

Sr.no	Nature of job	Form no	Documents	Class of Vehicles	Fees in Rs.
1	Learner's License	1,2	1. Address proof 2. Age proof 3. Medical certificate form 1-A 4. Passport size photographs(3 nos)	All Vehicles	30 for each class
2	Permanent Licence	4	1. Learner's license 2. Passport size photographs(3 nos)	All Vehicles	1. 50 – Test fee 2. 40 – Ordinary licence 3.150–Computerised license
3	Renewal of license	1,9	1. Medical certificate form 1-A 2. Passport size photographs(2 nos)	All Vehicles	30
4	Duplicate license	L.L.D .	1. Old license/police report if its lost 2. Passport size photographs(2 nos)	All Vehicles	1.50 – Ordinary licence 2. 200 – Laminated
5	Addition of another class of vehicles to driving license	8	1. Old license 2. Photos(2 nos) 3. Learner's for new class	All Vehicles	1.50 – Ordinary Licence 2. 200 – Laminated
6	International driving permit(IDP)	IDP	1. Motor driving license 2. Passport size photographs(3 nos)	All Vehicles	500
7	Authorization to drive public vehicle	L.P.S .A.	1. Domicile certificate from S.E.G. from Tehsildar 2. Character certificate from S.P./Police commissioner 3. Medical certificate 4. Address proof 5. Driving license	Public Service Vehicles	50+100
8	Duplicate authorization	D.T. V.B.	1 Police report in case it is lost 2. Driving license	Public Service Vehicles	100
9	Conductor license & badge.	L.con .A.	1. SSC certificate 2. Medical certificate from M.C.con	Stage carriers	20+150
10	Renewal of conductor license	L.con .R.	1. Medical certificate from M.C.con 2. Photos(2 nos)	Stage carriers	15
11	Duplicate badge for conductor license	D.C. B.	1 Police report if it is lost	Stage carriers	150 150

12	Duplicate of conductor license	C.L. D.	1. Police report / defaced or torn license 2. Photos(2 nos)	Stage carriers	150
13	Registration of new vehicle	20	1. Sale certificate form 21 2. Road worthiness certificate form 22 , 22-A 3. Purchase invoice (for 2/4 wheeler) 4. Temp. registration (in case vehicle purchased from other region) 5. Valid insurance certificate 6. Entry tax NOC (for vehicles purchased outside the state) 7. Income tax declaration in form 60 (except 200) 8. Octroi receipt 9. Customs clearance certificate alongwith license & bond (imported vehicle) 10. Body builder certificate form 22-A/part-II (transport vehicle) 11. Consent letter from financier in case of hypothecation 12. 7/12 abstract or tehsildar certificate incase of agri tractor/ trailer, from M.T, design approval from transport commissioner 13. Address proof 14. Produce vehicle for inspection	1.Invalid carriage 2. Motor cycle 3. Imported motor cycle 4. Light motor vehicle 5. Medium goods & passenger vehicle 6. Heavy goods vehicle 7. Imported motor vehicle 8. Any other vehicle not mentioned above	20 60 200 200 300 400 800 300
14	Duplicate certificate of registration	26	1. Defaced / tornout R.C. or police report if it is lost 2. Consent letter from financier in case of hypothecation	All	50% of registraion fee of particular class of vehicle
15	Renewal of certificate of registration	25	1. Registration certificate 2. Production of vehicle for inspection	All	As mentioned in SR. No. 13
16	Assignment of new registration mark(vehicle coming from other states with NOC)	27, FT, AT, TCA, TCR, (29, 30, 33)	1. NOC from original registration authority in form 28 2. Entry tax NOC valid insurance certificate valid PUC registration address proof Octroi receipt registered owners affidavit vehicle for inspection	All	As mentioned in SR. No. 13
17	Change of address in registration certificate	33	1. New address proof 2. All valid documents of the vehicle 3. NOC from original registering authority in form 28	All	20

18	Transfer of ownership	29 (2 nos) 30 TCA, TCR for trans port vehic le	1. NOC in form 28 in case vehicle coming from other region or from other state 2. Address proof 3. Income tax declaration from seller & purchaser in form 60 (except 2 wheelers) 4. All valid documents	1.Invalid carriage 2. Motor cycle 3. Imported motor cycle 4. Light motor vehicle 5. Medium goods & passenger vehicle 6. Heavy goods vehicle 7. Imported motor vehicle 8. Any other vehicle not mentioned above	10 30 100 100 200 300 400 150
19	Transfer of ownership on death of owner of the vehicle	30 , 31	1. Death certificate in relation to the registered owner 2. Succession certificate 3. Affidavit from the successor 4. Address proof 5. All valid documents of vehicle	1. Invalid carriage 2. Motor cycle 3. Imported motor cycle 4. Light Motor vehicle 5. Medium goods & passenger vehicle 6. Heavy goods vehicle 7. Imported motor vehicle 8. Any other vehicle not mentioned above	10 30 100 100 200 300 400 150

20	Transfer of ownership of vehicle purchased in public auction	30 , 32	1. Certified copy of the order of govt. authorizing the auction of the vehicle 2. Order confirming the sale of the vehicle in purchaser's favour duly signed by the person authorized to conduct the auction 3. Address proof 4. All valid documents of vehicle	1. Invalid carriage 2. Motor cycle 3. Imported motor cycle 4. Light motor vehicle 5. Medium goods & passenger vehicle 6. Heavy goods vehicle 7. Imported motor vehicle 8. Any other vehicle not mentioned above	10 30 100 100 200 300 400 150
21	Transfer of ownership in the name of financier	30 , 36	1. Proof of possession of vehicle by financier 2. Proof as to no case is pending in the court of law 3. NOC from registered owner 4. Address proof 5. All valid documents of vehicle	1. Invalid carriage 2. Motor cycle 3. Imported motor cycle 4. Light motor vehicle 5. Medium goods & passenger vehicle 6. Heavy goods vehicle 7. Imported motor vehicle 8. Any other vehicle not mentioned above	10 30 100 100 200 300 400 150
22	Endorsement of hire purchase agreement	34 (2 nos)	1. Request letter from the financier 2. Insurance certificate 3. R.C. 4. T.C.	All	100
23	Termination of hire purchase agreement	35 (2 nos)	1. Request letter from the financier 2. Insurance certificate 3. R.C. 4. T.C.	All	100

24	No objection certificate	29 , 28 (3 nos with chassis print)	1. Evidence of pay of motor vehicle tax up to date 2. NOC from prosecution branch of registering authority 3. NOC from police commissioner /SP (for vehicle migrating out of states) 4. All valid documents of vehicle	All	No fee
25	Renewal of certificate of fitness	C.F. R.A	1. Previous certificate of fitness 2. NOC from prosecution branch of registering authority 3. All valid documents 4. Vehicle for inspection	1. L.M.C.V. (transport) 2. Medium goods & passenger 3. Heavy goods & passengers 4. 2W & 3W	20 300 400 100
26	Duplicate certificate of fitness	C.R. L.D.	1. All valid documents of the vehicle	All	100
27	Alternation in motor vehicle	BT , BTI	1. Reason & proof for alternation 2. Purchase invoice along with measurements of engine/chassis/body to be altered 3. NOC from the financier		50
28	Contract carriage permit	P.C. O.P. A.	1. All valid documents of the vehicle 2. public service vehicle license & badge 3. Vehicle confirming to the permit conditions (color code , construction etc.) 4. Proof as to applicant is not the employee of /govt./undertaking 5. Replacement order in case of existing permit	1. Metered motor cab (rickshaw) 2. Non metered motor cab 3. Taxi cab	100 150 150
29	Goods carriage permit	P.Gd .C.A.	1. All valid documents of vehicle. 2. Vehicle confirming to the permit conditions	All	200
30	Private service vehicle	P.Pr. S.A	1. All valid documents of the vehicle 2. Address proof of the company 3. Area/routes to which application relates 4. Vehicle confirming to the permit conditions	All	200
31	Temp permit (goods carriage)	.P.Te m.A.	1. All valid documents of the vehicle 2. Details of routes & period 3. Proof of pay of tax for other states	All	50

32	Special permit (pass vehicle)	P.Co. Sp.A.	1. All valid documents of the vehicle 2. Details of routes & period 3. List of passengers 4. Proof of pay of special tax	All	50 p/month
33	Tourist permit	45 , 46	1. All valid documents of the vehicle 2. Vehicle confirming to the permit conditions 3. Proof of pay of tax	All	300
34	National permit (goods carriages)	46 , 48	1. All valid documents of the vehicle 2. Proof of pay of other state taxes 3. Vehicle confirming to the permit conditions	All	300
38	Payment of motor vehicle tax	A.T.	1. Insurance certificate 2. T.C. 3. Form 53 (in case of govt. vehicle)		
39	Refund of tax	D.T.	1. R.C. 2. T.C.		
40	Exemption from tax	M.T.	1.7/12 abstract or tehsildar certificate for agri tractor & trailer 2. Govt. order for semi govt. vehicle 3. Photograph, affidavit & certificate from civil surgeon for invalid carriage 4. Insurance certificate 5. T.C.		
41	Payment of tax for vehicle arriving from other states	F.T. & A.T	1. R.C. 2. T.C. 3. Insurance certificate 4. NOC/temp permit		
42	Duplicate taxation certificate	T.C. D.	1. Proof of pay of tax 2. All valid documents of the vehicle	All	20
43	Trade certification	16	1. Proof of bonafied vehicle dealer	1. Motor cycle 2. Invalid carriage 3. Others	25 25 100
44	Duplicate trade certificate	18	1. Police report in case of loss or destroy	1. Motor cycle 2. Invalid carriage 3. Others	15 15 50
45	Information about vehicle & MDL	Appliaction on plain paper		All	22 for vehicle & 20 for driving license

46	Authorised person to fill the applications	A	1. Domicile certificate from tehsildar. 2. Age proof 3. H.S.C. certificate 4. S.S.C. certificate with Marathi as compulsory subject 5. Police report from SP/Police commissioner. 6. National saving certificate Rs. 5000/- as security deposit 7. Photos (3 nos)		1000
47	Renewal of above	E	1. Certificate in form AA		500
48	Duplicate of above	EE	1. Defaced / solid certificate or police report if it is lost		500