

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

Process Flow of Misc Services

➤ 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.

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

VAHAN CITIZEN SERVICES

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS
Government of India

Vahan

Home Other Services Appointment Status Call Related User Manual FAQ Contact Us

Vahan Citizen Services

XXXXXXXX

Vehicle Registration Number

Proceed

Note:

- Different sets of Vahan Online Services have been implemented by different states/ RTOs at present.
- 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)

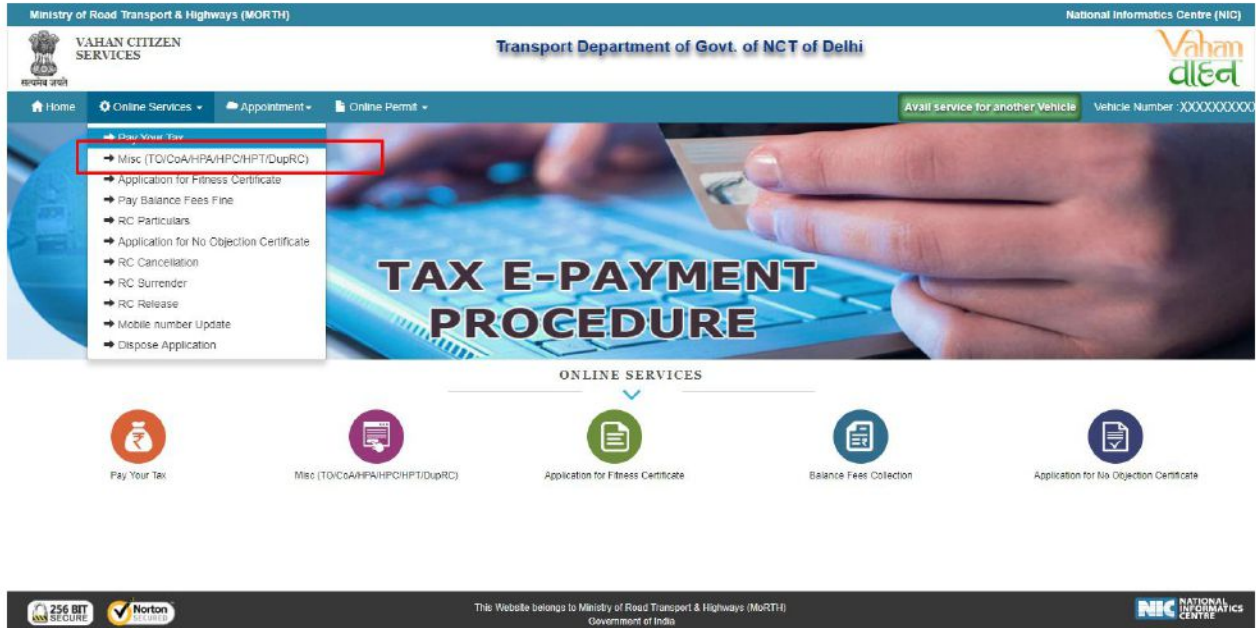
256 BIT SECURE Norton

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NIC NATIONAL INFORMATICS CENTRE

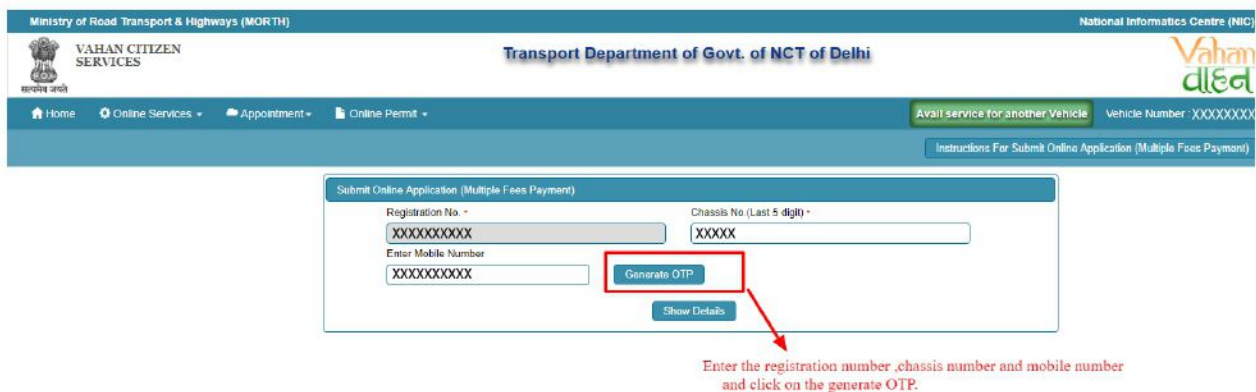
➤ Step 2 Select the Misc services application form

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



➤ Step 3 Click Generate OTP button

Click on the “Generate OTP”, button and you can proceed further.



➤ Step 4 OTP Generation

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

The screenshot displays the 'Submit Online Application (Multiple Fees Payment)' form on the Vahan Citizen Services portal. The form includes fields for 'Registration No.' (XXXXXXXXXX), 'Chassis No. (Last 5 digit)' (XXXXX), and 'Enter Mobile Number' (XXXXXXXXXX). A 'Alert' pop-up message is visible, stating 'OTP has been generated and sent to Mobile No: XXXXXXXXXX'. Below the form, there are 'Show Details' and 'Reset' buttons. The portal header includes the Ministry of Road Transport & Highways (MORTH), National Informatics Centre (NIC), and the Transport Department of Govt. of NCT of Delhi.

➤ Step 5 Enter Generated OTP

Applicants enter the received OTP as given below.


The screenshot displays the 'Submit Online Application (Multiple Fees Payment)' form on the Vahan Citizen Services portal. The form includes fields for 'Registration No.' (XXXXXXXXXX), 'Chassis No. (Last 5 digit)' (XXXXX), and 'Enter Mobile Number' (XXXXXXXXXX). A 'Re-Generate OTP (Last Chance)' button is visible. Below the form, there is an 'Enter OTP' field (XXXX) and 'Show Details' and 'Reset' buttons. A red box highlights the 'Enter OTP' field, and a red arrow points to it with the text '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.

Ministry of Road Transport & Highways (MORTH)

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**VAHAN CITIZEN SERVICES**

Transport Department of Govt. of NCT of Delhi



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

Latest Tax Details
Tax Upto :XX-XX-XXXX Receipt Date :XX-XX-XXXX Amount :XXXX

TRANSFER OF OWNERSHIP DETAILS **DUPLICATE RC DETAILS** **HYPOTHECATION TERMINATION DETAILS** **HYPOTHECATION ADDITION DETAILS** **CHANGE OF ADDRESS DETAILS**
Duplicate Certificate
Reason :OTHER Reason :XXXXXXXXXXXXX

Insurance Details
Insurance Type :XXXXXXXXXXXXX Insurance Company :XXXXXXXXXXXXX Policy No :XXXXXXXXXXXXX
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.	XXXXXXXXXXXXX	XXX	0.0	XXX
2.	XXXXXXXXXXXXX	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.

Ministry of Road Transport & Highways (MORTH)

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VAHAN CITIZEN SERVICES

Transport Department of Govt. of NCT of Delhi



[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

Purchase/Delivery Date
XX-XXX-XXXX

Maker
XXXXXXXXXX

Laden Weight (Kg.)
XXX

Sleeper Capacity
0

Registration Date
XX-XXX-XXXX

Fitness Valid Upto
XX-XXX-XXXX

Son/Wife/Daughter of
XXXXXXXXXX

Vehicle Class
XXXXXXXXXX

Engine No
XXXXXXXXXX

Body Type
XXXXXXXXXX

Fees Collection Details

Do you want to continue

[Confirm Details](#) [Edit Details](#)

Total Fees in Rupee : XXXX

Duplicate Certificate Details

Reason: XXXXX

FIR No/POLICE REPORT No: XXXXX

FIR Date: XXXXX

Police Station: XXXXX

Latest Tax Details

Tax Upto
XX-XXX-XXXX

Receipt Date
XX-XXX-XXXX

Amount
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-XXX-XXXX

Insurance upto (DD-MMM-YYYY)
XX-XXX-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 8 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

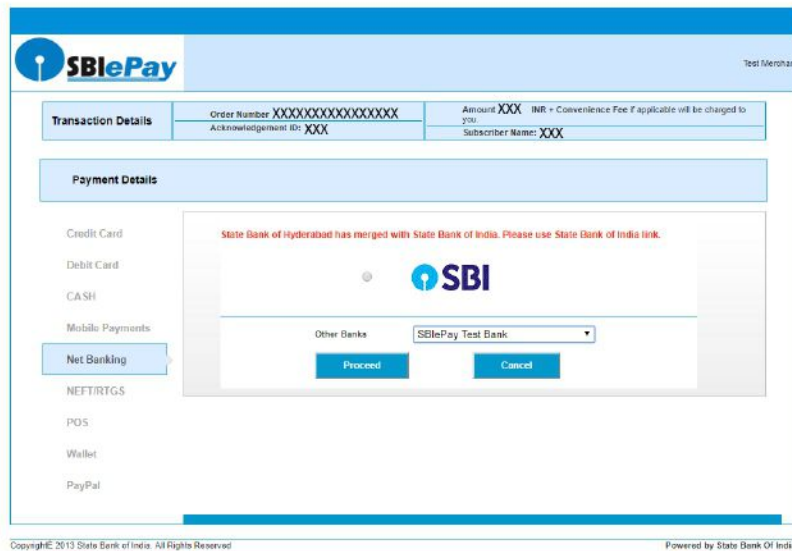
Make payment button will allow you to select payment gateway. Select SBlePAY payment gateway for the e-payment.



The screenshot shows the e-VAHAN Payment Gateway interface. At the top, there is a blue header with the e-VAHAN logo, the text "MINISTRY OF ROAD TRANSPORT & HIGHWAYS Government of India", and a "PAYMENT GATEWAY" label. Below the header, there is a form with the following fields: "Payment ID:" with value "XXXXXXXXXXXXXXXX", "Amount:" with value "Rs. XXX/-", and "Select Payment Gateway:" with a dropdown menu showing "SBlePay" selected. A "Continue" button is located below the dropdown. To the right of the form is the "Vahan dEd" logo. At the bottom, there is a blue footer with the text "Powered by National Informatics Centre. All Rights Reserved."

➤ Step 9 Online Fee Payment: Selecting Bank

Select your bank and then click on “proceed” button.



The screenshot shows the SBlePay interface for selecting a bank. At the top, there is a blue header with the SBlePay logo and a "Test Merchant" label. Below the header, there is a "Transaction Details" section with the following information: "Order Number XXXXXXXXXXXXXXXX", "Acknowledgement ID: XXX", "Amount: XXX INR + Convenience Fee if applicable will be charged to you", and "Subscriber Name: XXX". Below this is a "Payment Details" section with a list of payment methods: "Credit Card", "Debit Card", "CASH", "Mobile Payments", "Net Banking", "NEFT/RTGS", "POS", "Wallet", and "PayPal". The "Net Banking" option is selected. To the right of the list, there is a message: "State Bank of Hyderabad has merged with State Bank of India. Please use State Bank of India link." Below this message is a form with a dropdown menu showing "SBlePay Test Bank" selected. There are "Proceed" and "Cancel" buttons below the dropdown. At the bottom, there is a blue footer with the text "Copyright© 2013 State Bank of India. All Rights Reserved." and "Powered by State Bank Of India."

➤ **Step 10 Proceed further as per the gateway**

In this sample page, select **“Pay Now”** option.

The image shows a screenshot of the SBlePay payment gateway interface. At the top, there is a header with the SBlePay logo and a 'Test Merchant' label. Below the header, there are two main sections: 'Transaction Details' and 'Payment Details'. The 'Transaction Details' section contains fields for 'Order Number' (XXXXXXXXXXXXXXXXXX), 'Acknowledgement ID' (XXX), 'Amount' (XXX INR), and 'Subscriber Name' (XXX). The 'Payment Details' section lists various 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), and Total Amount to be Paid (XXXX INR). At the bottom of the modal, there are two buttons: 'Pay Now' and 'Cancel'. The footer of the page includes the copyright notice 'Copyright © 2013 State Bank of India. All Rights Reserved' and the text 'Powered by State Bank Of India'.

Transaction Details	
Order Number	XXXXXXXXXXXXXXXXXX
Acknowledgement ID	XXX
Amount	XXX INR
Subscriber Name	XXX

Payment Details	
Credit Card	
Debit Card	
CASH	
Mobile Payments	
Net Banking	
NEFT/RTGS	
POS	
Wallet	
PayPal	

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

Pay Now Cancel

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➤ **Step 11 Proceed Transaction**

In this sample page, select **“Successful”** option.

<u>SBlePAY Test Bank</u>	
OrderNumber :	XXXXXXXXXXXX
Amount :	XXXX
Successful	Decline

➤ Step 12 Fee Receipt After Successful Payment.

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

Customer Copy



E-FEE RECEIPT Transport Department, Government Of Delhi Registration Authority RAJPUR ROAD/BURARI,DL



TRANSACTION No./RECEIPT No:
Owner Name:
Vehicle No:

XXXXXXXXXXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXX

Vehicle Class:
Receipt Date:
Chassis No:

Three Wheeler (Passenger)
XX-XXX-XXXX XXXXX
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 RECEIPT Transport Department, Government Of Delhi Registration Authority RAJPUR ROAD/BURARI,DL



TRANSACTION No./RECEIPT No:
Owner Name:
Vehicle No:

XXXXXXXXXXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXX

Vehicle Class:
Receipt Date:
Chassis No:

Three Wheeler (Passenger)
XX-XXX-XXXX XXXXX
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 :

[Home](#) [Print](#) [Print form_28](#)

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

After approval of Concerning authority applicant can download/Print RC

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Vahan Citizen Service सड़क परिवहन और राज मार्ग मंत्रालय
MINISTRY OF ROAD TRANSPORT & HIGHWAYS

Home Status Other Online Services Download Document Login Update Mobile Number Complaint

Log on to Avail Services

ENTER VEHICLE REGISTRATION NUMBER

PROCEED

amitkumarai OR

Mobile Number

Password

Captcha  Verification Code

Login

Not Registered at VAHAN CITIZEN SERVICES accounts? Register Now ?

Print No Objection Certificate(NOC)/NO Dues
Print Temporary Registration
RC in the name of Financier(Form_30)
RC Print(Form 23)

Note:
Different sets of Vahan Online Services have been implemented by different States/ RTOs at present

--SELECT STATE-- --SELECT RTO-- **Log on to Avail Services**

What's New

[Click here to Update Mobile Number](#)

Shri Nitin Jairam Gadkari
Honorable Minister for Road Transport & Highways,
Minister of Shipping and the Minister of Micro,
Small and Medium Enterprises in the Government
of India

How to Apply ?

1. Enter valid Vehicle Registration Number and click on Proceed. Or login through user ID and password.
2. Select the Service to be availed by clicking on icon.
3. Enter required details. Chassis number, mobile number and OTP.

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MINISTRY OF ROAD TRANSPORT & HIGHWAYS

Home Status Other Online Services Download Document Login Update Mobile Number Complaint

FORM 23 (CERTIFICATE OF REGISTRATION)

Registration Number *

Chassis No (Full) *

Engine Number(Full) *

Validate RegnNo/ChassisNo/EngineNo