

SSG-2/3024/TC/2016

Transport Commissionerate,
Kerala, Thiruvananthapuram
Dated: 27.07.2017

From
The Transport Commissioner,
Thiruvananthapuram

To
All RTOs/Joint RTOs

Sir,
Sub: - MVD – Online Temporary Registration – Cancellation of datasheet /
Correction in temporary office and datasheet – facility provided in
employee login – Instructions forwarding – reg.

Ref: - Nil

Facility has been provided in the employee login for cancellation of datasheet, correction in temporary office and corrections in datasheet on the applications with regard to temporary registration. Instructions to be followed by the RTOs/JRTOs are enclosed herewith. All are directed to strictly follow the instructions.

Yours faithfully,



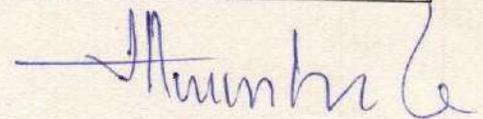
Nodal Officer, SSG
For Transport Commissioner

Points to be remembered and Instructions to be followed by RTOs/JRTOs with regard to cancellation of datasheet

1. **Cancellation of datasheet is not allowed for vehicles if Temporary Registration is issued.** In such cases, application for cancellation with due recommendation of RTO/JRTO shall be forwarded to this office after following the instructions of the Transport Commissioner issued vide C1/10423/TC/2012 dated 07.02.2013, Circular 20/2016 and letter no SSG/31/2016-TC dated 23.09.2016.
2. **The dealer and customer shall jointly apply for cancelling the datasheet within 7 days of application date to the Temporary RTO/JRTO.** All necessary documents in proof for cancellation shall be submitted along with the application. RTO/JRTO shall use their discreetary powers to conduct personal hearing of the dealer and customer and call for necessary documents, if needed. If temporary fee has been paid, then the dealer shall inform the temporary RTO/JRTO the same day not to issue temporary registration for that particular transaction id.
3. **Only single chance is available for cancelling the datasheet.** Recancellation/Undo cancellation is not possible for cancelled datasheets. Hence, datasheets shall be cancelled only after proper verification.
4. **Action as per rules shall be taken against dealers who are repeatedly submitting application for datasheet cancellation due to data entry mistakes.** Proper monitoring of such dealers shall be conducted by the RTO/JRTO and action taken report to be forwarded to this office.
5. **RTO/JRTO shall have the power for datasheet cancellation in employee login.** If power is to be delegated to other officers, RTO/JRTO shall forward a signed letter indicating the userid, name, designation and reason for allowing the power.
6. **File and Cancellation Register to be maintained.** A file for each case with proper records shall be maintained in that office and to be produced for inspection on demand by Audit team. Each case shall also be recorded in the Cancellation Register and counter signed by the Head of Office each month. Action shall be taken against dealers repeatedly submitting application for cancellation. Monthly detail report shall be forwarded to this office. Format of register is enclosed.

Format of Cancellation Register

Sl.no	Date	Dealer Code & Address	Temporary No & Datasheet No	Reason for cancellation	Remarks of RTO/JRTO /Action taken	Sign of dealer	Sign of customer	Sign of RTO/JRTO



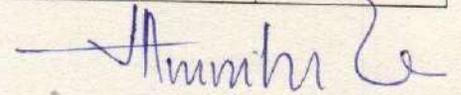
Transport Commissioner

Points to be remembered and Instructions to be followed by RTOs/JRTOs with regard to change in Temporary Registration office in datasheet

1. **Change in Temporary Registration office is allowed only against a single payment for single transaction.** Temporary Registration office change is not allowed for single payment of temporary fees for multiple transaction id. In such cases, application for change of TP office shall be forwarded to this office with due recommendation of RTO/JRTO.
2. **Change in Temporary Registration office is not allowed in cases where Temporary Registration number is already issued.** In such cases, vehicle can be registered at the permanent registering authority on recommendation of the correct temporary registration authority.
3. **The dealer shall submit request for changing the temporary registration office before the correct temporary RTO/JRTO within 3 days of application date.** RTO/JRTO shall forward the application with necessary recommendation to the Temporary Registration office currently selected (wrongly selected) by the dealer. If temporary fee has been paid, then the dealer shall inform the temporary RTO/JRTO (currently selected temporary office) the same day not to issue temporary registration for that particular transaction id.
4. **Only single chance is available for changing the TP office in the datasheet.** Redo/Undo option is not available, hence temporary office shall be changed only after proper verification of the request of the dealer.
5. **Action as per rules shall be taken against dealers who are repeatedly submitting application for change in temporary registration office.** Proper monitoring of such dealers shall be conducted by the RTO/JRTO and action taken report to be forwarded to this office.
6. **RTO/JRTO shall have the power for changing TP office in employee login.** If power is to be delegated to other officers, RTO/JRTO shall forward a signed letter indicating the userid, name, designation and reason for allowing the power.
7. **File and Register to be maintained.** A file for each case with proper records shall be maintained in that office and to be produced for inspection on demand by Audit team. Each case shall also be recorded in a Register and counter signed by the Head of Office each month. Action shall be taken against dealers repeatedly submitting application for change in temporary office. Monthly detail report shall be forwarded to this office. Format of register is enclosed.

Format of TP Office Correction Register

Sl.no	Date	Dealer Code & Address	Temporary No / Datasheet No	Currently selected TP office	Remarks of RTO/JRTO /Action taken	Sign of dealer	Sign of customer (if required)	Sign of RTO/JRTO



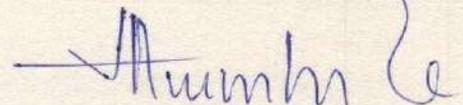
Transport Commissioner

Points to be remembered and Instructions to be followed by RTOs/JRTOs with regard to correction in datasheet

1. **Correction in datasheet is not allowed in cases where Temporary Registration number is already issued.** In such cases, correction in data shall be done in Smart Move at the time of issue of new RC of the vehicle. The customer/dealer shall produce necessary documentary evidence in support for correction at the time of inspection of the vehicle. The permanent registering authority shall use their jurisdiction power to call for supporting documents/conduct personal hearing of the customer and dealer/inspect the vehicle.
2. **The dealer/customer shall submit joint request for correction in datasheet before the temporary RTO/JRTO within 3 days of application date.** All necessary documents in proof for correction shall be submitted along with the application. RTO/JRTO shall use their discreetary powers to conduct personal hearing of the dealer and customer and call for necessary documents, if needed. If temporary fee has been paid, then the dealer shall inform the temporary RTO/JRTO the same day not to issue temporary registration for that particular transaction id.
3. **Only single chance is available for datasheet correction.** Redo/Undo option is not available, hence datas shall be changed only after proper verification of the request of the dealer/customer.
4. **Editable/Non-editable fields.** Editing of technical parameters of the vehicle is not allowed. Only personal details can be corrected. The owner name of the vehicle shall not be changed completely. Only correction in spelling mistake of the owner name is allowed.
5. **Action as per rules shall be taken against dealers who are repeatedly submitting application for datasheet correction.** Proper monitoring of such dealers shall be conducted by the RTO/JRTO and action taken report to be forwarded to this office.
6. **RTO/JRTO shall have the power for changing TP office in employee login.** If power is to be delegated to other officers, RTO/JRTO shall forward a signed letter indicating the userid, name, designation and reason for allowing the power.
7. **File and Register to be maintained.** A file for each case with proper records shall be maintained in that office and to be produced for inspection on demand by Audit team. Each case shall also be recorded in a Register and counter signed by the Head of Office each month. Action shall be taken against dealers repeatedly submitting application for change in temporary office. Monthly detail report shall be forwarded to this office. Format of register is enclosed.

Format of Correction Register

Sl.no	Date	Dealer Code & Address	Temporary No & Datasheet No	Reason for correction	Remarks of RTO/JRTO /Action taken	Sign of dealer	Sign of customer	Sign of RTO/JRTO

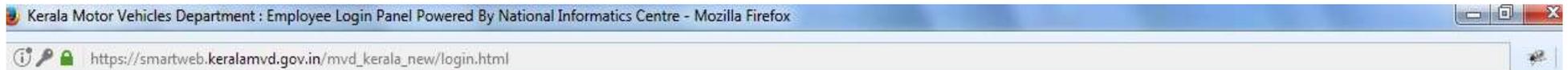


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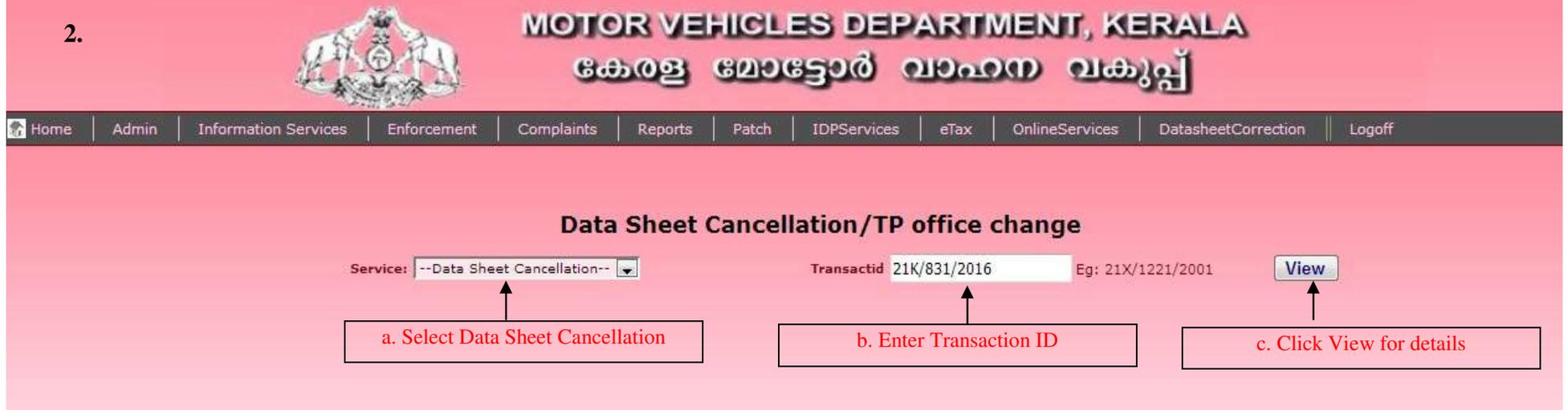
USER MANUAL AND INSTRUCTIONS FOR TEMPORARY REGISTRATION APPLICATION EDITING AND CANCELLATION

A. DATASHEET CANCELLATION

1. Login through **Employee Login** and select **DatasheetCorrection**→**DatasheetCorrectionCancellation**.



2.



3.



MOTOR VEHICLES DEPARTMENT, KERALA

കേരള മോട്ടോർ വാഹന വകുപ്പ്

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- eTax
- OnlineServices
- DatasheetCorrection
- Logout

Vehicle Registration - Application Number : 21K/831/2016

Temporary Reg. Office : RTO, PATHANAMTHITTA		Permanent Reg. Office : RTO, TRIVANDRUM	
Category : 2 - Non-Transport		Class of Vehicle : 3-LMV - MOTOR CAR Below 1500 CC	
Maker's Name : 54 - HYUNDAI MOTORS INDIA LTD		Maker Class : 13 - HYUNDAI VERNA	
Brief Description : HYUNDAI VERNA		Delivery Date : 07/10/2016	
Chassis No : SD343455		Engine No : DDF45	
With Body ? : Y	Type of Body : SEDAN	Colour (s) of the body : ffg	
Horse Power : 0.00	Number of cylinders : 4	Cubic Capacity : 1493.00	Unladen Weight : 1173
Gross Vehicle Weight : 1650	Wheelbase : 0.00	Regd.Gross Wt : 1650	Fuel used : PETROL
Manufactured Month & Year : 9/2016	Vehicle Price (in Rs): 2500000	Speed Governor Number :	Speed Governor Company :
Floor Area : 0	Seat Type: -	Ordinary Seat : 0	Push Back Seat: 0
Sleeper Berth Seat: 0	Seating Capacity (Including Driver) : 5	Operation Area : -	Guardian's Name :
Owner's Name : FGFG			
Permanent Address			
House/Street : FGf	Locality : GFGFGf	Village/ Town/City : GFG	District : FGFG
Permanent Pincode : 555555	Permanent Address proof : Voters IdGHGgh		
Temporary Address			
House/Street : FGf	Locality : GFGFGf	Village/ Town/City : GFG	District : FGFG
Temporary Pincode : 555555	Temporary Address proof : Voters IdGHGH		
Mobile Number (Owner) : 4444444444	E-Mail ID : fg@fgf.com		
Other Details			
Pancard Number :	Annual Income :	Insurance Type : Comprehensive	Insurance Policy Number: Dfd
Insurance Valid From : 01/10/2016	Insurance Upto Date : 31/10/2017		
Tax Exception : N	Tax Exception Remarks :	Sold to Otherstate : N	Sold to Otherstate Remarks :
Permanent Fee Details			
Permanent Registration Fee is not paid			
Temporary Fee Details			
Temporary Registration Fee is not paid			
Enter Remarks			
<input type="button" value="CancelDataSheet"/>			

a. Verify the details displayed with the print out of the data sheet submitted by the dealer/applicant.

b. If fee for New Registration/Temporary Registration is paid, details will be displayed.

c. Enter the file number and reason for cancelling the datasheet.

d. Click CancelDataSheet button to cancel the datasheet. Action is irreversible.



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- eTax
- OnlineServices
- DatasheetCorrection
- Logoff

Your Application Number: 21K/831/2016 is Cancelled successfully

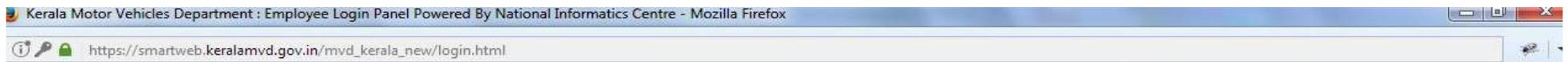
Content Owned, Maintained and Updated By: Motor Vehicles Department Govt. of Kerala
Software Designed and Developed By: National Informatics Centre [Kerala]
Hosting and Network Services By: State Data Centre, Govt. of Kerala
e-Transport Online Services Version 2.1
Nodal Officer : P.M Shaji, RTO email : nossg@keralamvd.gov.in

B. TEMPORARY REGISTRATION OFFICE CORRECTION

1. Login through **Employee Login** and select **DatasheetCorrection**→**DatasheetCorrectionCancellation**.

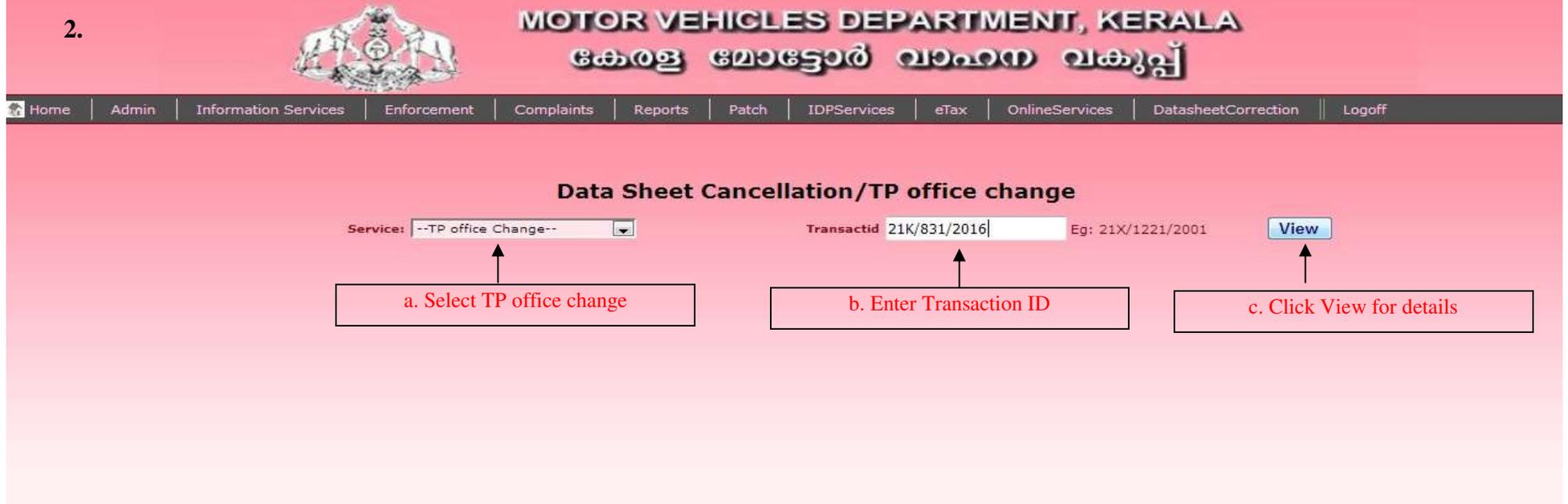


The screenshot shows the top navigation bar of the Motor Vehicles Department, Kerala website. The header includes the department's name in English and Malayalam, along with the state emblem. The navigation menu contains links for Home, Admin, Information Services, Enforcement, Complaints, Reports, Patch, IDPServices, eTax, OnlineServices, DatasheetCorrection, and Logoff. The 'DatasheetCorrection' menu is expanded, showing 'DatasheetCorrectionCancellation'. Below the navigation bar, a profile window displays 'Welcome SSG Cell' and the user's name 'SSG Cell'.



The screenshot shows the browser address bar with the URL: https://smartweb.keralamvd.gov.in/mvd_kerala_new/login.html. The browser title is 'Kerala Motor Vehicles Department : Employee Login Panel Powered By National Informatics Centre - Mozilla Firefox'.

2.



The screenshot shows the 'Data Sheet Cancellation/TP office change' form. The form has three main input fields: 'Service' with a dropdown menu showing '--TP office Change--', 'Transactid' with the value '21K/831/2016' and an example 'Eg: 21X/1221/2001', and a 'View' button. Three red boxes with arrows point to these fields, labeled 'a. Select TP office change', 'b. Enter Transaction ID', and 'c. Click View for details'.

3.



MOTOR VEHICLES DEPARTMENT, KERALA

കേരള മോട്ടോർ വാഹന വകുപ്പ്

Maker's Name : 54 - HYUNDAI MOTORS INDIA LTD		Maker Class : 13 - HYUNDAI VERNA	
Brief Description : HYUNDAI VERNA		Delivery Date : 07/10/2016	
Chassis No : SD343455		Engine No : DDF45	
With Body ? : Y	Type of Body : SEDAN	Colour (s) of the body : ffg	
Horse Power : 0.00	Number of cylinders : 4	Cubic Capacity : 1493.00	Unladen Weight : 1173
Gross Vehicle Weight : 1650	Wheelbase : 0.00	Regd.Gross Wt : 1650	Fuel used : PETROL
Manufactured Month & Year : 9/2016	Vehicle Price (in Rs): 2500000	Speed Governor Number :	Speed Governor Company :
Floor Area : 0	Seat Type: -	Ordinary Seat : 0	Push Back Seat: 0
Sleeper Berth Seat: 0	Seating Capacity (Including Driver) : 5	Operation Area : -	Guardian's Name :
Owner's Name : FGFG			

Permanent Address

House/Street : FGf	Locality : GFGFGf	Village/Town/City : GFG	District : FGFG
Permanent Pincode : 555555	Permanent Address proof : Voters IdHGHgh		

Temporary Address

House/Street : FGf	Locality : GFGFGf	Village/Town/City : GFG	District : FGFG
Temporary Pincode : 555555	Temporary Address proof : Voters IdGHGH		
Mobile Number (Owner) : 4444444444	E-Mail ID : fg@fgf.com		

Other Details

Pancard Number :	Annual Income :	Insurance Type : Comprehensive	Insurance Policy Number: Dfd
Insurance Valid From : 01/10/2016	Insurance Upto Date : 31/10/2017		
Tax Exception : N	Tax Exception Remarks :	Sold to Otherstate : N	Sold to Otherstate Remarks :

Permanent Fee Details

Permanent Registration Fee is not paid

b. If fee for New Registration/Temporary Registration is paid, details will be displayed.

a. Verify the details displayed with the print out of the data sheet submitted by the dealer/applicant.

Temporary Fee Details

Temporary Registration Fee is not paid

Current Temporary Reg. Office : RTO, PATHANAMTHITTA

Select New Temporary Reg. Office : 4 RTO, ALAPPUZHA

d. Enter the file number and reason for changing the temporary registration office.

c. Select the new temporary registration office.

Enter Remarks

ChangeTPOffice

d. Click ChangeTPOffice button to change the TP office. Action is irreversible.



MOTOR VEHICLES DEPARTMENT, KERALA

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- IDPServices
- etax
- OnlineServices
- DatasheetCorrection
- Logout

Your Application Number: 21K/831/2016 is updated successfully

Your Temporary office changed to **RTO, KOLLAM**

Content Owned, Maintained and Updated By: Motor Vehicles Department Govt. of Kerala
Software Designed and Developed By: **National Informatics Centre [Kerala]**
Hosting and Network Services By: **State Data Centre, Govt. of Kerala**
e-Transport Online Services Version 2.1
Nodal Officer : **P.M Shaji, RTO** email : **nossg@keralamvd.gov.in**

C. CORRECTION IN DATASHEET

1. Login through [Employee Login](#) and select [DatasheetCorrection](#)→[DatasheetCorrectionCancellation](#).



The screenshot displays the website interface for the Motor Vehicles Department, Kerala. At the top, the department's name is written in English ("MOTOR VEHICLES DEPARTMENT, KERALA") and Malayalam ("കേരള മോട്ടോർ വാഹന വകുപ്പ്"). Below this is a navigation menu with items: Home, Admin, Information Services, Enforcement, Complaints, Reports, Patch, IDPServices, eTax, OnlineServices, DatasheetCorrection, and Logoff. A sub-menu for "DatasheetCorrection" is open, showing "DatasheetCorrectionCancellation". A "Profile" window is overlaid on the page, displaying a welcome message "Welcome SSG Cell" and a table with the following data:

Name	SSG Cell

2.



MOTOR VEHICLES DEPARTMENT, KERALA

കേരള മോട്ടോർ വാഹന വകുപ്പ്

Data Sheet Cancellation/TP office change

Service: --Data Sheet Correction--

a. Select Data Sheet Correction

Transactid 21K/831/2016 Eg: 21X/1221/2001

b. Enter Transaction ID

View

c. Click View for details

3.



MOTOR VEHICLES DEPARTMENT, KERALA

കേരള മോട്ടോർ വാഹന വകുപ്പ്

Vehicle Registration

Transaction ID	21K/931/2016
Delivery Date	07/10/2016
Category	2.Non-Transport
Vehicle Class	3.LMV - MOTOR CAR Below 1500 CC
Maker Name	54 HYUNDAI MOTORS INDIA LTD
Maker Class	13.HYUNDAI VERNA
Brief Description	HYUNDAI VERNA
Chasse No:	SD343455
Engine No:	DDF45
With Body?(Y/N)	YES
Body Type	SEDAN
Color	Wg
B.H.P	0.00
No. of Cylinders	4
Cubic Capacity (C.C)	1493.00
Unladen Weight (U.L.W)	1173
Wheel Base	0.00
Mfd.Gross wt	1020
Regd.Gross wt	1474
I-Jct	1.PETROL
Mfd.Gross wt	1650
Regd.Gross wt	1650
Fuel	1.PETROL
Mfd Month & Year	September 2016
Registered Price	2500000
Registration RTO	1 RTO, TRIVANDRUM
Temporary Registration RTO	3 RTO, PATHANANTHETTA
Speed Governor Number	
Speed Governor Company	
Floor Area	0 (sq.m)
Seat Type	--Select--
Seat Numbers	Ordinary
Seat in all	S
Operation Area	--Select--

a. Non editable fields

Owner's Name	FGFG
Guardian's Name	
Permanent Address	House/Street: FGf Locality: GFGFGf Village/Town/Cty: GFG District: FGFG Permanent Pncode: 555555 Permanent Address proof: Voters Id HGfHf
Temporary Address	<input checked="" type="checkbox"/> Same As Permanent Address House/Street: FGf Locality: GFGFGf Village/Town/Cty: GFG District: FGFG Temporary Pncode: 555555 Temporary Address proof: Voters Id GHGf
Mobile Number (Owner)	4444444444
E-Mail ID	fg fgfg.com Eg:gmail.com
Hypothecation	<input type="radio"/> Yes <input checked="" type="radio"/> No
Hypothecation Name	
Hypothecation Address	
PanCard Number	
Annual Income	
Insurance Type	Comprehensive
Insurance Policy Number	Dfd
Insurance Valid From	01/10/2016 (dd/mm/yyyy)
Insurance Valid To Date	31/10/2017 (dd/mm/yyyy)
Tax Exemption	NO
Tax Exemption Remarks	
Sold to Otherstate	NO
Sold to Otherstate Remarks	

b. Editable fields

Permanent Fee Details

Permanent Registration Fee is not paid

Temporary Fee Details

Temporary Registration Fee is not paid

d. If fee for New Registration/Temporary Registration is paid, details will be displayed.

c. Enter the file number and reason for correction with details of fields corrected.

Enter marks

DECLARATION

I hereby declare that, to the best of my knowledge and belief, the particulars given above are TRUE

e. Click the DECLARATION check box.

CONFIRM

f. Click CONFIRM button.



MOTOR VEHICLES DEPARTMENT, KERALA
കേരള മോട്ടോർ വാഹന വകുപ്പ്

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- eTax
- OnlineServices
- DatasheetCorrection
- Logoff

Your Application is updated successfully
Application Number: 21K/831/2016 *

Cess	-----	₹ 100
Fees	-----	₹ 200
Service Charge	-----	₹ 100
Tax	-----	₹ 500000
Total	-----	₹ 500400

