

CIRCULAR NO.05/06

Sub : - Motor Vehicles Dept. - Procedure to be adopted for the disposal of pending applications for assignment of new Registration Marks under section 47 of Motor Vehicles Act Revised instruction issued - Reg.

- Ref : -
1. Circular No. 8/2005 of the Transport Commissioner Thiruvananthapuram, contained in reference No.B2/8278/TC/2002 Dated 07-05-2005.
 2. U.O.Note No.G3/16456/TC/05 dated 11.01.05 From Senior Administrative Officer, Transport Commissionerate, Thiruvananthapuram.

It has come to notice that considerable delay is occurring in disposing off applications for assignment of fresh registration mark for vehicles which are brought from other states inspite of various instructions issued in this regard. It is also learnt that certain instructions issued on earlier occasions, had themselves, and caused the delay. Therefore, in supersession of all instructions issued in this regard, so far, the following instructions are issued.

1. Application for assignment of fresh registration mark in form 27 shall be accompanied by the following.
 - (a) Registration certificate
 - (b) Insurance certificate
 - (c) Pollution under Control Certificate.
 - (d) NOC in form-28 issued by the original Registering Authority.
 - (e) Proof of address.
 - (f) Two copies of Passport size photograph attested by a gazette officer of the Central or State Government.
 - (g) An indemnity bond.
2. Vehicle, with application, complete in all respects alone shall be presented before the Motor Vehicle Inspector/Assistant Motor Vehicles Inspector who is on duty for inspection of vehicles for registration.
3. The inspecting Officer shall scrutinize the application thoroughly and satisfy himself that the application is in order.
4. Thereafter he shall inspect the vehicle and compare the engine number and chassis number on the vehicle and Registration Certificate and also with the pencil print affixed on the No Objection Certificate.
5. If the chassis number and engine number on vehicle are tallying with those in the Registration Certificate and No Objection Certificate, and the vehicle is complying with all the provisions in the Act and Rules, he shall certify the same and issue acknowledgement for acceptance of the application.
6. If any discrepancy is found on the vehicle or records the same shall be specifically reported in writing to the Registering authority.

7. On receipt of certificate/report of the inspecting officer, the Registering Authority shall direct the applicant to remit the tax and appear in person for a hearing, if the application is in order, and address the Original Registering Authority for confirmation of the genuineness of the No Objection Certificate by RPAD.
8. If the application is defective, the same shall be rejected by issuing proceedings clearly stating the reasons.
9. In the case of accepted applications, vehicles shall be assigned with new Registration Mark on getting confirmation is received within 60 days from the date of dispatch of the letter, it shall be presumed that the Original Registering Authority has no objection and fresh Registration Mark shall be assigned.
10. While endorsing the Registration Mark, the attested photograph shall be affixed in the Registration Certificate book and signature of the Registering Authority shall be put so that the Registration Certificate book and the photograph shall bear a portion of the signature. In the case of computerized offices, the photograph shall be scanned and added to the data in the computer.
11. A Register of all vehicles assigned with new Registration Mark with previous Registration No. new registration number, Name of original Registration Authority, Reference No. of No Objection Certificate, Name and address of the applicant etc., shall be maintained.

Sd/-
Transport Commissioner

Spare for
photograph
(To be signed on the
Photograph by the notary)

Certified that the affixed
Photograph is true and genuine
likeness of
Sri.....
.....
.....

Notary

AFFIDAVIT

I,.....S/o or D/oAged.....years,
residing
at.....

.....do, hereby solemnly affirm and state as follows:

I am the absolute owner in possession of (Here mention make and class of
vehicle) being registered atbearing Registration
No.....

Chassis No.....and Engine
No.....

Now the vehicle is in my absolute ownership and possession. I intend to use the vehicle at
..... (Here enter the place) for more than twelve months hence to register the same
before the Registering Authority.....The Registering
Authority.....

has issued a "No Objection Certificate" No.....Dated.....The other
related papers with regard to the said vehicle produced by me are genuine and true.

I hereby declare that the said vehicle is not involved in theft or other criminal cases and
there are no departmental or criminal liabilities by way of tax arrears, insurance etc. or by
hypothecation are pending against the vehicle and I do hereby undertake to be responsible for
any losses, liabilities etc., if found otherwise later.

This affidavit is sworn to produce before the Registering Authority,.....for
effecting change of address and assignment of new registration mark to the said vehicle.

All that stated above are true and correct to the best of my knowledge and belief.

Dated this the day of Deponent

Solemnly affirmed and signed by the Deponent before
me.....at.....on this the day of.....

Notary