

# Fitness Certificate

## Process Flow of Fitness Certificate

### ➤ Step 1 Home Page-Enter Vehicle Registration Number

Applicant Enter the Vehicle Registration number to avail “Application for fitness certificate” service.

The screenshot shows the Vahan Citizen Services web portal. The header includes the Ministry of Road Transport & Highways (MORTH) logo, the text 'VAHAN CITIZEN SERVICES', and the Ministry of Road Transport and Highways Government of India. A navigation bar contains links for Home, Other Services, Appointment, Status, Cart Related, User Manual, FAQ, and Contact Us. The main content area features a large blue box with the text 'Vahan Citizen Services' and a form to enter the 'Vehicle Registration Number'. The form has a placeholder 'XXXXXXXX' and a 'Proceed' button. Below the form, a note states: '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)'. The footer includes security logos (256 BIT SECURE, Norton), the text 'This Website belongs to Ministry of Road Transport & Highways (MORTH) Government of India', and the National Informatics Centre (NIC) logo.

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

VAHAN CITIZEN SERVICES

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS  
Government of India

Vahan  
dEd

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

Vahan Citizen Services

XXXXXXXXXX

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)

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### ➤ Step 2 Click on Proceed button

Applicant click on the proceed box and enter the next stage.

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

Vahan Citizen Services

XXXXXXXXXX  
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)

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### ➤ Step 3 To Avail Application for fitness certificate

Applicant selects the “Fitness Certificate” service from the drop down “Online Services” menu.

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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 : XXXX-XXXXXX

**VALUE ADDED FEATURES**

- Pay Your Tax
- Misc (TO/CoA/HSA/HPC/HPT/DupRC)
- Application for Fitness Certificate
- Pay Balance Fees Fine
- RC Particulars
- Application for No Objection Certificate
- RC Cancellation
- RC Surrender
- RC Release
- Dispose Application

Download Reports  
SMS/Email  
Online Vouchers  
Reports on Mobile

**ONLINE SERVICES**

- Pay Your Tax
- Misc (TO/CoA/HSA/HPC/HPT/DupRC)
- Application for Fitness Certificate
- Balance Fees Collection
- Application for No Objection Certificate

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### ➤ Step 4 Enter Chassis Number and Mobile Number

After selecting “Fitness Certificate”, applicant has to fill Chassis number and mobile number.

The screenshot shows the Vahan Citizen Services portal. 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 navigation bar has links for Home, Online Services, Appointment, and Online Permit. A button for 'Avail service for another Vehicle' is visible. The main content area displays the 'Fitness Fee' form with fields for Registration No., Classis No. (Last 5 digit), and Enter Mobile Number. The 'Generate OTP' button is highlighted.

### ➤ Step 5 Click on Generate OTP

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

This screenshot is identical to the previous one, showing the 'Fitness Fee' form. The 'Generate OTP' button is highlighted with a red rectangle, indicating the next step in the process.

## ➤ Step 6 OTP Generation

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

The screenshot shows the 'Fitness Fee' form on the Vahan Citizen Services portal. The form fields are: Registration No. (XXXXXXXXXX), Chassis No. (Last 5 digit) (XXXXX), and Enter Mobile Number (XXXXXXXXXX). A blue alert box is displayed in the center, stating: 'OTP has been generated and sent to Mobile No. XXXXXXXXXX'. Below the alert box are 'Show Details' and 'Cancel' buttons. The portal header includes the Ministry of Road Transport & Highways (MORTH) logo, Vahan Citizen Services, Transport Department of Govt. of NCT of Delhi, and National Informatics Centre (NIC). The right side of the header shows 'Vahan dleat' and 'Vehicle Number: XXXXXXXX'.

## ➤ Step 7 Enter Generated OTP

Applicants enter the received OTP as given below.

The screenshot shows the 'Fitness Fee' form on the Vahan Citizen Services portal. The form fields are: Registration No. (XXXXXXXXXX), Chassis No. (Last 5 digit) (XXXXX), and Enter Mobile Number (XXXXXXXXXX). A 'Re-Generate OTP (Last Chance)' button is located next to the mobile number field. Below the mobile number field is the 'Enter OTP' field, which contains the value 'XXXX'. At the bottom of the form are 'Show Details' and 'Reset' buttons. The portal header is identical to the previous screenshot, showing the Ministry of Road Transport & Highways (MORTH) logo, Vahan Citizen Services, Transport Department of Govt. of NCT of Delhi, and National Informatics Centre (NIC). The right side of the header shows 'Vahan dleat' and 'Vehicle Number: XXXXXXXX'.

## ➤ Step 8 Clicks on Show Details

Click on the show details button to proceed further.

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

Home Online Services Appointment Online Permit Avail service for another vehicle Vehicle Number : XXXXXXXX Instructions For Fitness Fee

**Fitness Fee**

Registration No. : XXXXXXXXXX Chassis No. (Last 5 digit) : XXXXX

Enter Mobile Number : XXXXXXXXXX [Re-Generate OTP \(Last Chance\)](#)

Enter OTP : XXXX

[Show Details](#) [Reset](#)

## ➤ Step 9 Application Data Entry and Payment

Fill the all required details and also provide the valid insurance detail as given below. Applicant can also see the fees details for the particular application. Now click on payment button.

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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 Fitness Fee](#)

**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

Load Weight (Kg.)  
XXX

Seating Capacity  
XXXXXXXXXX

Manufacture Year  
XXXX

Sleeper Capacity  
0

Standing Capacity  
0

Chassis No.  
XXXXXXXXXX

Registration Date  
XX-XX-XXXX

Vehicle Type  
XXXXXXXXXX

Vehicle Category  
XXXXXXXXXX

Fitness Valid Upto  
XX-XX-XXXX

**Lapsed Tax Details**

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

**Insurance Details**

Insurance Type -  
XXXXXXXXXX

Insurance Company -  
XXXXXXXXXX

Policy No -  
XXXXXXXXXX

Insurance from (DD-MM-YYYY) -  
XX-XX-XXXX

Insurance upto (DD-MM-YYYY) -  
XX-XX-XXXX

Insurance Declared Value -  
0

\* If entered wrong data of Insurance, Verification will take place after 7 days with additional Penalty.

**Fitness Details**

Fitness Valid Upto  
XX-XX-XXXX

Select Fitness Center -  
XXXXXXXXXX

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

User/Service Charges: XXX

Total Payable Amount (In Rs): XXXX

Payment

Back

www

## ➤ Step 10 Confirmation Message Box Appear

Confirm to move the application to next stage.

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National Informatics Centre (NIC)

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 Fitness Fee](#)

**Owner Information**

Owner Name  
XXXXXXXXXX

Purchase/Delivery Date  
XX-XX-XXXX

Make  
XXXXXXXXXX

Load Weight (Kg.)  
XXX

Seating Capacity  
0

Registration Date  
XX-XX-XXXX

Fitness Valid Upto  
XX-XX-XXXX

Son/Wife/Daughter of  
XXXXXXXXXX

Vehicle Class  
XXXXXXXXXX

Make Model  
XXXXXXXXXX

Seating Capacity  
XXXXXXXXXX

Standing Capacity  
0

Vehicle Type  
XXXXXXXXXX

Engine No.  
XXXXXXXXXX

Body Type  
XXXXXXXXXX

Unladen Weight (Kg.)  
XXX

Manufacture Year  
XXXX

Chassis No.  
XXXXXXXXXX

Vehicle Category  
XXXXXXXXXX

**Latest Tax Details**

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

**Insurance Details**

Insurance Type  
XXXXXXXXXX

Insurance Company  
XXXXXXXXXX

Policy No.  
XXXXXXXXXX

Insurance from (DD-MM-YYYY)  
XX-XX-XXXX

Insurance upto (DD-MM-YYYY)  
XX-XX-XXXX

Insurance Declared Value  
0

\* If entered wrong data of Insurance, Verification will take place after 7 days with additional Penalty.

**Fitness Details**

Fitness Valid Upto  
XX-XX-XXXX

Select Fitness Center  
XXXXXXXXXX

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

User/Service Charges: XXX

Total Payable Amount (In Rs): XXXX

[Payment](#) [Back](#)

## ➤ Step 11 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

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



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PAYMENT GATEWAY

Payment ID:

XXXXXXXXXXXXXXXXXX

Amount:

Rs. XXXX

Select Payment Gateway:

SBlePay

Continue



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### ➤ Step 12 Payment Gateway: Selecting Bank and

Accept terms and conditions by selecting the checkbox and Click on button Payment. This will open new page containing list of banks associated with SBlePAY. Select your bank and then click on “proceed” button.

The screenshot displays the SBlePay payment 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 main sections: 'Transaction Details' and 'Payment Details'. The 'Transaction Details' section contains a table with the following information:

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

The 'Payment Details' section is currently active and shows a list of payment methods on the left: Credit Card, Debit Card, CASH, Mobile Payments, Net Banking (highlighted), NEFT/RTGS, PDS, Wallet, and PayPal. The main content area displays a message: 'State Bank of Hyderabad has merged with State Bank of India. Please use State Bank of India link.' Below this message is the SBI logo and a dropdown menu labeled 'Other Banks' with 'SBlePay Test Bank' selected. At the bottom of this section are two buttons: 'Proceed' and 'Cancel'. The footer of the page contains 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 13 Proceed further

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

This screenshot is identical to the one in Step 12, showing the SBlePay payment gateway interface. The 'Proceed' button is now highlighted with a blue border, indicating the next step in the process. The rest of the interface, including the transaction details, payment methods, and the SBI message, remains the same.

## ➤ Step 14 Proceed further as per the gateway

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

The screenshot displays the SBlePay gateway interface. At the top, the SBlePay logo is visible. Below it, the 'Transaction Details' section shows the Order Number (XXXXXXXXXXXX), Amount (XXX INR), and Acknowledgement ID (XXX). A 'Payment Details' section is also present. A modal window titled 'Transaction Summary' is open, showing the Transaction Amount (XXXX INR), Transaction Processing Fee (0.0 INR), GST (0.0 INR), and Total Amount to be Paid (XXXX INR). The modal includes 'Pay Now' and 'Cancel' buttons. On the left side of the interface, there is a list of payment methods: Credit Card, Debit Card, CASH, Mobile Payments, Net Banking (selected), NETBANKING, POS, Wallet, and PayPal. The footer contains copyright information for State Bank of India.

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## Step 15 Proceed Transaction

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

| SBlePAY Test Bank                         |                                        |
|-------------------------------------------|----------------------------------------|
| OrderNumber :                             | XXXXXXXXXXXX                           |
| Amount :                                  | XXXX                                   |
| <input type="button" value="Successful"/> | <input type="button" value="Decline"/> |

## ➤ Step 16 Successful Transaction Fee Receipt

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

Fee Counter Copy



### E-FEE RECEIPT

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



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

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX

Vehicle Class:  
Receipt Date:  
Chassis No:

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

| Particular                     | Amount | Penalty | Total |
|--------------------------------|--------|---------|-------|
| Service Charge                 | XX     | 0       | XX    |
| Fitness Inspection+Certificate | XXX    | XXXX    | XXXX  |

GRAND TOTAL (in Rs): 1520/- (ONE THOUSAND SIX HUNDRED AND TWENTY ONLY)

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

Fitness Office :  
UNIT OFFICE GUNTAKAL

Required Documents at Fitness Counter :

1. Original Registration Certificate
2. Vehicle Insurance Certificate
3. Vehicle Pollution Certificate

Note: Provide these documents at Counter with self attested copies.

Fee Counter Copy



### E-FEE RECEIPT

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



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

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX

Vehicle Class:  
Receipt Date:  
Chassis No:

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

| Particular                     | Amount | Penalty | Total |
|--------------------------------|--------|---------|-------|
| Service Charge                 | XX     | 0       | XX    |
| Fitness Inspection+Certificate | XXX    | XXXX    | XXXX  |

GRAND TOTAL (in Rs): 1520/- (ONE THOUSAND SIX HUNDRED AND TWENTY ONLY)

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

Fitness Office :  
UNIT OFFICE GUNTAKAL

Required Documents at Fitness Counter :

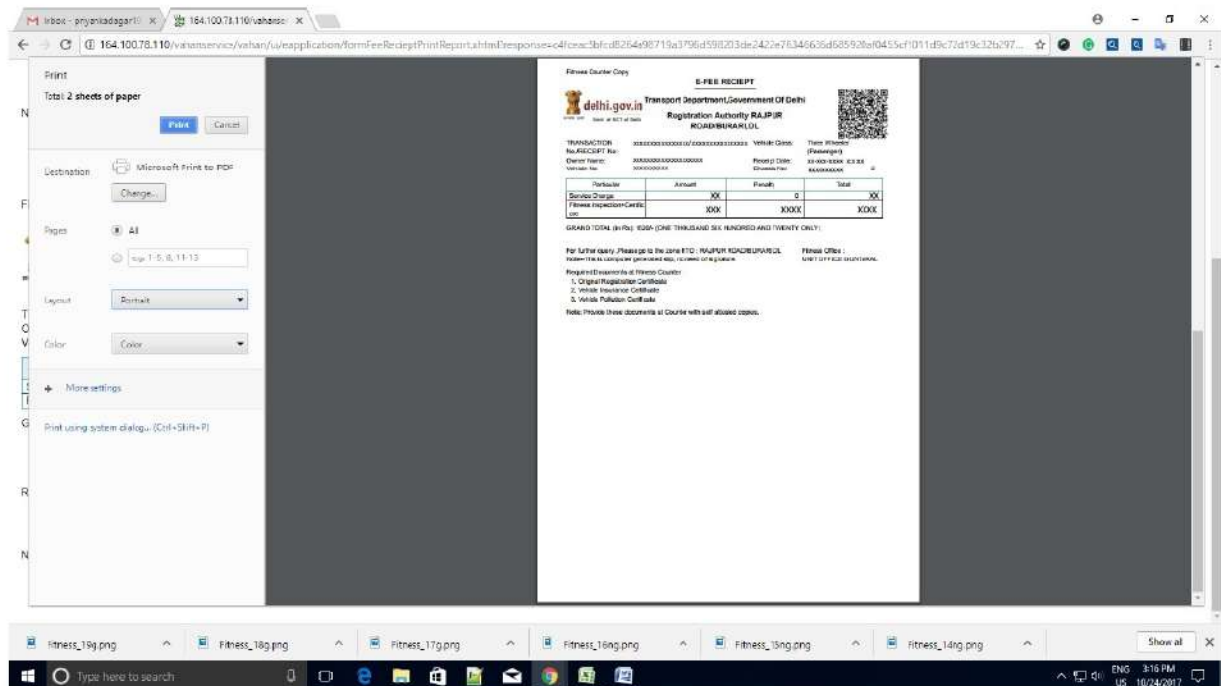
1. Original Registration Certificate
2. Vehicle Insurance Certificate
3. Vehicle Pollution Certificate

Note: Provide these documents at Counter with self attested copies.

[Home](#) [Print](#) [Print Owner Details](#)

➤ **Step 17 Print Application letter**

Application letter generated, now applicant can take the Print as required.



After testing/approval by Concerning Authority applicant can download/print fitness certificate.

### ➤ Step 18 Printing Fitness Certificate

The screenshot shows the Vahan Citizen Service website. The header includes the Vahan logo and the text 'TRANSPORT DEPARTMENT, UTTAR PRADESH'. Below the header, there is a navigation bar with links: 'Home', 'Online Services', 'Appointment', 'How Do I?', 'Print Fitness Certificate', and 'See Your Application Status'. The 'Print Fitness Certificate' link is highlighted. Below the navigation bar, there is a form with two input fields: 'Registration Number' and 'Receipt no.'. A 'Submit' button is located below the form.

# *Thank You*