

Temporary Registration (CRTEMP) - RTO Premises Work Flow for both Non-Transport and Transport category Vehicles

Temporary registration (CRTEMP) can be done in RTO premises and also from dealers premises as well. Following is the workflow for RTO Premises registration.

Users may follow the steps given below for the temporary registration of motor vehicles.

1. **Application Inward (Data Entry)**
2. **Temporary Registration - Fees Collection**
3. **Data Verification**
4. **Data Approval and Allocation of Temporary Registration Mark.**
5. **Temporary RC Print**

Step 1 > Application Inward

Application Inward is basically data entry of the vehicle and owner details. It can be done using RTO login credentials or by the automobile dealers using Dealer Point Registration module. RTO System administrator can create login credentials for all dealers under his jurisdiction.

In both the cases, vehicle technical information is readily made available from the homologation portal of vehicle manufacturers. Dealer or RTO authority only has to enter owner details, hypothecation details and insurance details.

Application inward is supposed to be done by data entry clerk at RTO and by data entry operator in the dealer's premises and should have privileges of the application inward entry.

The screenshot displays the Vahan e-Governance application interface. At the top, there are navigation links: Home, Know Your MV Tax, and Online Cash Payment. The main header reads "THE INTEGRATED SOLUTION FOR VEHICLE REGISTRATION". Below this, the Vahan logo is shown alongside a descriptive paragraph about the application's purpose and history. On the right side, there is a "Login" form with fields for "User ID" (containing "stest2"), "Password" (masked with dots), and "Enter Verification Code" (containing "98383"). A "Login" button is positioned below the verification code field. The footer includes security logos (256 BIT SECURE, Norton SECURED), copyright information (Copyright ©2015), and the National Informatics Centre logo.

Once you are logged into the system, you need to select assigned office and ACTION to be carried out.

For Application inward, select the menu option ‘**TEMP-REGN-APPL**’ and click on button ‘**Show Form**’

Select ‘**Registration Type**’ as ‘**Temporary Registration**’ from dropdown, and then enter ‘**Chassis Number**’ and ‘**Engine Number**’ (Last 5 Chars) as given below.

After this, click on the button ‘**Get Details from Homologation Portal**’. This will take you to a new page, where you have to enter owner details, hypothecation and insurance details.

The form with **Owner Details**, **Vehicle Details** and **Hypothecation/Insurance Information** will be shown as given below. Please click on respective tab to enter details.

The screenshot displays the e-Vahan web application interface for vehicle registration. The top navigation bar includes 'Home', 'Report', 'Update Profile', and 'Logout' options. The main form is titled 'Chassis/Engine Number' and contains the following fields:

- Registration Type: Temporary Registration
- Chassis No: RPE12345
- Engine No (Last 5 Chars): 12345

Below this is a 'Get Details from Homologation Portal' button. The form is divided into three tabs: 'Owner Details', 'Vehicle Details', and 'Hypothecation/Insurance Information'. The 'Owner Information' section includes:

- Registration Type: Temporary Registration
- Purchase/Delivery Date: 22-Aug-2016
- Owner Name: RAHUL JADHAV
- Temp Registration Purpose: Other RTO within Same State
- State To: Maharashtra
- Office To: PUNE
- Ownership Type: INDIVIDUAL
- Son/Wife/Daughter of: SUSHANT
- Ownership Serial: 1

The 'Owner Identification/Contacts Details' section includes:

- Owner Category: GENERAL
- Mobile No: 3287446283
- Email ID: [Empty]
- PAN No: [Empty]
- Aadhar No: [Empty]
- Passport No: [Empty]
- Ration Card No: [Empty]
- Voter ID: [Empty]
- DL No: [Empty]

Below this are sections for 'Current Address' and 'Permanent Address'. Both sections have fields for House No. & Street Name, Village/Town/City, Landmark/Police Station, State, District, and PIN Code. The Permanent Address section has a checked checkbox for 'Same as Current Address'.

At the bottom of the form are 'Save' and 'Back' buttons.

If vehicle data is not available on Homologation portal, dealer is not allowed to register that motor vehicle. At the same time, in such cases, where vehicle data is not available on homologation portal, same can be registered using RTO login credentials and in this case system will allow entering vehicle technical details.

You can enter all these details as given below. Text with * (Star) mark is mandatory for entry.

If advance registration number is booked for this vehicle, select YES and this will ask you to enter advance registration number receipt. Please ensure to enter (attach) this receipt, in order to avoid allocation of wrong (Currently running) registration number.

Form information below is divided in three parts.

- Owner Details

- Vehicle Details
- Hypothecation / Insurance Details.

Please enter owner details as given below. If Current Address of owner is same as that of permanent address then just fill the Current Address and Click on check Box (**Same as Current Address**).

After Filling **Owner details**, click on **Vehicle details** tab.

Please enter vehicle details as given below, if required.

The screenshot shows the 'e-Vahan' web application interface. At the top, there is a navigation bar with 'Home', 'Report', and 'Update Profile' options. The main content area is titled 'Chassis/Engine Number' and contains fields for 'Registration Type' (Temporary Registration), 'Chassis No.' (RPE12345), and 'Engine No. (Last 5 Chars)' (12345). Below this is a 'Get Details from Homologation Portal' button.

The 'Owner Details' tab is selected, and the 'Vehicle Information' section is expanded. It contains the following fields:

- Maker:** MARUTI SUZUKI INDIA LTD
- Maker Model:** MARUTI S-CROSS 1.6 DELTA
- Dealer:** BHAVNA AUTOMOBILS, NAVI MUMBAI
- Chassis No.:** RPE12345
- Vehicle Type:** Non-Transport
- Vehicle Class:** Motor Car
- Vehicle Category:** LIGHT MOTOR VEHICLE(NT)
- Fuel:** DIESEL
- Engine No.:** 12345
- Seating Capacity:** 5
- Standing Capacity:** 0
- Sleeper Capacity:** 0
- No of Cylinders:** 4
- Unladen Weight (Kg.):** 1250
- Laden Weight (Kg.):** 1740
- Horse Power:** 118.01
- Norms:** BHARAT STAGE IV
- Purchase As:** Fully Built
- Color:** RED
- Wheelbase:** 2600
- Cubic Capacity:** 1598.0
- Floor Area(sq. m):** 0.0
- AC Fitted:** NO
- Audio Fitted:** NO
- Video Fitted:** NO
- Manufacture Month:** 1
- Manufacture Year:** 2016
- Length(mm):** 0
- Width(mm):** 0
- Height(mm):** 0
- Garage's Address:** (Empty)
- Annual Income:** (Empty)
- Sale Amount:** 1252000
- Other Criteria:** Not Applicable
- Imported Vehicle:** No
- Body Type:** RIGID (PASSENGER CAR)

At the bottom of the form, there is a 'Tax Mode Details' table:

Tax Mode Details	
Tax Type	Tax Mode
MV Tax	LIFE TIME
Environment Tax	LumSum Five Year

Buttons for 'Save' and 'Back' are located at the bottom of the form.

After Filling **Vehicle details**, click on **Hypothecation/Insurance Information** Tab.

Please enter hypothecation details and or insurance details as given below.

If vehicle is hypothecated, you have to check the box **IS VEHICLE HYPOTHICATED?**
After this check, system will allow you to enter hypothecation details, otherwise not.

After filling Hypothecation and Insurance details, click on **SAVE** button, you will receive Confirmation Alert box. Click on **‘Yes’**, if really want to save.

After confirmation, system will ask for the confirmation of sale amount, vehicle category, and vehicle class and vehicle type as given below.

Sr.No	Category	Value
1.	Sale Amount	1252000
2.	Vehicle Category	LIGHT MOTOR VEHICLE(NT)
3.	Vehicle Class	Motor Car
4.	Vehicle Type	Non-Transport

If data entered is correct in all respect then confirm the same to save this application inward entry of temporary registering vehicle.

This will also show message of successful application generation.

Generated Application No

Application generated successfully. Application No. :MH1608000000965

Step 2 > Registration Fee Collection

The user having authority to collect fees and taxes (Cashier) need to log into the system for collecting fees payment.

Once you login, enter **Last 10 characters** of application number or select **Pending Appls Last 30 Days** radio button and click on ‘**Get Pending work**’ Button.

Select Assigned Office & Action

Select Assigned Office:

Select Action:

Get Pending Work

Application No
 Old Software Appl No
 Registration No
 Pending Appls Last 30 Days

Previous 30 Days Pending Appls **ing Work(S) For The Selected Office [VASHI (NEW MUMBAI)]**
From [24-Jul-2016] To [22-Aug-2016]

Sr.No	Application No	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH1608000000965	22-Aug-2016	TEMPREG	Temporary Registration		2	<input type="button" value="TEMP-REGN-FEE"/>

Click on ‘**TEMP-REGN-FEE**’ button to view the fee form and then click on **SAVE** button for payment.

NEW VEHICLE FEE / TAX COLLECTION				Current Receipt No	
				MH43R160800000	
Vehicle No: TEMPREG		Application No: MH16080000000965			
Fee Collection Information		Owner Information		Vehicle Information	
Owner Name: RAHUL JADHAV Chassis No: RPE12345		Son/Wife/Daughter of: SUSHANT Engine No: 12345 (TEMPORARY REGISTERED VEHICLE) Vehicle: (Non-Transport) Motor Car (LMV) (DIESEL) Sale Amount: Rs. 1252000/- (Purchase Date: 22-Aug-2016)			
Fee Selection Panel					
S.No.	Description	Fee Amount	Fine Amount	Total Amount	
1.	Temporary Registrar	200	0	200	+ -
Grand Total:		200	0	200	
TOTAL PAYABLE AMOUNT: Rs. 200/-					
Payment Collection Panel					
Select Payment Mode:					
Cash					
Save		Back		Revert Back For Rectification	

The confirmation alert box will be shown as below click on ‘**Confirm Payment**’ to confirm the payment.

Do You Want to Continue?

Total Amount to paid in Cash

In Rupees: 200

✓ Confirm Payment


✕ Cancel

After this, payment receipt is generated as shown below. Print the receipt.

Department Copy

GOVERNMENT OF MAHARASHTRA

**Motor Vehicle Department
VASHI (NEW MUMBAI),MH**



RECEIPT/APPL No: MH43R16080000063/MH1608000000965
 Vehicle Class: Motor Car
 Received From: RAHUL JADHAV
 Date: 22-Aug-2016
 Vehicle No: TEMPREG Chassis No: RPE12345


Particular	Amount	Penalty	Total
Temporary Registration	200	0	200
GRAND TOTAL (in Rs): 200/- (TWO HUNDRED ONLY)			

Note--This is computer generated slip, no need of signature. ALL ROLES

Customer Copy

GOVERNMENT OF MAHARASHTRA

**Motor Vehicle Department
VASHI (NEW MUMBAI),MH**



RECEIPT/APPL No: MH43R16080000063/MH1608000000965
 Vehicle Class: Motor Car
 Received From: RAHUL JADHAV
 Date: 22-Aug-2016
 Vehicle No: TEMPREG Chassis No: RPE12345

Particular	Amount	Penalty	Total
Temporary Registration	200	0	200
GRAND TOTAL (in Rs): 200/- (TWO HUNDRED ONLY)			

Note--This is computer generated slip, no need of signature. ALL ROLES

Step 3 > Data Verification

Data entered by the data entry operator in step 1 need to be verified by the RTO authority. User having data verification privileges need to login for data verification. Data entered into the system is expected to cross checked with the records on original papers submitted by the vehicle owner for temporary registering his vehicle.

Once you login, enter Last 10 characters of application number or select **Pending Appls Last 30 Days** radio button and click on ‘**Get Pending work**’ Button.

Select Assigned Office & Action

Select Assigned Office:

Select Action:

Get Pending Work

Application No
 Old Software Appl No
 Registration No
 Pending Appls Last 30 Days

Application No:

Part 1 (First Six Chars) Part 2 (Next Ten Chars)

Sr.No	Application No ↕	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH1608000000965	22-Aug-2016	TEMPREG	Temporary Registration		3	<input type="button" value="TMP-RC-VERIFICATION"/>

Click on ‘**TMP-RC-VERIFICATION**’ button, to verify the desired application. This will display entire application details. Verify these details and click on ‘**File Movement**’ button to forward the application for final approval.

The screenshot displays the 'e-Vahan' portal interface. At the top, there is a navigation bar with 'Home', 'Report', and 'Update Profile' options, along with a user welcome message and a 'Logout' button. The main content area is titled 'Chassis/Engine Number' and contains the following fields:

- Registration Type: Temporary Registration
- Chassis No: RPE12345
- Engine No (Last 5 Chars): 12345

A 'Get Details from Homologation Portal' button is located below these fields. Below this, there are three tabs: 'Owner Details', 'Vehicle Details', and 'Hypothecation/Insurance Information'. The 'Owner Information' section includes:

- Registration Type: Temporary Registration
- Purchase/Delivery Date: 22-Aug-2016
- Owner Name: RAHUL JADHAV
- Temp Registration Purpose: Other RTO within Same State
- State To: Maharashtra
- Office To: PUNE
- Ownership Type: INDIVIDUAL
- Son/Wife/Daughter of: SUSHANT
- Ownership Serial: 1

The 'Owner Identification/Contacts Details' section contains:

- Owner Category: GENERAL
- Mobile No: 3287446283
- Email ID: [Empty]
- PAN No: [Empty]
- Aadhar No: [Empty]
- Passport No: [Empty]
- Ration Card No: [Empty]
- Voter ID: [Empty]
- DL No: [Empty]

The 'Current Address' and 'Permanent Address' sections are identical, with a checkbox for 'Same as Current Address' checked. Both sections include:

- House No. & Street Name: FC ROAD
- Village/Town/City: WASHI
- Landmark/Police Station: [Empty]
- State: Maharashtra
- District: Thane
- PIN Code: 327542

At the bottom of the form, there are 'Save' and 'Back' buttons.

Step 4 > Data Approval

This is the last step of temporary vehicle registration process. The user having authority to approve the temporary registration should log into the system.

Once you login, enter last 10 characters of application number or select ‘**Pending Appls Last 30 Days**’ radio button and click on ‘**Get Pending work**’ Button to get all pending applications for the approval.

Select Assigned Office & Action

Select Assigned Office:

Select Action:

Get Pending Work

Application No
 Old Software Appl No
 Registration No
 Pending Appls Last 30 Days

Application No:

Part 1 (First Six Chars) Part 2 (Next Ten Chars)

Sr.No	Application No	Application Date	Vehicle No	Purpose	Last Remark	Movement Sr.No	Action
1.	MH16080000000965	22-Aug-2016	TEMPREG	Temporary Registration		4	<input type="button" value="TMP-RC-APPROVAL"/>

Click on ‘**TMP-RC-APPROVAL**’ button, to approve the desired application. This will display entire application details. Click on ‘**File Movement**’ button for number allocation.

After approval, system will navigate you on the home page.

The system will generate Temporary Registration Number as shown below.

Temp Registration No MH/43/TMP/2016/13 generated against Application No MH16080000000965

✖ HSRP
✖ Smart Card
✔ Cash Counter

Select Assigned Office & Action

Select Assigned Office:

Select Action:

Get Pending Work

Application No
 Old Software Appl No
 Registration No
 Pending Appls Last 30 Days

Application No:

Part 1 (First Six Chars) Part 2 (Next Ten Chars)

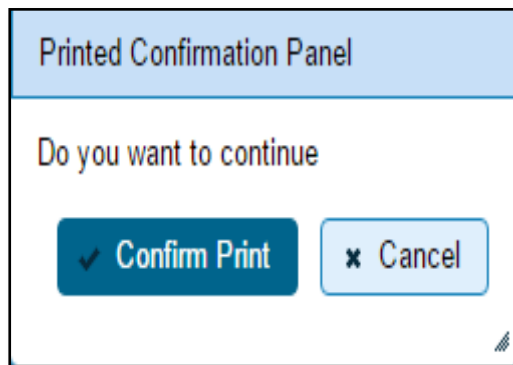
Step 5 > Temporary RC Printing

After Approval, you can print temporary registration certificate of the vehicle. For this you need to login with user having duty of RC-PRINTING. On home page select **Assigned Office** and **Action as TMP-RC-PRINT** and click on **Show Form** button.

This will display, the list of all RC’s pending for printing. You can print RC either by entering the application number or Registration Number. Select Check boxes of the applications for which RC is to be printed. You can print multiple RC’s at a time by multiple selections.

Sl.No	Application No	Registration No	Select To Print RC
1	MH1608000000965	MH/43/TMP/2016/13	<input type="checkbox"/>

The Alert box will be shown for printing confirmation. Click on **Confirm Print** button for RC printing.



This will generate RC on the screen as shown below, which you can print.

GOVERNMENT OF MAHARASHTRA	
Motor Vehicle Department	
VASHI (NEW MUMBAI) ,MAHARASHTRA	
TEMPORARY CERTIFICATE OF REGISTRATION	
Temporary Registration Mark	MH43/TMP/2016/13
Owner Name	RAHUL JADHAV
Son/wife/daughter of	SUSHANT
Address	FC ROAD, WASHI, THANE-MAHARASHTRA-327542
Description of Vehicle	
Class of Vehicle	MOTOR CAR
Maker's Name	MARUTI SUZUKI INDIA LTD
Type of Body	RIGID (PASSENGER CAR)
Seating Capacity	5
Colour	RED
Engine Number	12345
Chassis Number	RPE12345
Place where Vehicle shall be Permanently Registered	PUNE Maharashtra
Note : The Motor Vehicle above described is Hire-Purchase/Lease Agreement/Hypothecation in favor of .	
Under the provisions of section 43 of the Motor Vehicles Act 1988, the vehicle described above has been temporarily registered by me and the registration is valid from 22-Aug-2016 to 21-Sep-2016	
Fee Paid Details:	
Fees - Rs 200 /- VDE CH No MH43R16080000063 Dated 22-Aug-2016	
Tax Paid Details:	
Printed on: 22-Aug-2016 12:19:58	
Speciman Signature of the Owner	Signature of Registering Authority