

Standard Operating Procedure and Checklist

Name of Department	Motor Vehicles Department
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1. Standard Operating Procedure for Applicant

Application for	<i>Permit for Goods vehicles</i>
Mandatory supporting documents required	a. Fee payment
Process description	<ul style="list-style-type: none"> a. Visit https://parivahan.gov.in/parivahan/ b. Application for Permit 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
Procedure for Fees payment	Fee in accordance with KMV 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, KMVRules, Service charge, Circular directions, circular 14/2020
Time line for completing the process	Application for Fresh permit can be submitted immediately after registration of a vehicle. Application for renewal of Permit should be submitted prior to the expiry of previous. Otherwise there will be fine and compounding fee
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	<i>Permit for Goods Vehicles</i>
Mandatory supporting documents required	Online application Online fee
List of Reference Documents	MVACT, KMVRULES , Service charge, circular 14/2020
Time line for completing the process	Application for Permit shall be processed within five days
Departmental Work Flow	<ul style="list-style-type: none"> <i>a. Inwarding and scrutiny at clerical level</i> <i>b. Verification and supervisory level</i> <i>c. Approval at authority level</i> <i>d. Downloading the Permit by the Applicant from the website</i>

3. Verification/Inspection Procedure: Application form, Fee payments, Insurance, Tax payments, are to be verified before inspection.

4. Checklist of Documents (All are verified online)

- a. Online Application**
- b. Registration Certificate**
- c. Insurance certificate**
- d. Tax Pyament**
- e. PUCC**
- f. Fee**