No. XXXXXXXXXX". The alert box has a close button (X) in the top right corner. Below the form, there are two buttons: "Show Details" and "Reset".

Step 5 Enter Generated OTP

Applicants enter the received OTP as given below.

படி 5 உருவாக்கப்படும் OTP ஐ உள்ளிடவும்

கீழே கொடுக்கப்பட்டுள்ளபடி பெறப்பட்ட OTP ஐ விண்ணப்பதாரர்கள் உள்ளிடவும்.

The screenshot displays the Vahan Citizen Services portal interface. The header includes the Ministry of Road Transport & Highways (MORTH) logo, the National Informatics Centre (NIC) logo, and the Transport Department of Govt. of NCT of Delhi. The main navigation bar contains links for Home, Online Services, Appointment, and Online Permit. A green button labeled 'Avail service for another Vehicle' is visible, along with a 'Vehicle Number' field containing 'XXXXXXXX'. Below the navigation bar, a blue box titled 'Submit Online Application (Multiple Fees Payment)' contains the following fields and buttons:

- Registration No. - [XXXXXXXXXX]
- Chassis No (Last 5 digit) - [XXXXX]
- Enter Mobile Number - [XXXXXXXXXX]
- Re-Generate OTP (Last Chance) button
- Enter OTP - [XXXX] (highlighted with a red box)
- Show Details button
- Reset button

A red arrow points from the 'Show Details' button to the text 'Enter the OTP and click on the show details button' located below the form.

Enter the OTP and click on the show details button

Step 6 Application Data Entry and Fees

Select the required application to which applicant want to apply. Now filled the all details required by the application form as given below. Applicant can also see the fees breakup for the particular application. And click on payment button.

படி 6 விண்ணப்ப தரவு நுழைவு மற்றும் கட்டணம்

விண்ணப்பதாரர் விண்ணப்பிக்க விரும்பும் தேவையான பயன்பாட்டைத் தேர்ந்தெடுக்கவும். கீழே கொடுக்கப்பட்டுள்ள விண்ணப்ப படிவத்தின்படி தேவையான அனைத்து விபரங்களையும் பூர்த்தி செய்யுங்கள். விண்ணப்பதாரர் குறிப்பிட்ட விண்ணப்பத்திற்கான கட்டணத்தை தெரிந்து கொள்ளலாம். மற்றும் பணம் பொத்தானை கிளிக் செய்யவும்.



Vehicle No. XXXXXXXXXX

Instructions For Submit Online Application (Multiple Fees Payment)

COLLECTION OF FEES

Application Selection

Transfer of Ownership
 Termination of Hypothecation
 Duplicate RC
 Change of Address
 Addition of Hypothecation
 Continuation of Hypothecation

Owner Information

| | | |
|--------------------------------------|------------------------------------|-----------------------------|
| Owner Name XXXXXXXXXX | Son/Wife/Daughter of XXXXXXXXXX | Engine No XXXXXXXXXX |
| Purchase/Delivery Date XX-XX-XXXX | Vehicle Class XXXXXXXXXX | Body Type XXXXXXXXXX |
| Maker XXXXXXXXXX | Maker Model XXXXXXXXXX | Unladen Weight (Kg.) XXX |
| Laden Weight (Kg.) XXX | Seating Capacity X | Manufacture Year XXXX |
| Sleeper Capacity 0 | Standing Capacity 0 | Chassis No XXXXXXXXXX |
| Registration Date XX-XX-XXXX | Vehicle Type XXXXXXXXXX | Vehicle Category XX |
| Fitness Valid Upto XX-XX-XXXX | | |

Latest Tax Details

| Tax Upto | Receipt Date | Amount |
|------------|--------------|--------|
| XX-XX-XXXX | XX-XX-XXXX | XXXX |

- TRANSFER OF OWNERSHIP DETAILS
- DUPLICATE RC DETAILS
- HYPOTHECATION TERMINATION DETAILS
- HYPOTHECATION ADDITION DETAILS
- CHANGE OF ADDRESS DETAILS

Duplicate Certificate

Reason: OTHER

Reason: XXXXXXXXXX

Insurance Details

| | | |
|--|--|-------------------------------|
| Insurance Type XXXXXXXXXX | Insurance Company XXXXXXXXXX | Policy No XXXXXXXXXX |
| Insurance from (DD-MMM-YYYY) XX-XX-XXXX | Insurance upto (DD-MMM-YYYY) XX-XX-XXXX | Insurance Declared Value 0 |

Fee Panel

| S.No. | Description | Fee Amount | Fine Amount | Total Amount |
|--------------|-------------|------------|-------------|--------------|
| 1. | XXXXXXXXXX | XXX | 0.0 | XXX |
| 2. | XXXXXXXXXX | XXX | 0.0 | XXX |
| Grand Total: | | XXX | 0.0 | XXX |

User/Service Charges: XXX

Total Payable Amount (In Rs): XXX

Payment Reset

Step 7 Confirmation box

Confirmation box will be shown to applicant. Confirm the details and proceed further.

படி 7 உறுதிப்படுத்தல் பெட்டி

உறுதிப்படுத்தல் பெட்டி விண்ணப்பதாரருக்கு காண்பிக்கப்படும். விவரங்களை உறுதிசெய்து மேலும் தொடரவும்.

Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)

VAHAN CITIZEN SERVICES Transport Department of Govt. of NCT of Delhi Vahan dEd

Home Online Services Appointment Online Permit Avail service for another Vehicle Vehicle Number: XXXXXXXXXX

Vehicle No. XXXXXXXXXX Instructions For Submit Online Application (Multiple Fees Payment)

COLLECTION OF FEES

Application Selection

Transfer of Ownership Termination of Hypothecation Duplicate RC
 Change of Address Addition of Hypothecation Continuation of Hypothecation

Owner Information

Owner Name: XXXXXXXXXX Son/Wife/Daughter of: XXXXXXXXXX Engine No: XXXXXXXXXX
Purchase/Delivery Date: XX-XX-XXXX Vehicle Class: XXXXXXXXXX Body Type: XXXXXXXXXX
Maker: XXXXXXXXXX
Laden Weight (Kg): XXX
Sleepers Capacity: 0
Registration Date: XX-XX-XXXX
Fitness Valid Upto: XX-XX-XXXX

Fees Collection Details

Do you want to continue

Total Fees in Rupee : XXXX

Duplicate Certificate Details

Reason: XXXXX FIR No/POLICE REPORT No: XXXXXXXXXX
FIR Date: XXXXXXXXXX Police Station: XXXXXXXXXX

Latest Tax Details

| Tax Upto | Receipt Date | Amount |
|------------|--------------|--------|
| XX-XX-XXXX | XX-XX-XXXX | XXXX |

TRANSFER OF OWNERSHIP DETAILS **DUPLICATE RC DETAILS** **HYPOTHECATION TERMINATION DETAILS** **HYPOTHECATION ADDITION DETAILS** **CHANGE OF ADDRESS DETAILS**

Duplicate Certificate

Reason: OTHER Reason: XXXXXXXXXX

Insurance Details

Insurance Type: XXXXXXXXXX Insurance Company: XXXXXXXXXX Policy No: XXXXXXXXXX
Insurance from (DD-MMM-YYYY): XX-XX-XXXX Insurance upto (DD-MMM-YYYY): XX-XX-XXXX Insurance Declared Value: 0

| S.No. | Description | Fee Amount | Fine Amount | Total Amount |
|--------------|-------------|------------|-------------|--------------|
| 1. | XXXXXXXXXX | XXX | 0.0 | XXX |
| 2. | XXXXXXXXXX | XXX | 0.0 | XXX |
| Grand Total: | | XXX | 0.0 | XXX |

User/Service Charges: XXX Total Payable Amount (In Rs): XXX

Step 8 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

Make payment button will allow you to select payment gateway. Select SBlePAY payment gateway for the e-payment.

படி 8 ஆன்லைன் கட்டணம் செலுத்துதல்: பணம் கௌரவ

கட்டணம் செலுத்தும் பொத்தானை நீங்கள் கட்டண நுழைவாயிலைத் தேர்ந்தெடுக்க அனுமதிக்கும். மின் கட்டணத்திற்கான SBlePAY கட்டணம் நுழைவாயில் ஐ தேர்ந்தெடுக்கவும்.



MINISTRY OF ROAD TRANSPORT & HIGHWAYS
Government of India

PAYMENT GATEWAY

| | |
|-------------------------|--|
| Payment ID: | XXXXXXXXXXXXXX |
| Amount: | Rs XXX/- |
| Select Payment Gateway: | <input type="text" value="---SELECT---"/> <input type="text" value="---SELECT---"/> <input type="text" value="SBlePay"/> |



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Step 9 Online Fee Payment: Selecting Bank
Select your bank and then click on “**proceed**” button.

படி 9 ஆன்லைன் கட்டண கட்டணம்: வங்கி தெரிவு செய்தல்

உங்கள் வங்கியைத் தேர்ந்தெடுத்து "தொடரவும்" பொத்தானை சொடுக்கவும்.

The screenshot displays the SBlePay payment interface. At the top, the SBlePay logo is on the left, and "Test Merchant" is on the right. Below the header, there is a "Transaction Details" section with a table containing the following information:

| | | | |
|---------------------|--------------------|------------------|--|
| Order Number | XXXXXXXXXXXXXXXXXX | Amount | XXX INR + Convenience Fee if applicable will be charged to you |
| Acknowledgement ID: | XXX | Subscriber Name: | XXX |

Below this is the "Payment Details" section. On the left, there is a list of payment methods: Credit Card, Debit Card, CASH, Mobile Payments, Net Banking (highlighted with a blue arrow), NEFT/RTGS, POS, Wallet, and PayPal. The "Net Banking" option is selected, and a modal window is displayed. The modal window contains the SBI logo and a message: "State Bank of Hyderabad has merged with State Bank of India. Please use State Bank of India link." Below the message, there is a dropdown menu labeled "Other Banks" with "SBlePay Test Bank" selected. At the bottom of the modal, there are two buttons: "Proceed" and "Cancel".

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Step 10 Proceed further as per the gateway
In this sample page, select **“Pay Now”** option.

அடி 10 நுழைவாயில் படி மேலே தொடரவும்

இந்த மாதிரி பக்கத்தில், "இப்போது செலுத்து" விருப்பத்தைத் தேர்ந்தெடுக்கவும்.

The screenshot displays the SBlePay gateway interface. At the top, the SBlePay logo is visible on the left, and "Test Merchant" is on the right. Below the header, there are two sections: "Transaction Details" and "Payment Details".

Transaction Details:

| | |
|--------------------------------|--|
| Order Number: XXXXXXXXXXXXXXXX | Amount: XXXX INR + Convenience Fee if applicable will be charged to you. |
| Acknowledgement ID: XXX | Subscriber Name: XXX |

Payment Details:

On the left side, there is a list of payment methods: Credit Card, Debit Card, CASH, Mobile Payments, Net Banking (highlighted), NEFT/RTGS, POS, Wallet, and PayPal.

A "Transaction Summary" modal is displayed in the center, showing the following details:

| | |
|----------------------------|----------|
| Transaction Amount | XXXX INR |
| Transaction Processing Fee | 0.0 INR |
| GST | 0.0 INR |
| Total Amount to be Paid | XXXX INR |

At the bottom of the modal, there are two buttons: "Pay Now" and "Cancel".

At the bottom of the page, there is a footer with the text: "Copyright© 2013 State Bank of India. All Rights Reserved" on the left and "Powered by State Bank Of India." on the right.

Step 11 Proceed Transaction

In this sample page, select "Successful" option.

படி 11 பரிவர்த்தனை தொடரவும்

இந்த மாதிரி பக்கத்தில், "வெற்றிகரமான" விருப்பத்தைத் தேர்ந்தெடுக்கவும்.

| <u>SBlePAY Test Bank</u> | |
|---|--|
| OrderNumber : | xxxxxxxxxxx |
| Amount : | xxxx |
| <input type="button" value="Successful"/> | <input type="button" value="Decline"/> |

Step 12 Fee Receipt After Successful Payment.

If bank status is success then transactions get approved and fee receipt will be generated.

படி 12 வெற்றிகரமான கொடுப்பனவுக்குப் பின்னர் கட்டணம் செலுத்துதல்.
ஆன்-லைன் வங்கி பரிவர்த்தனை முழுமையாக நிறைவுப் பெற்றுவிட்டால், கட்டண ரசீது உருவாக்கப்படும்

Customer Copy



E-FEE RECIEPT

Transport Department, Government Of Delhi
Registration Authority RAJPUR ROAD/BURARI,DL



TRANSACTION No./RECEIPT No: xxxxxxxxxxxxxxxxxxxx/xxxxxxxxxxxxxxxxxxxxx
Owner Name: xxxxxxxxxxxxxxxxxxxxxxxx
Vehicle No: xxxxxxxxxxxx
Vehicle Class: Three Wheeler (Passenger)
Receipt Date: xx-xx-xxxx xx:xx
Chassis No: xxxxxxxxxxxx

| Particular | Amount | Penalty | Total |
|-----------------------|--------|---------|-------|
| Service Charge | XX | 0 | XX |
| Smart Card Fee | XXX | 0 | XXX |
| Issue of Duplicate RC | XXX | 0 | XXX |

GRAND TOTAL (in Rs): 740/- (SEVEN HUNDRED AND FORTY ONLY)

For further query ,Please go to the zone RTO : RAJPUR ROAD/BURARI,DL
Note--This is computer generated slip, no need of signature.

Fitness Office :

Office Copy



E-FEE RECIEPT

Transport Department, Government Of Delhi
Registration Authority RAJPUR ROAD/BURARI,DL



TRANSACTION No./RECEIPT No: xxxxxxxxxxxxxxxxxxxx/xxxxxxxxxxxxxxxxxxxxx
Owner Name: xxxxxxxxxxxxxxxxxxxxxxxx
Vehicle No: xxxxxxxxxxxx
Vehicle Class: Three Wheeler (Passenger)
Receipt Date: xx-xx-xxxx xx:xx
Chassis No: xxxxxxxxxxxx

| Particular | Amount | Penalty | Total |
|-----------------------|--------|---------|-------|
| Service Charge | XX | 0 | XX |
| Smart Card Fee | XXX | 0 | XXX |
| Issue of Duplicate RC | XXX | 0 | XXX |

GRAND TOTAL (in Rs): 740/- (SEVEN HUNDRED AND FORTY ONLY)

For further query ,Please go to the zone RTO : RAJPUR ROAD/BURARI,DL
Note--This is computer generated slip, no need of signature.

Fitness Office :

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[Use this link, If you want to book an Appointment \(Book Appointment\)](#)