



## Process steps “Dealer’s Point Registration System”



# Transport Department Government of Punjab

# Prerequisites for Dealer Point Registration System

## Dealer as Registering Authority (by STC)

Agreement between Department and dealer per terms of notification

Undertaking as required by Transport Department



## Creating digital identity of dealer

Approval from STC / DTO

Creation of User ID & password



## Dealer's end

PC with broadband connection


SBI's internet banking account

## Process flow of System

Open the site  
[www.punjabtransport.nic.in](http://www.punjabtransport.nic.in) /  
[www.punjabtransport.org](http://www.punjabtransport.org)



Click on link “Dealer point  
registration System”



Log on with the User Name &  
password as provided

# Login Screen

[Click here to make this your homepage!](#)

[Click here Add to Favorites!](#)



## Vehicle Enrollment & Tax System Transport Department, Punjab

Dealer Login

Login Id :

Password :

Remember me next time.

# Home Page – Dashboard

- [New Registration](#)
- [Draft Records](#)

**YOUR ATTENTION REQUIRED.**  
 Payment not yet received for these records.

Current Registration Number	
Vehicle	Available No.
MOTOR CYCLE	PB12 - ME - 0114
MOTOR CAR	
OMNI FOR PRIVATE USE	
SCOOTER & MOPED	

Records Details	
Draft Record :	Awaiting for Confirmation :
Record in Cart :	
Registered Records :	Requires Repayment :

Registered Vehicle (Count)		
Vehicle	This Month	This Year
MOTOR CYCLE	0	0
MOTOR CAR	0	0
OMNI FOR PRIVATE USE	0	0
SCOOTER & MOPED	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

No of Records Pending for Payment				
Vehicle	Today	LastDay	3 and More Days	Total
MOTOR CYCLE	0	0	0	0
MOTOR CAR	0	0	0	0
OMNI FOR PRIVATE USE	0	0	0	0
SCOOTER & MOPED	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Customer Care**

\* For any issues please contact:  
**Sh. Vishal Thakur (07508003034)**

Payment Outstanding (Last 5 days)			
Date	Pending Amt.	Cleared Amt.	Total Amt.
26-Jun-2011	0	0	0
27-Jun-2011	0	0	0
30-Jun-2011	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## For Registration of Vehicle

Click on “**New Vehicle**” under “**Registration**” to initiate process

Select “**DTO**” for which the Registration of the Vehicle is sought

**Note:** Dealers are authorized to register vehicle in all the districts

# Starting of Vehicle Enrollment – selecting DTO

### Registering RTO

**Note:**

1. Vehicle has to be registered at the RTO of the district in which the buyer resides.
2. You are authorized to register vehicle in all the districts of P.B.
3. Please select the RTO where the vehicle is to be registered. This should be the district which is address of the buyer.

RTO :

# Detailed entry for Registration

## Owner Details

- Name
- Address
- Mobile number, PAN etc.

## Vehicle Details

- Vehicle Class & Manufacturer (auto filled)
- Model (only of relevant manufacturer)
- Technical specifications like color , engine & chassis no., horse power & cc, seating capacity etc.

## Insurance Details

- Insurance Company
- Insurance Type
- Cover note / Policy Number & insurance validity period

## Financiers Details

- Financier Name
- Address of financier
- Hypothecation period



# Step I – Vehicle Owner's details entry

### Owner Details

Back

\* Ownership Type : INDIVIDUAL  
\* Owner Category : GENERAL  
\* Owner Name : MANPREET SINGH  
\* Relationship : S/O  
\* Relative Name : GURJEET SINGH  
\* Gender : Male  
\* Date Of Birth : 02/04/1978  
\* Educational Qualification : GRADUATE

Same as Postal address  
Permanent Address

\* Address1 : HOUSE NO.- 461  
Address2 : PHASE-II  
City/Village : RUPNAGAR  
\* District : Rupnagar  
Pin : 140001

#### Postal Address

\* Address1 : HOUSE NO.- 461  
Address2 : PHASE-II  
City/Village : RUPNAGAR  
\* District : Rupnagar  
Pin : 140001

\* Mobile No : 9337473092  
Annual Income(Rs) : 300000  
PAN No :  
eq. ABCDE1234F

Save

\* Fields are mandatory  
\* Please enter valid 10 digit mobile number.  
\* Without country code for SMS Service.

# Step II – Vehicle details entry

### Vehicle Details

[Back](#)

* Vehicle Class :	PRIVATE VEHICLE
* Vehicle Class Type :	MOTOR CYCLE
* Manufacturer :	HERO HONDA MOTORS L
* Model :	HERO HONDA SPLENDOR
* Fuel :	PETROL
* Color :	A. MARINE
* Steering :	N/A
* Engine No :	MBLHA21212J
* Chassis No :	JG45678ABCD
* Gross Weight :	109 Kg
Registered Weight :	109 Kg
* Vehicle Price :	47000

Actual price of the vehicle should be entered (without discount etc.). If found wrong/less, transaction will be void.

* Body Type :	SOLO
* Horse Power :	2 bhp
* Cubic Capacity :	97 cc
* Seating Capacity :	2 Nos
Standing Capacity :	0 Nos
* Date Of Manufacture :	01/05/2010
* Unladen Weight :	109 Kg
* Laden Weight :	239 Kg
ToolKit No :	
Tank No :	
Wheel Base :	1230
* No. Of Cylinder :	1



### Fees & Tax Details

Registration :	Rs. 60/-
Smart Card :	Rs. 200/-
Veh. Tax :	Rs. 1880/-
Service Tax :	Rs. 0/-
<b>Total Amt. :</b>	<b>Rs. 2140/-</b>

Save

\* Fields are mandatory

# Step III – Insurance details entry

**Punjab Transport Department** *Vehicle Enrollment & Tax System* Home Change Password LogOut 01-Jul-2011  
Welcome TESTING (MAHESH SHARMA) Registered with Rupnaga

Dashboard Registration Proceed to Payment Payment Status Registered Records Customer Care

Owner Details Vehicle Details **Insurance** Finance

**Insurance Details** Back

\* Company: BAJAJ ALLIANZ GENERAL INSURANCE CO. L  
\* Branch Code: RP003  
\* Branch: RUPNAGAR  
\* Place: RUPNAGAR  
\* Insurance Type: COMPREHENSIVE  
\* Cover Note/Policy No.: 000111122  
\* Insurance From: 01/07/2011  
\* Insurance To: 30/06/2012

CLICK HERE TO ENTER HYPOTHICATION DETAILS.      CLICK HERE TO SAVE INSURANCE DETAILS AND SWITCH TO FULL VIEW.

Save Save & Detail View

Vehicle finance is optional.You can skip vehical finance by dicking save and detail view button in this page

\* Fields are mandatory

# Step IV – Finance details entry (for hypothecated vehicles)

\*Financer Name :

\*Financer Address1 :

Address2 :

\* City :  ▼

\* Pin :

\* Lease / HP From :  

\* Lease / HP To :  

CLICK HERE  
TO SAVE HYPOTHICATION  
DETAILS.

CLICK HERE TO  
SAVE DETAILS AND SWITCH  
TO FULL VIEW.

CLICK HERE TO  
SWITCH TO FULL VIEW  
WITHOUT SAVE.

Save

Save & Detail View

Detail View

\* Fields are mandatory

## Saving registration record & making payment

### When record is saved

- Next incremental number will be shown
- Fees and Tax amount Payable will be shown
- System redirects the Dealer to SBI Internet Banking portal

### SBI's internet banking portal

- User ID and password provided by SBI to be entered
- Total amount Payable will be shown at SBI portal
- Payment to be confirmed at SBI portal

### After confirmation of payment

- Dealer is redirected to Transport Department portal
- Payment confirmation done after receipt of data from SBI

# Step VI – proceed to payment (SBI Internet Banking)

### Registration No Allocation

Registration No : **PB12 - ME - 0114**

The displayed regn no is an automatic sequential no.

### Payment Details

Owner Name : SHYAM GUPTA	Department Fees Amount : 60
Fees Head : 0041-00-1010762	Smart Card Fees Amount : 200
Smart Card Fees Head : 0041-00-8000977	Tax Amount : 1800
Life Time Tax Head : 0041-00-1020871	Special No Fees Amount : 0
Series Fees Head : 0041-00-1010762	Total Transaction Amount : <b>2060</b>

Add To Cart

\*Please make payment within 2 days otherwise allotted registration no will be released.

# Step VI – proceed to payment (SBI Internet Banking)

Login

01-Jul-2011 [12:38 PM IST]

User Name \*

Password \*

Enable Virtual Keyboard

#### Online Virtual Keyboard

_	&	(	~	^	+	#	%	*	\$	@	)	!
`	1	3	8	0	7	5	2	9	4	6	-	=
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g	a	f	d	s	j	l	h	k	]	/	\	[
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CAPS LOCK						CLEAR			.	,	?	

[Trouble logging in](#) | [FAQ](#) | [About Phishing](#)

[Click here](#) to abort this transaction and return to the State Transport Authority, Government of Orissa site.



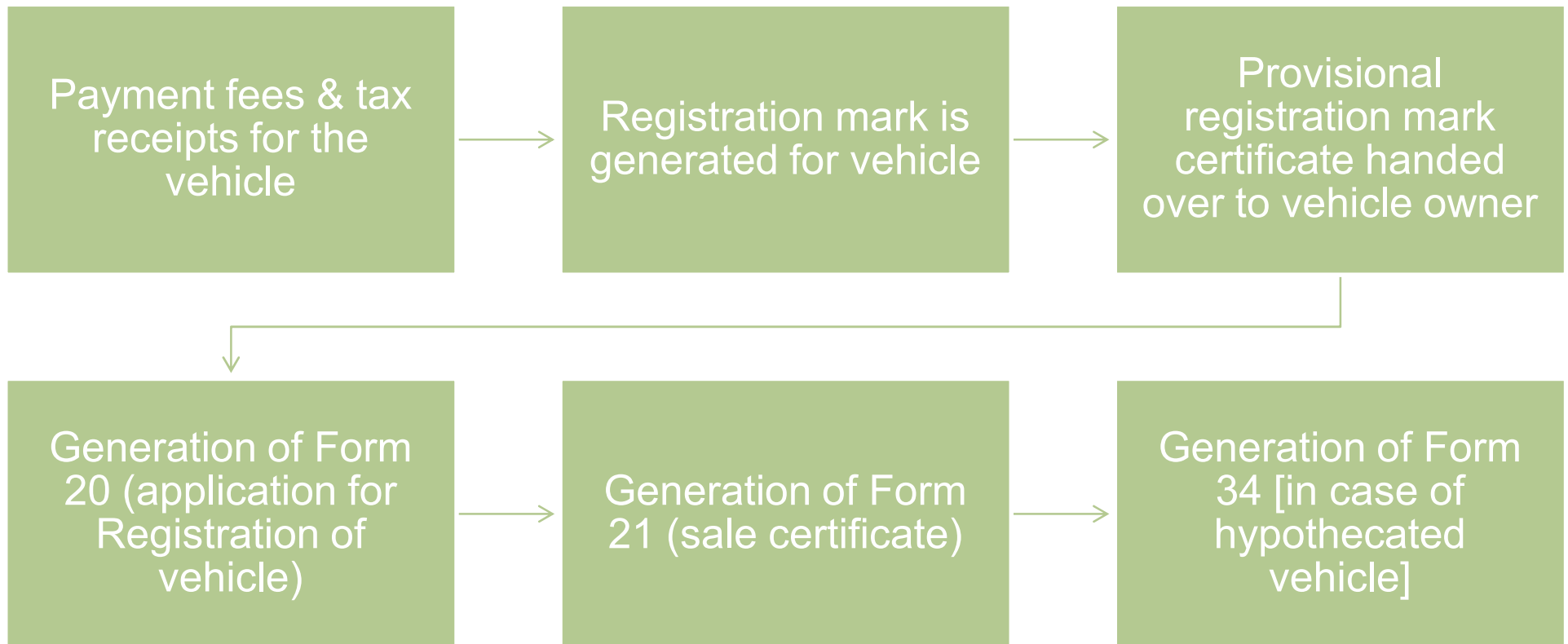
This site uses highly secure 256-bit encryption certified by VeriSign.

**Disclaimer:** The privity of contract is between you and the service provider. Bank is only facilitating a payment mechanism and is not responsible for any deficiency in service by the service provider.



- ❖ Mandatory fields are marked with an asterisk (\*)
- ❖ Do not provide your username and password anywhere other than in this page
- ❖ Your user name and password are highly confidential. Never part with them. SBI will never ask for this information.

# Post Payment confirmation





## Physical documents to respective DTO

### List of documents to be sent

- Form 20 (application for Registration)
- Form 21 (Sale certificate)
- Form 22 (Road worthiness certificate)
- Address proof of the owner
- Copy of vehicle insurance policy / cover note
- Address proof at which vehicle is to be registered
- Form 34 duly signed by owner & financier (in case of financed vehicle)
- Receipt for the one time road tax & fee for registration
- PAN Card or ITR Form 60 & 61 (as applicable)
- Dealer invoice along with manufacturer invoice

## At District Transport Office

Verification &  
Authorization



Physical documents  
verification



Digital record verified  
against received documents

Approval &  
generation of RC



Digital record approved by  
DTO



Registration Certificate  
Generated



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**END OF  
PRESENTATION**