

MANUAL – (6)

CATEGORIES OF DOCUMENTS

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

I. Establishment Section:

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

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

- 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 Licencee (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 Licencee

- 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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