

MANUAL – (6)

CATEGORIES OF DOCUMENTS

The following Registers/Documents are kept by the Department for its smooth functioning:

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I. Establishment Section:

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1. Pay Bill Register
2. Contingent Advance Register
3. Advance Register
4. HBA/MCA Register and files
5. Medical Reimbursement Register
6. Tuition Fees/CEA Register
7. Stamp Account Register
8. Despatch Register
9. Income Tax Register/Files
10. Cash Book
11. Unsubsidized Pay Register
12. Register of Valuables
13. Stock Register
14. Service Book
15. Income Register
16. Petty Cash Register
17. CL Register

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II. Details of FORMS / Available Forms Prescribed under CMVR, 1989

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- 1.FORM -1 - Declaration of Physical fitness
- 2.FORM -IA - Medical certificate
- 3.FORM-2 - Application for LLR
- 4.FORM-3 - LLR
- 5.FORM-4 - Application for Licence
- 6.FORM-5 - Driving Licence
- 7.FORM-6 - Book type Driving Licence
- 8.FORM-7 - Lamination card type Licence
- 9.FORM-8 - Application for addition of new class in the D.L
- 10.FORM-9 - Application for renewal of D.L
- 11.FORM-10 - State Register of D.L
- 12.FORM-11 - Driving school Licence
- 13.FORM-12 -Application of Driving school licence
- 14.FORM-13 - Application for Renewal of driving Licence
- 15.FORM-14 - Register showing the enrolment of trainees
- 16.FORM-15 - Register showing the driving hours
- 17.FORM-16 - Application of Trading certificate
- 18.FORM-17 - Form of Trade Certificate
- 19.FORM-18 - Intimation of loss of Trade certificate
- 20.FORM-19 - Register to be maintained by holder of Trade Certificate
- 21.FORM-20 - Application for registration of motor vehicle
- 22.FORM-21 - Sale Certificate
- 23.FORM-22 - Initial certificate of Compliance with Pollution standards etc.,
- 24.FORM-22A- Initial certificate of Compliance with pollution standards etc. (When body is fabricated separately)

- 25.FORM-23 - Certification of Registration
- 26.FORM-24 - Register of motor vehicles
- 27.FORM-25 - Application renewal of R.C.
- 28.FORM-26 - Application for Duplicate of R.C
- 29.FORM-27 - Application for Re-Registration
- 30.FORM-28 - Application of N.O.C
- 31.FORM-29 - Notice of Transfer of ownership
- 32.FORM-30 - Application for intimation of Transfer
- 33.FORM-31- Application for T.O. in the name of person
succeeding to the possession of the vehicle
- 34.FORM-32- Application for T.O. purchased in public
auction
- 35.FORM-33- Intimation of change of address
- 36.FORM-34- Application for HPA/HPN
- 37.FORM-35- Application for HP Termination
- 38.FORM-36- Application for fresh R.C.
- 39.FORM-37 - Notice to vehicle owner
- 40.FORM-38 - Certificate of fitness
- 41.FORM-39 - Letter of authority issued to and authorised
testing station
- 42.FORM-40 - Application form for grant letter of
authority .
- 43.FORM-41 - State register of motor vehicles
- 44.FORM-42 - Application to register vehicles of the Diplomatic
Consulate Officer
- 45.FORM-43 - R.C.to vehicles of the Diplomatic consulate
Officer
- 46.FORM-44 - Intimation of C.A /fresh registration on
behalf of Diplomatic Consulate Officer.
- 47.FORM-45 -Application for T.V. permit
- 48.FORM-46 -Application for authorisation for T.V/N.P
Vehicles

- 49.FORM-47- Authorisation
- 50.FORM-48 - Application for grant of N.P
- 51.FORM-50 - Bill of Loading
- 52.FORM-51 - Certificate of insurance
- 53.FORM-52 - Cover note
- 54.FORM-53 - Exemption for insurance
- 55.FORM-54 - Accident information report
- 56.FORM-55 - Application for approval of foreign insurer
- 57.FORM-56 - Notice to cease to act as guarantor
- 58.FORM-57 - Certificate for foreign insurance
- 59.FORM-58 - Endorsement on certificate of foreign insurance

Forms prescribed under Rent A Cab Scheme, 1989

- 60.FORM-1 - Application for grant of license for Rent motor cab (main office)
- 61.FORM-2 - Application for grant of license for Rent motor cab (Branch office)
- 62.FORM-3 - Licence for rent motor cabs (Main office)
- 63.FORM-4 - Licence for rent motor cabs (Branch office)
- 64.FORM-5 - Register to be maintained by Rent motor cab licensee
- 65.FORM-6 - Register to be maintained by Rent motor cab Licensee (If hired to foreigner)
- 66.FORM-7 Complaint book

Forms prescribed under Rent A Motor cycle scheme, 1997

- 67.FORM-1 - Application for grant of Licence for Renting motor cycles
- 68.FORM-2 - Licence of Renting Motor cycles
- 69.FORM-3 - Register to be maintained by the Licensee

- 70.FORM-4 - Register to be maintained by the Licencee
(If hired to foreigner)
- 71.FORM-5 - Complaint Book Motor vehicles (All india permit
for Tourist Transport operators) Rules,1993
- 72.The first schedule - Forms of application for issue of
an authorization Certificate
- 73.The second schedule - Authorisation certificate
- 74.The Third schedule - Quarterly Return
- 75.Fourth schedule - Eligibility
- 76.Fifth schedule - Application form for
Recognition as approved Tourist
Transport operator
- 77.Sixth schedule - Certificate of Recognition

III. Forms prescribed under P.M.V.R,1989

- 78.FORM-LLD - Intimation of loss of D.L
- 79.FORM-ATVA - Form of application for authorisation to
drive Tr.vehicle.
- 80.FORM-ATVI - Form of intimation of grant of an
authorisation to drive Transport Vehicle
- 81.FORM-ATV - Form of authorisation to be carried by a
driver Tr.vehicle
- 82.FORM-LBLD - Intimation of loss of Badge
- 83.FORM-L.CON.Tem.A -Form of application for Temp.
Conductor Licence to a driver of stage carriage
- 84.FORM-L.Con.Tem - Temporary Conductor Licence
- 85.FORM-L.Con.A - Form of application for conductor
Licence
- 86.FORM-M.C.Con - Form of medical certificate for a
Conductor
- 87.FORM-L.Con - Conductor Licence
- 88.FORM-L.Con.R.A. - Form of application for renewal of
Conductor Licence
- 89.FORM-L.Con-R-I - Intimation to the L.A. of renewal
of C.L

- 90.FORM-L.Con-L.D - Intimation of loss of C.L. and application for duplicate
- 91.FORM-L.Con.B.L.D - Intimation of loss of conductor badge and application for Duplicate
- 92.FORM-C.R.Temp.A. - Application for Temp. Regn. Certificate
- 93.FORM -C.R.Temp - Temporary certificate of registration
- 94.FORM-C.R.Temp.I.A.-Application for Temporary R.C. of Imported vehicles
- 95.FORM- CFA - Application for certificate of Fitness
- 96.FORM - CFRA - Application for certificate of Fitness
- 97.FORM - C.F.Sub.- Temporary Authorisation permitting use of a vehicle when F.C. has expired
- 98.FORM - C.F.sub.DAM - Temp.Authorisation permitting the use of a damaged vehicle
- 99.FORM - C.F.X -Notice of cancelation of F.C
- 100.FORM - C.F.X.R - Form for restoration of F.C
- 101.FORM - C.F.L.D. - Intimation of loss of R.C
- 102.FORM - C.F.D.AM - Intimation of damage of F.C. & Application for Duplicate
- 103.FORM - C.R.T.I - Communication to R.A. of T.O. of a motor vehicle
- 104.FORM - RMI - Intimation of assignment of new Reg. mark to or R.A
- 105.FORM - N.A.M.V - Notice for alteration in motor vehicle
- 106.FORM - IVS - Intimation of stolen vehicle
- 107.FORM - RVS - Stolen vehicle register maintained by the R.A
- 108.FORM - IVSRI - Intimation of the recovery of the stolen vehicles
- 109.FORM -P.St.C.A - Application for permit of a stage carriage
- 110.FORM - P.co.CA - Application for permit of a contract carriage
- 111.P.GO.C.A. - Application for permit of a Goods carriage
- 112.FORM - P.Temp.A - Application for temporary permit

113.FORM - P.Pr.S.V.A - Application for a permit of P.S.V

114.FORM - P.SP.A -Application for special permit

115.FORM - P.St.C. (PartA) - Permit for stage carriage

116.FORM - P.St.c. (Part B) - Permit for stage carriage

117.FORM - P.CO.C (Part c) - Permit for contract carriage

118.FORM - P.CO.C (Part D) - Permit for contract carriage

119.FORM - P.GO.C (Part A) - Permit for goods carriage

120.FORM - P.GO.C (Part B) - Permit for goods carriage

121.FORM -P.Tem. - Temporary permit

122.FORM -P.Pr.S.V. (part - A) - Permit for P.S.V

123.FORM -P.PV.S.V (Part - B) - Permit for P.S.V

124.FORM -P.SP. - Special permit

125.FORM - T.V.P.(PartA) - permit for Tourist vehicle

126.FORM - T.V.P.(Part B) - permit for Tourist vehicle

127.FORM - N.P.GO.C (Part A) - Permit for Goods carriage

128.FORM - N.P.GO.C (Part B) - Permit for Goods carriage

129.FORM - P.R.A - Application for Renewal of permit

130.FORM - P.Rep.A - Application for replacement of vehicle

131.FORM - P.Tr.A - Joint application for Transfer of permit

132.FORM - P.Tr.D.A - Intimation of the death of permit holder
and Transfer of permit

133.FORM - P.Tr.D.N -Publication in respect of the death
of permit holder

134.FORM - L.Ag.Pu.S.V - License to agent

135.FORM - L.Ag.PU. S.V.A - Application for agent License P.S.V

136.FORM - L.Ag.Go.A - Application for Agents License

137.FORM - L.Ag.Go. - Agent's License

138.FORM - L.Ag.Go.R.A - Application for renewal of agents
license

139.FORM - L.Ag.Go.A - Register to be maintained by an agent

- 140.FORM - Imp.M.V. - Inspection memo issued by AMVI/MVI
- 141.FORM -Tr.APP.A - Application for approval of a
locally manufacturing trailer
- 142. FORM - Ex.M.V.A - Form of application requesting
exemption for carrying loads with projection.
- 143.FORM -EX.M.V. - Orders exempting motor vehicles motor
for carrying loads with projections
- 144.FORM - MACTA - Motor vehicle accident particulars
- 145.FORM - P.S.A - Permit surrender

IV. Forms Prescribed Under P.M.V. Taxation Rules, 1967

- 146.FORM NO.1 - Intimation for Regular payment of tax
- 147.FORM NO.2 - To alter the place of License
- 148.FORM NO.3 - Intimation of payment of tax for
temporary license
- 149.FORM NO.4 - Declaration of alteration to a motor vehicle

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