

Sl. No	Description of service	Eligibility of applicant	Forms prescribed	Documents to be enclosed	Fees to be paid	Whom to apply	Competent (sanction/grant) authority	Duration of disposal	Appellate authority
1	2	3	4	5	6	7	8	9	10
8	Transfer of ownership of the vehicle	Owner of the vehicle	i. Form 29 in duplicate. ii. Form 30 in duplicate.	i. Registration certificate. ii. Insurance certificate iii. Address proof. iv. NOC from the Financier if the vehicle held with HP v. Valid tax. vi. Form 28 for other state vehicles	i. M/cyl. Rs. 30/- ii. LMV (NT) Rs. 100/- iii. LMV(Tr) Rs. 150/- iv. MMV Rs. 200/- v. HMV Rs. 300/- imported vehicle Rs. 400/- iv. Imported motor/cyl. Rs. 100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 25/-
9	Re-registration of vehicle	Vehicle owner of the other state vehicle	i. Form 20 ii. Form 27 iii. Form 28	i. Registration certificate. ii. Police certificate	i. M/cyl. Rs. 60/- ii. LMV (NT) Rs. 200/-	RTO/ DTO	RTO/ DTO	3 days	Transport Commissioner, with fee of Rs. 25/-
10	Fitness certificate for Transport vehicle	Transport vehicle owner	Form CFA	i. Registration certificate. ii. Insurance certificate iii. Permit iv. Emission certificate. v. Valid tax.	i. LMV- Rs. 200/- iv. MMV Rs. 300/- v. HMV Rs. 400/-	RTO/ DTO	MVI	Same day	Transport Commissioner, with fee of Rs. 25/-
11	No Objection Certificate	Owner of the vehicle.	Form 28 (in 3 copies)	i. Registration certificate. ii. Insurance certificate iii. Police certificate iv. Valid tax	Rs. 50/-	RTO/ DTO	RTO/ DTO	30 days	Transport Commissioner, with fee of Rs. 25/-
12	Alteration of vehicles	Owner of the vehicle	Form BTA	i. Registration certificate. ii. Insurance certificate iii. Emission certificate. iv. Valid tax.	Rs. 50/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 55/-

Sl. No	Description of service	Eligibility of applicant	Forms prescribed	Documents to be enclosed	Fees to be paid	Whom to apply	Competent (sanction/grant) authority	Duration of disposal	Appellate authority
1	2	3	4	5	6	7	8	9	10
3.	Change of address in registration certificate	Owner of the vehicle	Form 33	i.Registration certificate. ii. Insurance certificate iii. Address proof. iv. NOC from the Financier if the vehicle with HP v. Valid tax	i. Rs. 20/-  ii. Compounding fee for belated application-  a. upto 30 days Rs. 40/- b. upto 60 days Rs. 75/- c. above 60 days Rs. 150/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 25/-
4.	Duplicate Registration certificate	Owner of the vehicle	Form 26	i. Police certificate  ii. Valid tax token.  iii. Insurance certificate  iv. NOC from Financier.	i. M/Cyl - Rs. 30/- ii. LMV(NT) - Rs. 100/- iii. LMV (Tr) - Rs. 150/- iv. MMV - Rs. 200/- v. HMV- Rs. 300/- vi. Imported vehicle(M/Cycle) - Rs. 100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 25/-
5	Endorsing Hire Purchase Agreement	Owner of the vehicle	Form 34 in duplicate	i. Registration certificate ii. Insurance certificate iii. Valid tax	Rs. 100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 25/-
6	Hire-Purchase Termination	Owner of the vehicle	Form 35 in duplicate	i. Registration certificate ii. Insurance certificate iii. NOC from financier. iv. Valid tax.	Rs. 100/-	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 25/-
7	Renewal of registration	On completion of 15 yrs. from the date of original registration of Non-transport vehicles (by the owner)	Form 25	i. Registration certificate ii. Insurance certificate iii. Emission certificate (the registration can be renewed within 60 days before the expiry of the registration). iv. Valid tax	i. M/C Rs. 60/- ii. LMV Rs. 200/- iii. Imported vehicle Rs. 800/- iv. Imported motor/cyl. Rs. 200/- Compounded fee for belated renewal- Rs. 50/- per month.	RTO/ DTO	RTO/ DTO	Same day	Transport Commissioner, with fee of Rs. 25/-