Standard Operating Procedure and Checklist

Name of Department	Motor Vehicles Department

1. Standard Operating Procedure for Applicant

Application for	*Certificate of Fitness*
Mandatory supporting documents required	a. Fee payment
Process description	a. Visit https://parivahan.gov.in/parivahan/ b. Application for Certificate of Fitness for a vehicle has to be submitted online. c. OTP received in the mobile of the owner d. Fee payment should be done through online e. Vehicle has to be produced for inspection
Procedure for Fees payment	Fee in accordance with CMV Rules and service charge in accordance with the GoK orders are automatically calculated by the system. The applicant should remit the fee through online, as a continuous process of application submission. The parivahan software is integrated with kerala etreasury software for the applications relating to Kerala based vehicles
List of Reference Documents	MVACT, CMVRules, CMCR Rule 32, Service charge, Circular directions, circular 14/2020
Time line for completing the process	Application for Certificate of Fitness should be submitted prior to the expiry of previous. Otherwise there will be fine for every month
Checking of Application Status	Facility for checking the application status is provided in the parivahan software. It is linked to Kerala mvd website also.
Key Contact Person from department	Public Relation officer of each Regional transport office and sub Regional Transport office is the key contact person for the enquiry.

2. Standard Operating Procedure for Approver

Application for	*Certificate of Fitness*
Mandatory supporting documents required	a. Original RC b. Original Insurance To be produced at the time of inspection of vehicle
List of Reference Documents	MVACT, CMVRules, CMCR Rule 32, Service charge, Circular directions, circular 14/2020
Time line for completing the process	**Application for Fitness Certificate shall be processed on the same day of inspection**
Departmental Work Flow	a. *Inspection remarks and entry whether passed or failed by Asst Motor Vehicles Inspector* b. *Approval by Motor Vehicles Inspector* c. *Certificate can be downloaded from the website*

3. **Verification/Inspection Procedure: Application form, Fee payments, Insurance, Tax payments, PUCC certificate etc are to be verified before inspection.**
   After that the vehicle will be examined for its appearance, mechanical condition and road usability. If passed in the test certificate will be made available in the website. If failed the vehicle has to be produced on next inspection date after rectifying the defects, and payment of required retest fee

4. **Checklist of Documents**
   a. **Application**
   b. **Registration Certificate**
   c. **Insurance certificate**
   d. **Tax Pyament**
   e. **PUCC**
   f. **Fee**