

Alteration of Vehicle

Process Flow of Alteration of Vehicle

➤ Step 1 Home Page: Enter Vehicle Registration Number

Applicant Enter the Vehicle Registration number to avail “Alteration of Vehicle” service. And move the application to next stage.

The screenshot displays the Vahan Citizen Services web portal. At the top, it features the Ministry of Road Transport & Highways (MoRTH) logo and the National Informatics Centre (NIC) logo. The main header includes the text "MINISTRY OF ROAD TRANSPORT AND HIGHWAYS Government of India". A navigation menu contains links for Home, Appointment, Status, Cart Related, Other Services, User Manual, FAQ, Contact Us, and General Instruction. A red banner below the menu states: "Different sets of Vahan Online Services have been implemented by different states/ RTOs at present".

The central content area is titled "Vahan Citizen Services" and features a form for entering the "Vehicle Registration Number". The input field contains "XXXXXXXX" and a "Proceed" button is located below it. To the left of the form, a "General Instructions for availing Vahan Services" sidebar lists the following steps:

3. Enter Chassis Number and Mobile Number.
4. Enter the OTP received and Click on Show details.
5. Enter further details as per the form displayed.
6. Click Submit and then Confirm and Make Payment
7. Once Payment Done, Print Receipt.
8. Book Appointment (if applicable) to visit RTO for verification process
9. Visit to Respective RTO with required documents except for the services Pay your tax, RC Particulars

A "Note" section below the form states: "Different sets of Vahan Online Services have been implemented by different states/ RTOs at present" and "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 of the page includes security logos for "256 BIT SECURE" and "Norton SECURED", the text "This Website belongs to Ministry of Road Transport & Highways (MoRTH) Government of India", and the "NIC NATIONAL INFORMATICS CENTRE" logo.

➤ Step 2 Click on Proceed button

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

The screenshot shows the Vahan Citizen Services website interface. At the top, there is a header for the Ministry of Road Transport & Highways (MORTH) and National Informatics Centre (NIC). The main content area features a large blue banner with the text "Vahan Citizen Services" and a form with a "Proceed" button highlighted in red. A note below the form states: "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)".

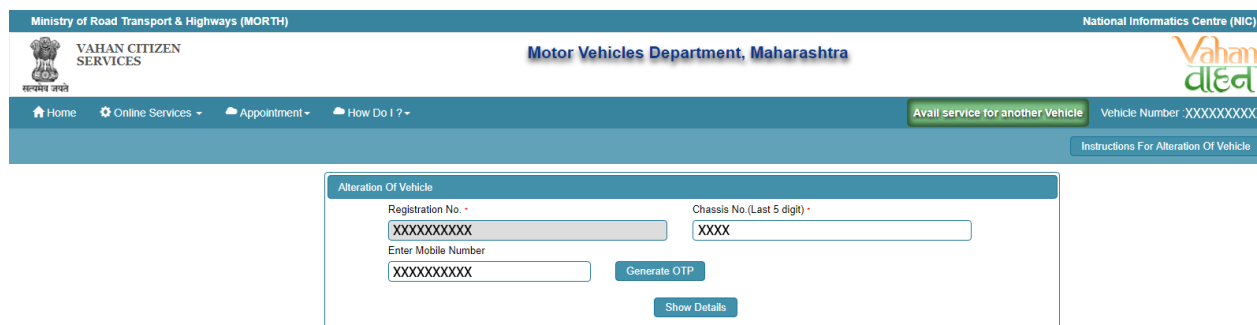
➤ Step 3 To Avail Application "Alteration of Vehicle"

Applicant selects the "Alteration of Vehicle" service from the drop down "Online Services" menu.

The screenshot shows the Vahan Citizen Services website interface for the Motor Vehicles Department, Maharashtra. The "Online Services" menu is open, and the "Alteration of Vehicle" option is highlighted with a red box. The menu also includes options like "Pay Your Tax", "Misc (Transfer of Ownership, Change of Address, Hypothecation [Addition/Continuation/Termination], Duplicate RC)", "Application for Fitness Certificate", "Pay Balance Fees Fine", "Duplicate Fitness Certificate", "Renewal of Registration", "Conversion Of Vehicle", "Re-Assignment Of Vehicle", and "Application for No Objection Certificate".

➤ Step 4 Enter Chassis Number and Mobile Number

Now, after selecting “Alteration of Vehicle”, service applicant has to fill Chassis number and mobile number.



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

VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEd

Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number :XXXXXXXXX Instructions For Alteration Of Vehicle

Alteration Of Vehicle

Registration No. : XXXXXXXXXXXX Chassis No. (Last 5 digit) : XXXX

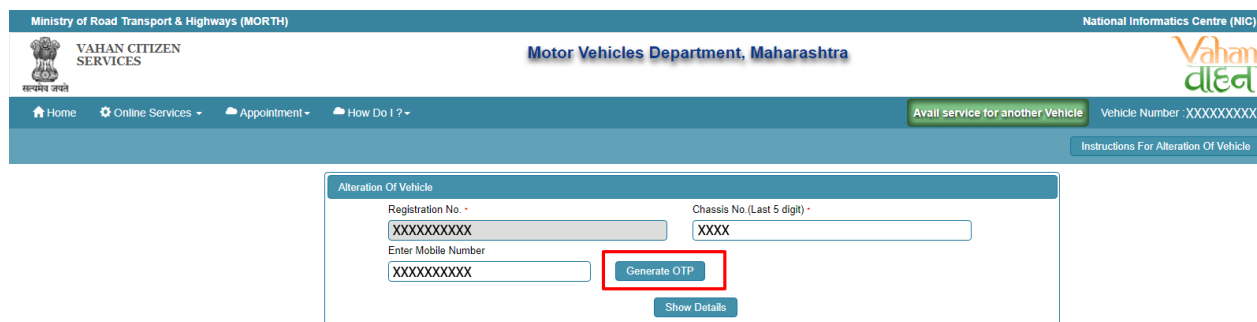
Enter Mobile Number : XXXXXXXXXXXX

Generate OTP

Show Details

➤ Step 5 Click on Generate OTP

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



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

VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEd

Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number :XXXXXXXXX Instructions For Alteration Of Vehicle

Alteration Of Vehicle

Registration No. : XXXXXXXXXXXX Chassis No. (Last 5 digit) : XXXX

Enter Mobile Number : XXXXXXXXXXXX

Generate OTP

Show Details

➤ Step 6 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 'Alteration Of Vehicle' form on the Vahan Citizen Services portal. The form includes fields for 'Registration No.' (XXXXXXXXXX), 'Chassis No. (Last 5 digit)' (XXXX), and 'Enter Mobile Number' (XXXXXXXXXX). A 'Re-Generate OTP (Last Chance)' button is visible. A pop-up alert box in the foreground states: 'Alert: OTP has been generated and sent to Mobile No: XXXXXXXXXXXX'. The portal header includes the Ministry of Road Transport & Highways (MORTH), National Informatics Centre (NIC), and Motor Vehicles Department, Maharashtra. The Vahan dEed logo is also present.

➤ Step 7 Enter Generated OTP

Applicants enter the received OTP as given below.

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

VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEa

Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number :XXXXXXXXX Instructions For Alteration Of Vehicle

Alteration Of Vehicle

Registration No. : XXXXXXXXXXXX Chassis No. (Last 5 digit) : XXXX

Enter Mobile Number : XXXXXXXXXXXX Re-Generate OTP (Last Chance)

Enter OTP : XXXX

Show Details Reset

➤ Step 8 Clicks on Show Details

Click on the show details button to proceed further.

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

VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEa

Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number :XXXXXXXXX Instructions For Alteration Of Vehicle

Alteration Of Vehicle

Registration No. : XXXXXXXXXXXX Chassis No. (Last 5 digit) : XXXX

Enter Mobile Number : XXXXXXXXXXXX Re-Generate OTP (Last Chance)

Enter OTP : XXXX

Show Details Reset

➤ Step 9 Vehicle Details: Application Data Entry

Now, Verify the Vehicle details, Select the required application to which applicant want to apply. Now filled the all details required by the application form as given below.

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

VAHAN CITIZEN SERVICES

सयमसं जयते

Motor Vehicles Department, Maharashtra

Vehicle Number : XXXXXXXXXXXX

[Home](#)
[Online Services](#)
[Appointment](#)
[How Do I ?](#)

Avail service for another Vehicle

Instructions For Alteration Of Vehicle

Vehicle No. XXXXXXXXXXXX

Vehicle Details

Owner Details

Insurance Details

Vehicle Alteration

Chassis No - XXXXXXXXXX	Vehicle Class XXXXXXXXXXXX	Vehicle Category XXXXXXXXXXXX
Engine No - XXXXXXXXXX	Body Type - XXXXXXXXXXXX	Seating Capacity - X
Standing Capacity - 0	Sleeper Capacity - XXX	No of Cylinders - X
Unladen Weight (Kg.) - XXX	Laden Weight (Kg.) - XXX	Horse Power XXXX
Fuel - PETROL	Color - XXX	Wheelbase XXXX
Cubic Capacity - XXX	Fitness Date(upto) XX-XX-XXXX	AC Fitted - NO
Audio Fitted - NO	Video Fitted - XXX	Height(mm) XXXX
Length(mm) XXX	Width(mm) XXX	

Fee Panel

S No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXXXXXXXX	XXXX	0.0	XXXX
Grand Total:		XXXX	0.0	XXXX

Total Payable Amount (In Rs): XXXX

Payment

Reset

➤ Step 10 Verify the Owner Details

Now, verify the owner details

Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)
VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEd

Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number : XXXXXXXXXX

Vehicle No. XXXXXXXXXX Instructions For Alteration Of Vehicle

Vehicle Details **Owner Details** Insurance Details

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.) XXXXXXXXXX
Laden Weight (Kg.) XX	Seating Capacity XX	Manufacture Year XX
Sleeper Capacity XX	Standing Capacity XX	Chassis No XX
Registration Date XX-XX-XXXX	Vehicle Type XXXXXXXXXX	Vehicle Category XXXXXXXXXX
Fitness Valid Upto XX-XX-XXXX		

Fee Panel

S.No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXXXXXXXX	XXXX	0.0	XXXX
Grand Total:		XXXX	0.0	XXXX

Total Payable Amount (In Rs): XXXX

Payment Reset

➤ Step 11 Verify the Insurance Details

Verify insurance details, Edit if insurance expire.

Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)
VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEd

Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number : XXXXXXXXXX

Vehicle No. XXXXXXXXXX Instructions For Alteration Of Vehicle

Vehicle Details Owner Details **Insurance Details**

Insurance Details

Insurance Type - XXXXXXXXXX	Insurance Company - XXXXXXXXXX	Policy No - XXXXXXXXXX
Insurance from (DD-MMM-YYYY) - XX-XX-XXXX	Insurance upto (DD-MMM-YYYY) - XX-XX-XXXX	Insurance Declared Value - XXXXX

*Declaration: Insurance details entered by me here are correct

Fee Panel

S.No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXXXXXXXX	XXXX	0.0	XXXX
Grand Total:		XXXX	0.0	XXXX

Total Payable Amount (In Rs): XXXX

Payment Reset

➤ Step 12 Application Payment

Now click on payment button to proceed the online payment through payment gateway.

Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)
VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEaT
Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number : XXXXXXXXX
Vehicle No. XXXXXXXXXX Instructions For Alteration Of Vehicle

Vehicle Details Owner Details Insurance Details

Insurance Details

Insurance Type - XXXXXXXXXX Insurance Company - XXXXXXXXXX Policy No - XXXXXXXX
Insurance from (DD-MMM-YYYY) - XX-XXX-XXXX Insurance upto (DD-MMM-YYYY) - XX-XXX-XXXX Insurance Declared Value - XXXX
*Declaration: Insurance details entered by me here are correct

Fee Panel				
S.No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXXXXXXXX	XXXX	0.0	XXXX
Grand Total:		XXXX	0.0	XXXX

Total Payable Amount (In Rs): XXXX

Payment Reset

➤ Step 13 Successful Message Box Appear

Confirm to move the application to next stage.

Ministry of Road Transport & Highways (MORTH) National Informatics Centre (NIC)
VAHAN CITIZEN SERVICES Motor Vehicles Department, Maharashtra Vahan dEaT
Home Online Services Appointment How Do I ? Avail service for another Vehicle Vehicle Number : XXXXXXXXX
Vehicle No. XXXXXXXXXX Instructions For Alteration Of Vehicle

Vehicle Details Owner Details Insurance Details

Insurance Details

Insurance Type - XXXXXXXXXX Insurance Company - XXXXXXXXXX Policy No - XXXXXXXX
Insurance from (DD-MMM-YYYY) - XX-XXX-XXXX Insurance upto (DD-MMM-YYYY) - XX-XXX-XXXX Insurance Declared Value - XXXX
*Declaration: Insurance details entered by me here are correct

Fees Collection Details

Do you want to continue

Total Fees in Rupee : XXXX

Confirm Payment Cancel

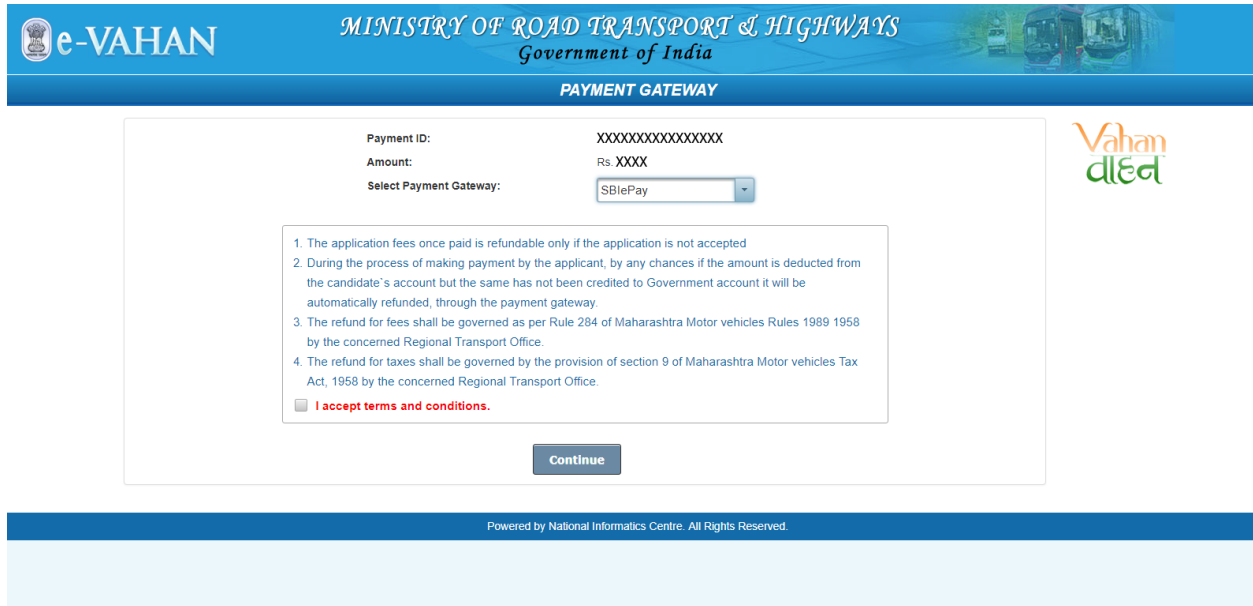
Fee Panel				
S.No.	Description	Fee Amount	Fine Amount	Total Amount
1.	XXXX	XXXX	0.0	XXXX
Grand Total:		XXXX	0.0	XXXX

Total Payable Amount (In Rs): XXXX

Payment Reset

➤ Step 14 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 header with the e-VAHAN logo, the text "MINISTRY OF ROAD TRANSPORT & HIGHWAYS Government of India", and a "PAYMENT GATEWAY" title. Below the header, there is a form with the following fields:

- Payment ID: XXXXXXXXXXXXXXXX
- Amount: Rs. XXXX
- Select Payment Gateway: SBlePay (selected)

Below the form, there is a list of terms and conditions:

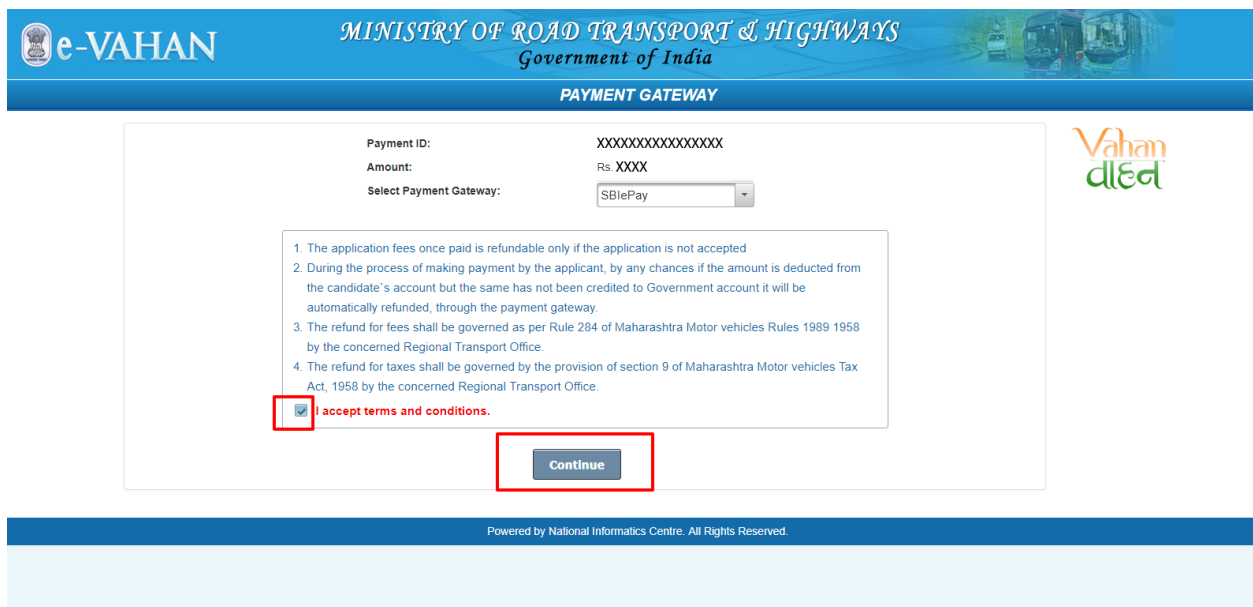
1. The application fees once paid is refundable only if the application is not accepted
2. During the process of making payment by the applicant, by any chances if the amount is deducted from the candidate's account but the same has not been credited to Government account it will be automatically refunded, through the payment gateway.
3. The refund for fees shall be governed as per Rule 284 of Maharashtra Motor vehicles Rules 1989 1958 by the concerned Regional Transport Office.
4. The refund for taxes shall be governed by the provision of section 9 of Maharashtra Motor vehicles Tax Act, 1958 by the concerned Regional Transport Office.

At the bottom of the terms and conditions, there is a checkbox labeled "I accept terms and conditions." which is currently unchecked. Below the terms and conditions, there is a "Continue" button.

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➤ Step 15 Click on the Checkbox “I accept terms and conditions” and Continue

Now, Accept terms and conditions by selecting the checkbox and then click on “Continue” button.



The screenshot shows the e-VAHAN Payment Gateway interface, similar to the previous one, but with the checkbox "I accept terms and conditions." now checked. The "Continue" button is also highlighted with a red box.

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➤ Step 16 Payment Gateway: Selecting Bank

Now, this will open new page containing list of banks associated with SBlePAY.

22-11-2017

The screenshot displays the SBlePay payment gateway interface. At the top, the SBlePay logo is on the left, and the text 'multiAccountPayout2' is on the right. Below the header, there are two main sections: 'Transaction Details' and 'Payment Details'. The 'Transaction Details' section shows 'Order Number XXXXXXXXXXXXXXXX' and 'Amount XXXX INR + Convenience Fee if applicable will be charged to you.'. The 'Payment Details' section has three options: 'CASH', 'Net Banking' (which is selected), and 'Credit Card'. A message states: '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. There is a dropdown menu for 'Other Banks' with 'SBlePay Test Bank' selected. At the bottom of the dropdown menu are two buttons: 'Proceed' and 'Cancel'. At the very bottom of the page, there are logos for 'Verified by VISA MasterCard SecureCode', 'AMERICAN EXPRESS SafeKey', 'Symantec', and 'PCI DSS'. The footer text reads 'Copyright?2013 State Bank of India. All Rights Reserved' and 'Powered by State Bank Of India.'

➤ Step 17 Proceed further

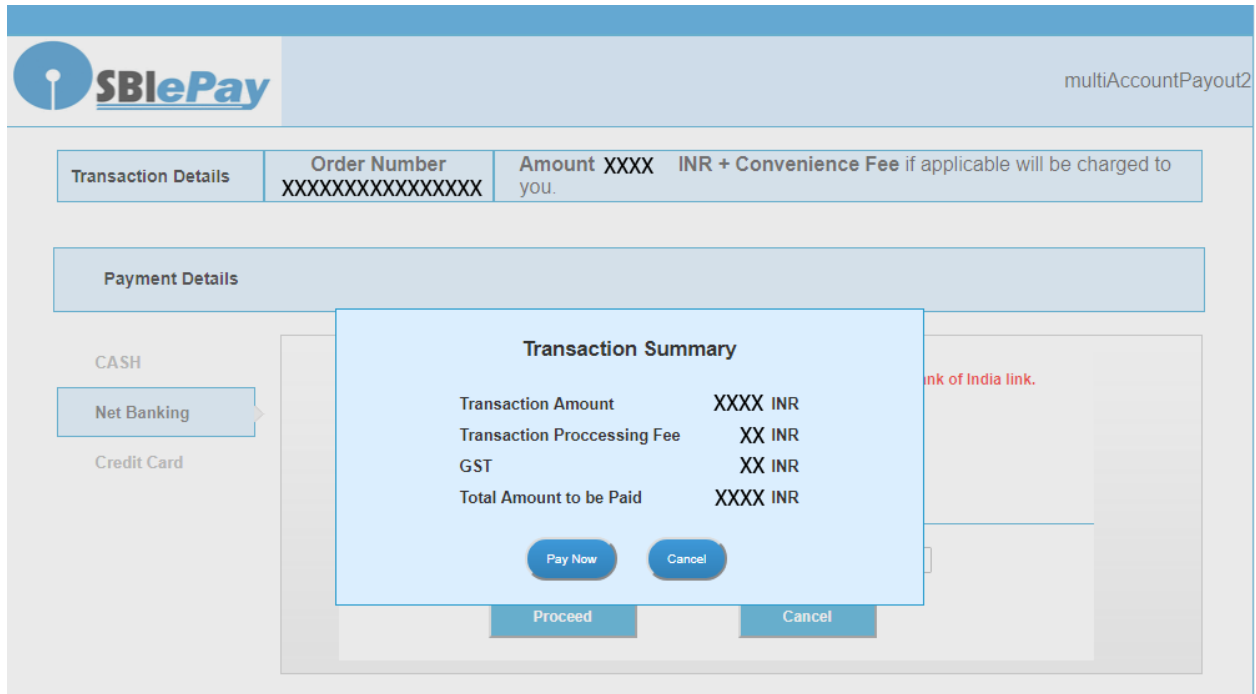
Select your bank and then click on “proceed” button.

22-11-2017

This screenshot is identical to the one above, showing the SBlePay payment gateway interface. The 'Proceed' button in the 'Other Banks' dropdown menu is highlighted with a red rectangular box, indicating the next step in the process.

➤ **Step 18 Proceed further as per the gateway**

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



➤ **Step 19 Proceed Transaction**

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


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

➤ Step 20 Successful Transaction Fee Receipt

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

Customer Copy

E-FEE RECEIPT
Transport Department, Government Of Maharashtra
Registration Authority PUNE, MH



TRANSACTION No./RECEIPT No:	XXXXXXXXXXXXXXXXXXXX/XXXXXXXXXXXXXXXXXXXX	Vehicle Class:	XXXXXX
Owner Name:	XXXXXXXXXX	Receipt Date:	XXXXXXXXXX
Vehicle No:	XXXXXXXXXX	Chassis No:	XXXXXXXXXX

Particular	Amount	Penalty	Total
Alteration of Motor Vehicle	XXXX	0	XXXX

GRAND TOTAL (in Rs): 1500/- (ONE THOUSAND FIVE HUNDRED ONLY)

For further query ,Please go to the zone RTO : PUNE, MH
Note--This is computer generated slip, no need of signature.
Please submit the print copy of all application form along with original RC and other original documents to concerned Dy /Regional Transport Office

-----ALTERATION DETAILS-----

Change Mode	Color	Fuel Desc	Ld_Wt
OLD VALUES	abc	PETROL	0
NEW VALUES	WHITE		XXXX

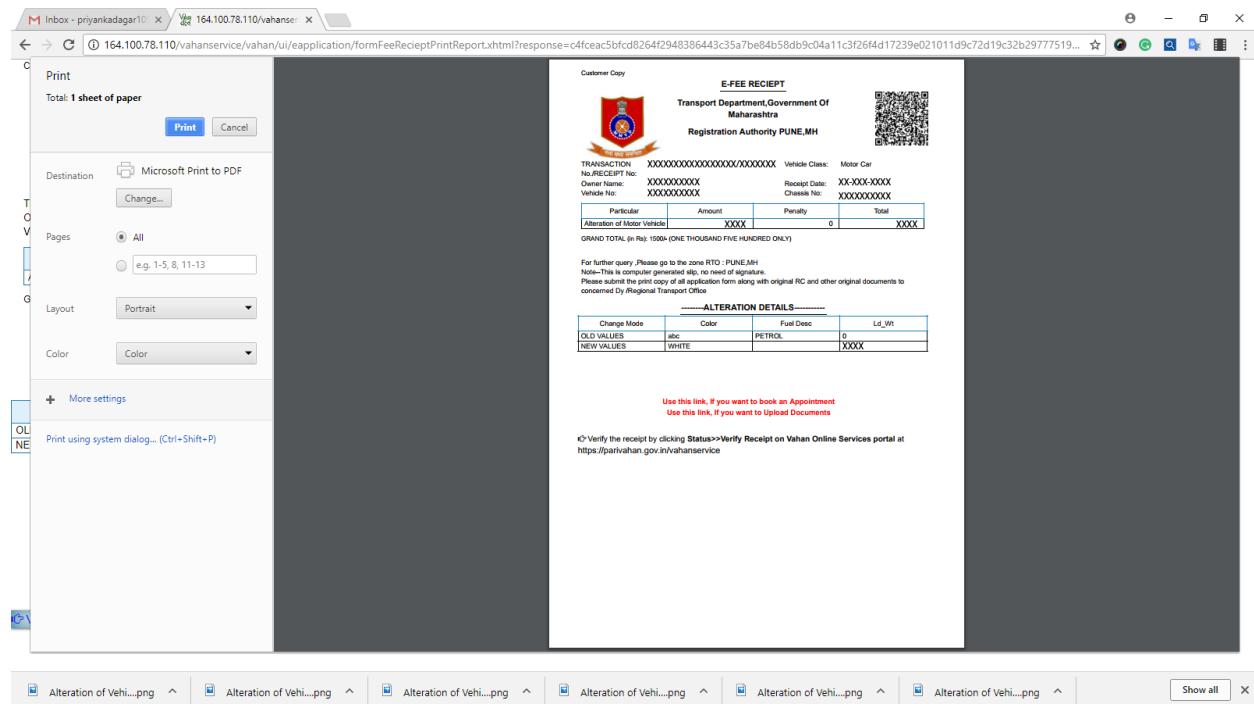
[Home](#) [Print](#) [Print Owner Details](#)

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

Verify the receipt by clicking [Status>>Verify Receipt on Vahan Online Services portal](#) at <https://parivahan.gov.in/vahanservice>

➤ Step 21 Print Application letter

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



The screenshot shows a web browser window with a print dialog box open on the left. The dialog box has the following settings:

- Print: Total: 1 sheet of paper
- Destination: Microsoft Print to PDF
- Pages: All
- Layout: Portrait
- Color: Color

The main content of the browser is the E-FEE RECEIPT document, which is identical to the one shown in Step 20. It includes the Maharashtra Transport Department logo, the receipt details table, the alteration details table, and the QR code.

Thank You