

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,



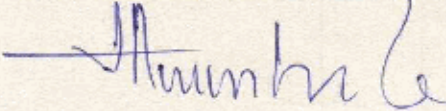
Nodal Officer, SSG  
For Transport Commissioner

**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



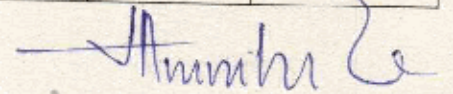
Transport Commissioner

**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

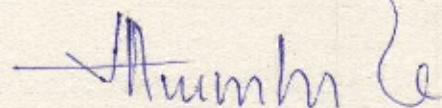
  
Transport Commissioner

**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



Transport Commissioner

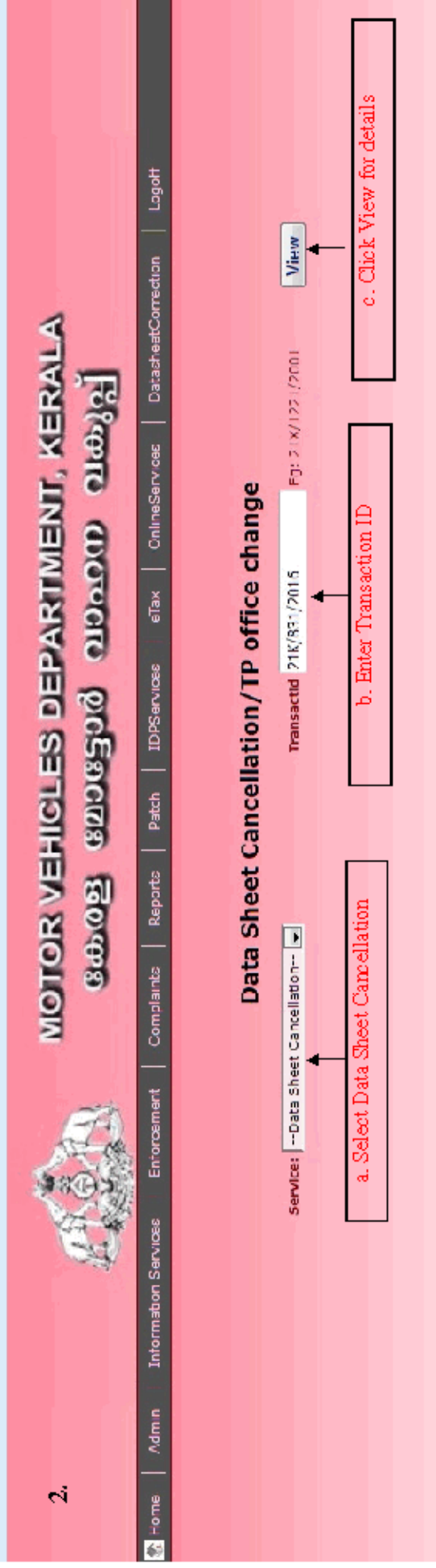
## USER MANUAL AND INSTRUCTIONS FOR TEMPORARY REGISTRATION APPLICATION EDITING AND CANCELLATION

### A. DATASHEET CANCELLATION

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



2.



3.



**MOTOR VEHICLES DEPARTMENT, KERALA**  
**കേരള ട്രാൻസ്പോർട്ട് വകുപ്പ്**

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

Temporary Reg. Office : RTO, PUTHAMAMTHIETA	Permanent Reg. Office : RTO, TRIVANDRUM
Category : 2 - Non-Transport	Class of Vehicle : 3-1RM - MOTOR CAR Below 1500 CC
Maker's Name : 54 - HYUNDAI MOTORS INDIA LTD	Maker Class : 13 - HYUNDAI VERNA
Registration No : HYUNDAI VERNA	Delivery Date : 07/10/2016
Chassis No : SD543496	Engine No : 007-46
With Body ? : Y	Colour (S) of the body : ffg
Horse Power : 0.00	Cubic Capacity : 1493.00
Gross Vehicle Weight : 1650	Regd.Gross Wt : 1650
Manufactured Month & Year : 12/2016	Speed Governor Number :
Floor Area : 0	Ordinary Seat : 0
Sleeper Berth Seat: 0	Operation Area : -
Owner's Name : FGFG	Guardian's Name :

House/Street : FGF	Locality : GFGFGF	Village/Town/City : GFG	District : FFGG
Permanent Pincode : bbbbbb	Permanent Address proof : voters ldGHGH	Village/Town/City : GFG	District : FFGG
House/Street : FGF	Locality : GFGFGF	Village/Town/City : GFG	District : FFGG
Temporary Pincode : 555555	Temporary Address proof : Voters ldGHGH		
Mobile Number (Owner) : 4444444444	E-Mail ID : fg@fgfg.com		

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

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.

Enter Remarks

CancelDataSheet



**MOTOR VEHICLES DEPARTMENT, KERALA**  
**മോട്ടോർ വാഹന വിഭാഗം, കേരളം**

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

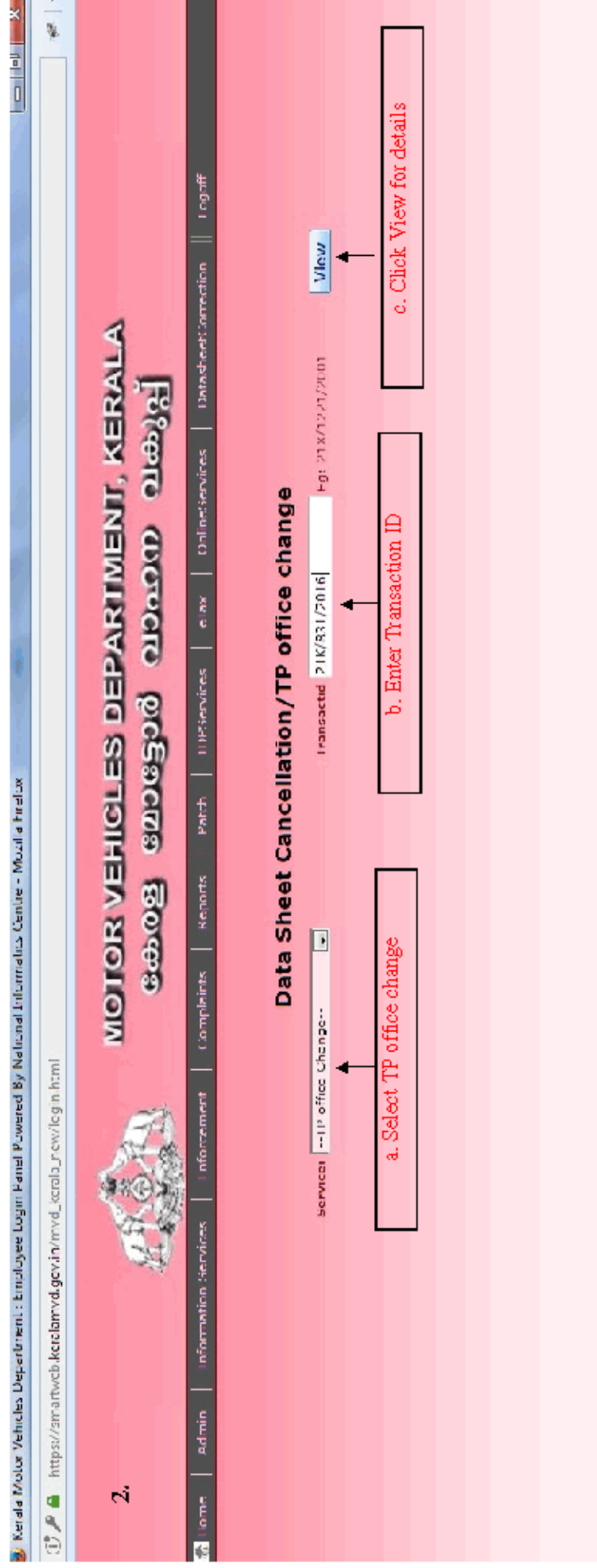
Credit: Board, Motor Vehicle and Transport, Motor Vehicle Vehicle Department (State of Kerala)  
Software Design and Developed By: National Informatics Centre (Kerala)  
and our staff: National Informatics Centre (Kerala) (State of Kerala)  
"Technoam Centre Creation Version 2.1"  
Recd. Officer : P. M. Shaji, RTO\_email : ncaag@keralamvd.gov.in

## B. TEMPORARY REGISTRATION OFFICE CORRECTION

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



2.







# MOTOR VEHICLES DEPARTMENT, KERALA

## കേരള മോട്ടോർ വാഹന വകുപ്പ്

3.

Maker's Name : 54 HYUNDAI MOTOR VEHICLES INDIA LTD	Maker Class : 13 HYUNDAI VEHICL
Brief Description : HYUNDAI VERNA	Delivery Date : 07/10/2016
Chassis No : SD343456	Engine No : DDF45
W/OF Body : Y	Colour (s) of the body : BK
Horse Power : 0.00	Cubic Capacity : 1493.00
Gross Vehicle Weight : 1650	Regd. Gross WL : 1650
Manufacturer Month & Year : 9/2016	Unladen weight : 1173
Floor Area : 0	Fuel used : PETROL
Speed : 0	Speed Governor Company :
Speed Governor Number :	Fuel Tank Seat: 0
Ordinary Seat : 0	
Specialty Capacity ( Including Driver ) : 5	
Owner's Name : TGG	Specialty Area : -
Owner's Name : TGG	Guardian's Name :
House/Street : FGF	Permanent Address
Permanent Pin code : 555555	Village/Town/City : FGF
Locality : FGF	District : FGF
House/Street : FGF	
Locality : FGF	
Temporary Pincode : 555555	Temporary Address
Mobile Number (Owner) : 4444444444	Village/Town/City : FGF
	District : FGF

Annual Income :	Insurance Type : Comprehensive
Insurance Valid From : 01/10/2016	Insurance Policy Number: Did
Tax Exemption : M	End to Otherstate Remarks :
Permanent Fee Details	Permanent Registration Fee is not paid
Temporary Fee Details	Temporary Registration fee is not paid

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

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

Current Temporary Reg. Office : RTO, PATHANAMTHITTA

Select New Temporary Reg. Office : 1 RTO, ALAPPUZHA

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

c. Select the new temporary registration office.

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

ChangeTPOoffice

Enter Remarks



# MOTOR VEHICLES DEPARTMENT, KERALA

## മോട്ടോർ വാഹന വിഭാഗം, കേരളം

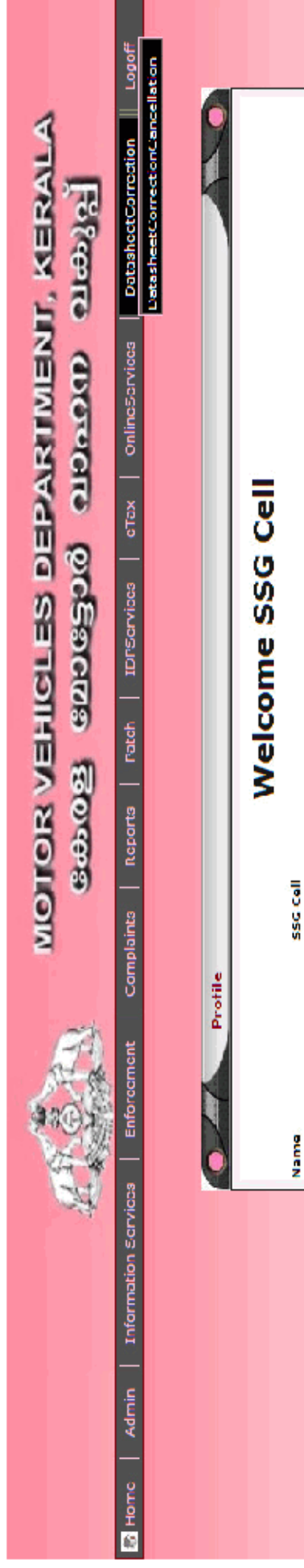
Your Application Number: 21K/1011/2016 is updated successfully

Your Temporary office changed to RTO, KOLLAM

Control Board, Manufacture and Distribution by Motor Vehicles Department (Govt. of Kerala) Software designed and developed by: National Informatics Centre (Govt. of Kerala) Training and maintenance by: National Informatics Centre (Govt. of Kerala) • Transport Online Services Version 2.1. • Govt. of Kerala • Nedat Officer : P.M.Shaaji, RTO • email : pmssg@keralamd.gov.in

## C. CORRECTION IN DATASHEET

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



The screenshot displays the official website of the Motor Vehicles Department, Kerala. The header features the department's name in English, "MOTOR VEHICLES DEPARTMENT, KERALA", and its Malayalam equivalent, "കേരള മോട്ടോർ വാഹന വകുപ്പ്". A navigation menu includes links for Home, Admin, Information Services, Enforcement, Complaints, Reports, Patch, ID/Services, eTax, Online Services, DatasheetCorrection, and Logout. The main content area shows a "Profile" section with the text "Welcome SSG Cell" and "SSG Cell" below it. The page title is "DatasheetCorrectionCancellation".

2.



# MOTOR VEHICLES DEPARTMENT, KERALA

## കേരള മോട്ടോർ വാഹന വകുപ്പ്

### Data Sheet Cancellation/TP office change

Services:

Transactionid:  E.g: 21X/1221/2001

a. Select Data Sheet Correction

b. Enter Transaction ID

c. Click View for details



### 3.

TRANSACTION ID	UW7WARK7/2016
ISSUE DATE	07/10/2016
CATEGORY	TRANSFER
VEHICLE CLASS	BULKY - MOTOR CAR Below 1500 CC
Make/Make	SAHYUNDAI MOTORS INDIA LTD
MODEL CLASS	1.3ATYUNDAI VERNA
Brand/Description	HYUNDAI VERNA
CHASSIS NO:	BDS131888
Engine No:	UJ4145
With Aid(Y/N)	YES
Body Type	SALOON
Color	RED
NO. of Cylinders	4
Cubic Capacity (L.C.)	1199.00
Unladen Weight (K.M.L)	1337
Wheel Base	2000
M.T.G. Gas Vol.	1000
Reg. Drive wt.	1600
M.T.G. Gross Wt.	1600
Reg. Gross wt.	1600
FUEL	BULKY
Mfd Month & Year	08/2016
Registered Price	400000
Regulation RTO	1 RTO, TRIVANDRUM
Temporary Registration RTO	3 RTO, PATTANAMTHITTA
Registered Number	
Speed Governor Company	
Seat Type	
Seat Number	
Seat No. (M)	
Chassis No.	

a. Non editable fields

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

OWNER'S Name	
Guardian's Name	
Permanent Address	House No, Street, Locality, City, District, P.O
Permanent Address	Village/Town/Updy, P.O, District, P.O, P.O
Permanent Address	Permanent Address proof (Voters Id, L1/L1ch)
Permanent Address	House No, Street, Locality, City, District, P.O, P.O
Permanent Address	Village/Town/Updy, P.O, District, P.O, P.O
Permanent Address	Permanent Address proof (Voters Id, L1/L1ch)
Mobile Number (Owner)	
E-Mail ID	
Hypothecation	
Hypothecation Name	
Hypothecation Address	
Forward Number	
Forward Number	
Annual Income	
Insurance Type	Comprehensive
Insurance Policy Number	
Insurance Valid From	03/10/2016 (dd/mm/yyyy)
Tax Exemption	
Tax Exemption Remarks	
Sold to Government	
Sold to Government Remarks	

b. Editable fields

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

e. Click the DECLARATION check box.

f. Click CONFIRM button.



# MOTOR VEHICLES DEPARTMENT, KERALA

## കേരള മോട്ടോർ വാഹന വിഭാഗം

Your Application is updated successfully

Application Number: 21K/831/2016 \*

Cost	₹ 100
Fees	₹ 200
Service Charge	₹ 1000
Tax	₹ 500000
<b>Total</b>	<b>₹ 500100</b>

