

CIRCULAR NO.06/2011

Sub: Motor Vehicles Department-Instructions regarding the procedure to be followed for reserving registration marks and instructions regarding receiving tender and conducting auction-reg

Ref: Rule 95 of the Kerala Motor Vehicles Rules, 1989, amended vide G.O.(P).No.3/2011/Tran dated 25-11-2011 published as S.R.O. No.77/11

Attention is invited to the above reference. Vide reference cited, the following directions are issued regarding the procedures to be followed in receiving application for reservation of registration marks, receiving tender and conducting auction.

1. The range for every week shall be exhibited in the notice board as well as in touch screen at 09.00 AM on the first working day of the week.
2. Temporary Registration Certificate and proof of the remittance tax in respect of Non-Transport Vehicles are mandatory for the reservation of a registration mark.
3. Even if the dealer comes under the same jurisdiction where the vehicle is to be registered, Temporary Registration Certificate shall be issued to those applicants who desire to reserve a registration mark. In such cases, in order to issue Temporary Registration Certificate and to accept the prescribed fee for reservation of fancy number, the counter clerk shall receive the application for reservation in Form RFRMA duly filled upto Serial No.6 along with the application for Temporary Registration Certificate with prescribed fee, application for registration with prescribed fee and proof of address of the applicant as laid down in Rule 4 of the Central Motor Vehicles Rules, 1989. In other cases where Temporary Registration Certificate is obtained from other offices, it shall be submitted along with the application for reservation of number. At the time of receipt of the above mentioned documents, the one time tax of the vehicle and fee for registration shall also be collected. The application for reservation of number in Form-RFRMA, Temporary Registration Certificate, application for registration, Tax Token and the proof of address of the applicant shall be returned to the applicant in order to facilitate him to submit the application for reservation of a number as per Rule 95(5) of the Kerala Motor Vehicles Rules, 1989. Before submitting the application in the counter, the head ministerial officer shall verify the correctness of the documents.

4. For booking a registration mark, the applicant shall submit the following documents
 - i. Form RFRMA duly filled upto Serial No.6
 - ii. Photocopy of the Temporary Registration Certificate
 - iii. Photocopy of the tax token
 - iv. Attested copy of the address proof
 - v. Sealed cover superscribing thereon the words "TENDER FOR RESERVATION OF FANCY REGISTRATION MARK KL....." Containing an offer letter and the required demand draft drawn from either any branch of State Bank of Travancore or any other Scheduled Bank. Duly filled Form-RFRMA from Serial No.1 to 7 shall be the form of offering letter
5. Form-RFRMA, except serial No.7, shall be duly filled by the applicant at the time of filing application for booking a number. Serial No.7 should be in sealed cover and the details of which shall not be disclosed at the time of submitting application for booking a registration mark.
6. With the Form-RFRMA, two copies of the guidelines mentioned at the end of this circular shall be attached in which one copy, which is duly filled, shall be returned to the applicant after receiving the application for reservation by obtaining the acknowledgement of the applicant in the other.
7. The format of Tender Register is appended herewith as Annexure-A
8. The tender should be properly sealed and submitted before the Registering Authority/Additional Registering Authority concerned.
9. All the applications received each day regarding reservation of registration mark shall be properly entered in the Tender Register in chronological order. The columns 1 to 4 of the Tender Register shall be filled every day subject to the receipt of application regarding reservation of registration mark. Separate entry shall be made in the Tender Register for every registration mark.
10. The sealed tenders received every day shall be kept under the safe custody of the Head of Office or any other officer authorized by him and shall be produced at the time of auction only. Head of Office can authorize any one not below the rank of Head Account to receive the sealed tenders in his/her absence.
11. Auction shall be conducted on the day as mentioned in Rule 95(6) of the Kerala Motor Vehicles Rules, 1989. Auction shall be conducted

by Head of Office and in his absence, auction shall be conducted by the officer authorized by the Head of Office.

12. Time of auction will be normally from 09.00 AM to 1.00 PM.
13. Form and content of the Auction Register are appended herewith as Annexure-B. Those applicants who are present in the auction shall affix their signature in the auction register.
14. If any applicant or the person authorized by him fails to participate in the auction his reservation fee shall be forfeited and no amount shall be refunded except the demand draft submitted with the tender.
15. The auction shall be conducted in the presence of the applicants who had applied for the number or their authorized representatives. The sealed envelope shall be opened after the auction for the particular number is over. Applications with insufficient Demand Draft shall be summarily rejected and the fee remitted by such applicant shall be forfeited.
16. The applicant or the authorized representative of the applicant shall produce a copy of his photo affixed identity card or a photograph with address duly attested by an officer not below the rank of a gazetted officer in order to prove his identity.
17. The person who is authorized to participate in the auction in the place of the applicant shall submit an authorization letter duly signed by the applicant. In the authorization letter, the applicant shall mention the name and address of his authorized representative and his relationship with the authorized representative. The same person shall not act as the representatives of more than one applicant.
18. The registration mark shall be put to auction for bidding by the applicants in the order of receipt of the application.
19. Every hike bid amount shall be a minimum of ₹ 500/- and shall be the multiples of 500. Each hike in the bid amount shall be recorded in a page of the Auction Register and the last bid amount shall be recorded in the Auction Register and in the Computer. Separate pages will be given for each number that is auctioned/tendered.
20. When the bid amount exceeds ₹ 25,000/- and thereafter on completion of every ₹ 25,000/-, the auction shall be stopped temporarily and on demand the bidder shall deposit fifty percent of the bid amount with the auctioning officer and the amount received shall be noted in the Auction Register.

21. The number shall be allotted to the highest bidder. The highest bidder will be determined on the basis of the bid amount in the auction and the amount quoted in the tender whichever is the highest. The highest bidder shall pay the total amount less the amount already paid by way of demand draft immediately after the confirmation of the bid. For the purpose of remitting balance amount, one of the cash counter shall be operated until the auction procedure of the day is over if the auction procedure extends beyond the normal counter time. The amount paid in cash shall as far as possible be remitted in the Treasury on the same day. The demand draft submitted by the highest bidder shall be credited to the bank concerned within 3 days from the date of allotment of number.
22. If the highest bidder fails to remit the balance amount, the number shall be allotted to the next highest bidder who pays the amount in full. If any of the applicant is not willing to remit the bid amount, the number shall be lapsed and the amount remitted by the applicant (including fee and Demand Draft) shall be forfeited.
23. If the amount offered, by means of tender and auction, by more than one applicant is same the number shall be allotted by way of lot. The tender with Demand Draft of the unsuccessful bidders shall be refunded.
24. If there is none applied for a notified registration mark or a notified registration mark remains unallotted, even after the registration marks in the series are exhausted, such registration marks may be assigned to none other than the vehicles owned by the Government or Local bodies. The system shall allot the numbers serially. For such allotment application for registration of the Government vehicles or vehicles owned by local bodies shall clearly be indicated in the appropriate column in the allotment procedure.
25. Once the number is allotted, the applicant shall produce the vehicle for registration within 3 weeks from the date of allotment of Registration mark failing which the sanction is liable to be dismissed and the number shall be lapsed. No intimation regarding the lapse of reservation of registration mark shall be issued to the applicant.
26. Demand Draft of the unsuccessful applicant shall be returned to the concerned immediately after the auction procedure is over. The amount remitted by the unsuccessful applicant as the fee for reservation of number shall also be refunded by issuing T.R. 46 within 3 days from the date of auction.

27. The applications for reservation of numbers received on or before 28-02-2011 shall be normally allotted as per the procedure already existed and for these applications, 3 months time shall be allotted for producing the vehicle for registration. Auction procedures for all the pending applications, if any, shall be completed on or before 15-03-2011.

This Circular shall come into force on 01-03-2011 and the receipt of the same may be acknowledged.

GUIDELINES

1. The auction-cum-tender will take place from 09.00 AM on Monday the day of 2011 in the presence of the applicants or their nominees if any. Where there is only one applicant for a particular registration mark, the number will be allotted to him without auction, but only on payment of the full amount quoted by him in the tender.
2. The auction cum tender will take place only in the chronological order of the receipt of the application.
3. Application is liable to be summarily rejected if it is defective especially for the want of sufficient demand draft. In such cases reservation fee will be forfeited.
4. The highest bidder will be determined on the basis of the bid amount in the auction and the amount quoted in the tender whichever is the highest.
5. The highest bidder shall pay the full amount quoted by him less the amount paid by DD immediately after the auction cum tender is over failing which the number will not be allotted to him and the reservation fee and other payments made if any forfeited. The number will be allotted to the next highest bidder.
6. The fee for reservation paid by an applicant who is absent himself from attending the auction cum tender will be forfeited.
7. Where more than one number has been bid/tendered in respect of one vehicle and the applicant becomes eligible for more than one number, he will be allotted the number of his choice among such number and the other such number will become lapse.
8. The auction cum tender will not ordinarily be adjourned

- 9. The number allotment order shall be exhibited in front of the application for registration while producing the vehicle for registration. Failing which the reserved number shall not be allotted.
- 10. Every applicant is liable to make good the loss suffered by Government on account of any failure on his part.

Received an application dated With/without a sealed cover for registration No. KL at AM/PM on 2011

Signature
Registering Authority/Addl.Registering Authority

Received the copy

Signature
The applicant

Sd/-
Transport Commissioner

To
All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Copy to: : CA to Transport Commissioner, CA to Senior DTC & Secretary, STA, CA to Senior DTC (Taxation), Senior Administrative officer, Senior Law Officer, Senior Finance Officer, Statistical Officer, Additional Transport Commissioner, Assistant Secretary, STA, Motor Vehicles Inspector of TC Squad and all Superintendents of Transport Commissionerate

Approved for issue


Senior DTC (Taxation)

Handwritten notes:
2/2/11
21/2/11

Annexure-A**TENDER REGISTER**

SI No	Date	Registration number	Name of the applicant	Tender Amount	DD amount and the number and dated of DD (to be filled after the completion of auction)	Whether the applicant succeeded or not in the auction	Whether the applicant is eligible for refund	Acknowledgement of the applicant/ authorized representative who received the DD back	Remarks
1	2	3	4	5	6	7	8	9	10

Annexure-B

AUCTION REGISTER

SI No	Date	Registration number to be auctioned	Name of the applicant/ Authorized Representative	Last highest bid of each applicant	Name of the winner in auction	Total amount offered by every applicant together with bid amount and tender amount	Name of the highest bidder to whom the registration mark is to be allotted	Order and date of allotment of registration mark	Signature of the applicant	Remarks
1	2	3	4	5	6	7	8	9	10	11