USER MANUAL FOR APPLYING CONTRACT CARRIAGE PERMIT APPLICATION

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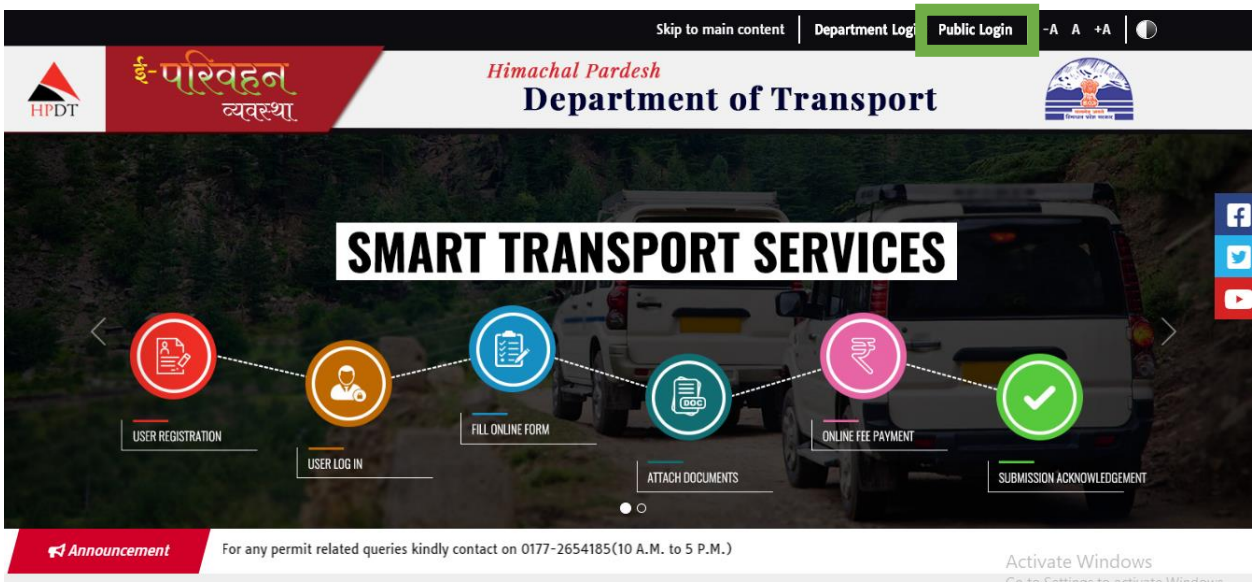
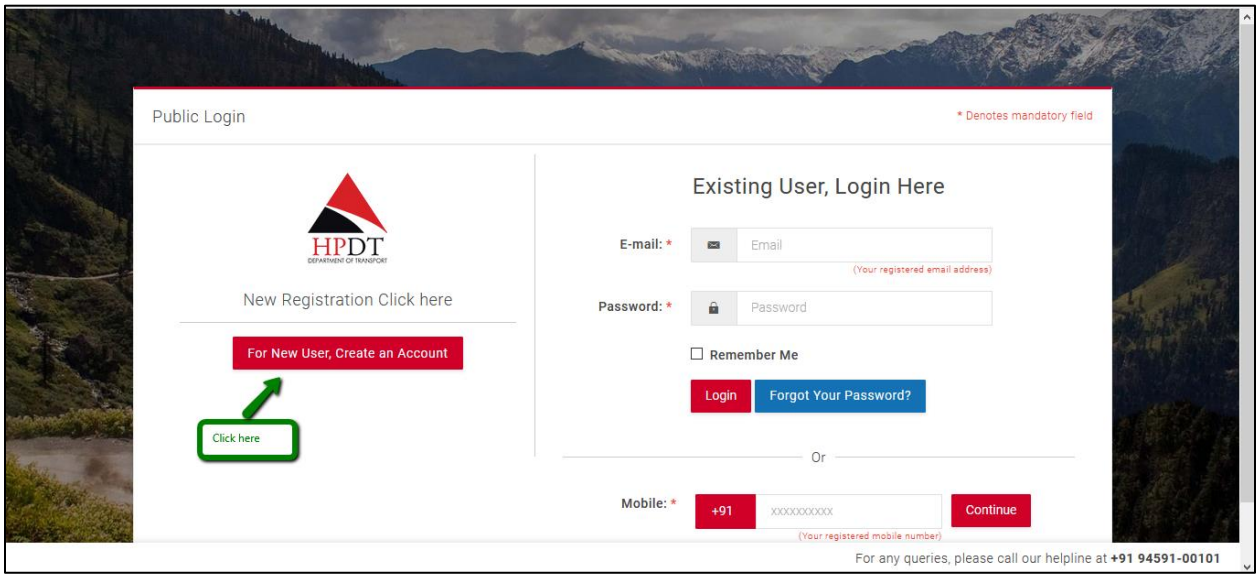
1.0 Contract Carriage Permit

1.1 Applicant Registration

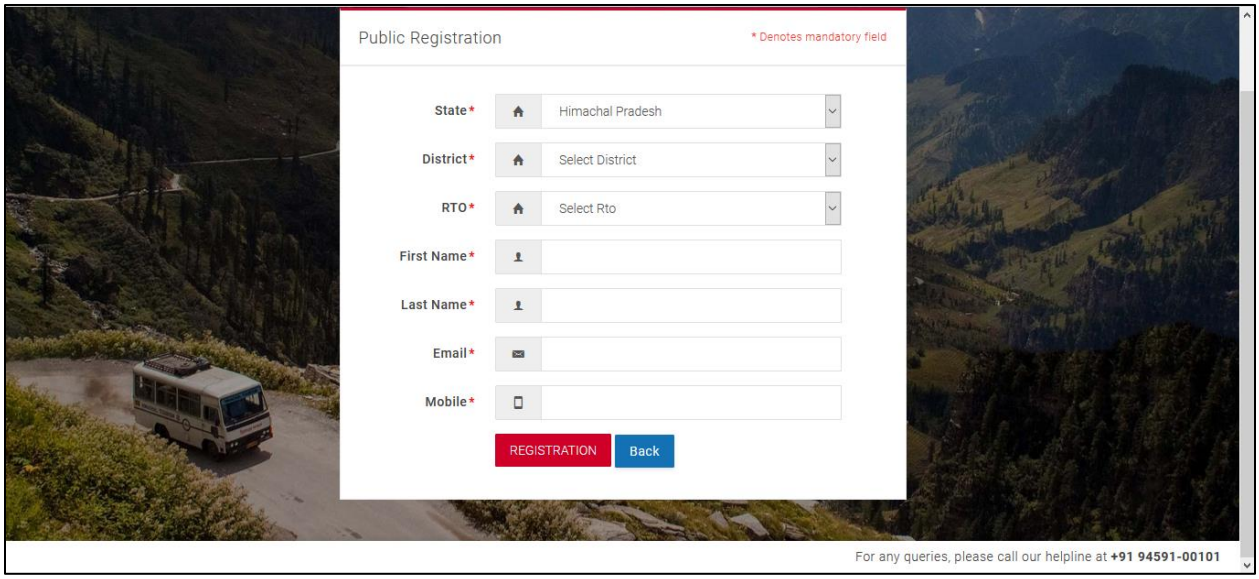
1) Click on Public Login button on home page.



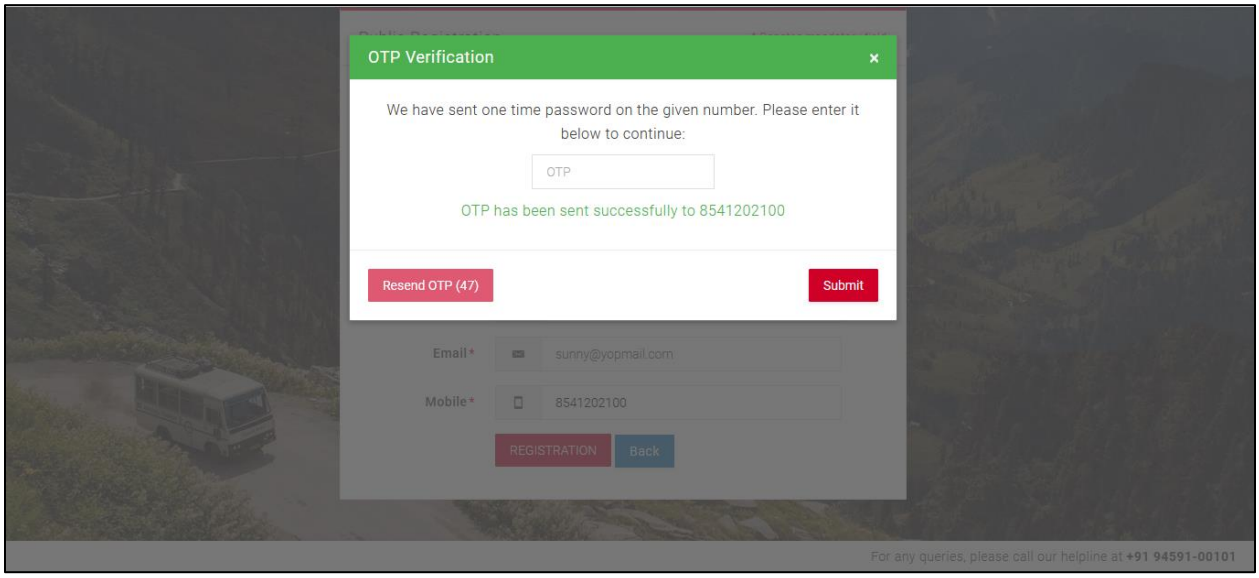
2) Click on For New User, Create an Account button.



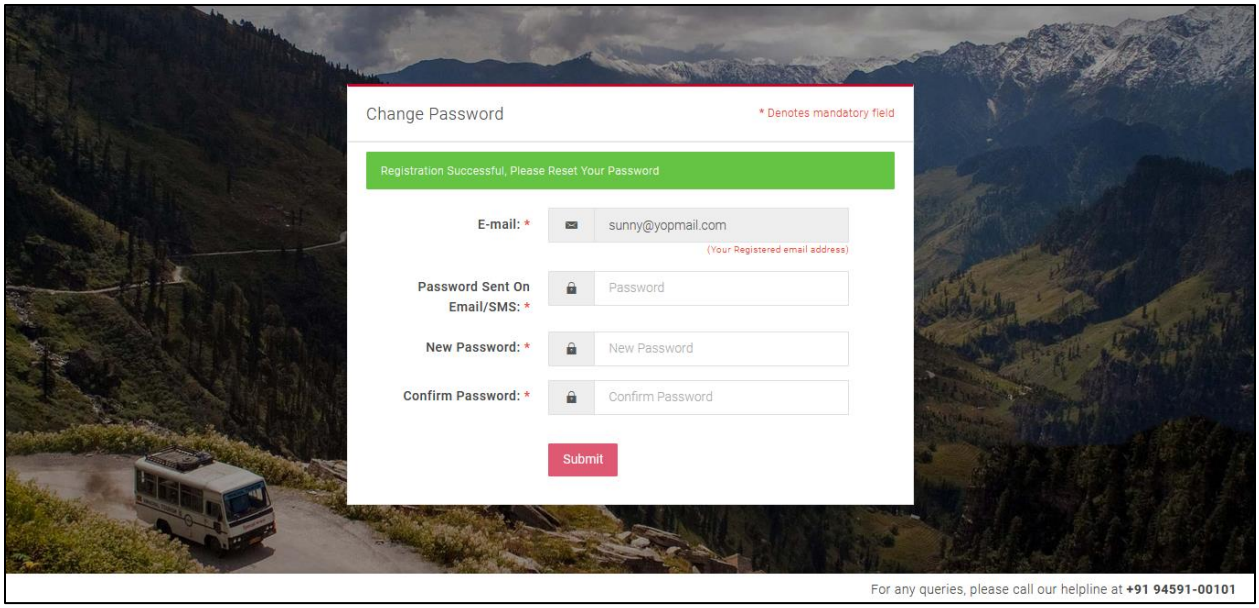
3) Fill in all your details in the form and click on Registration button.



4) Enter the OTP received on your phone number.



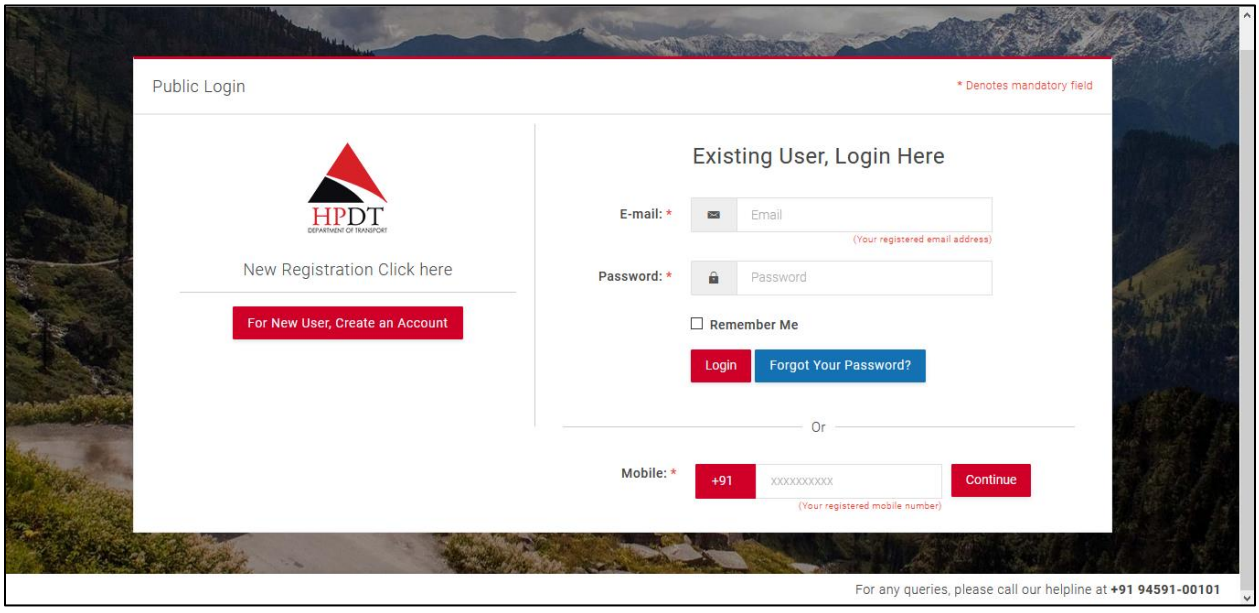
5) Enter one-time password sent on your registered email and set a new password and then click on submit button.



1.2 Login

Users can login by two ways: Via Email & Password or via phone number and OTP. To login via email follow these steps:

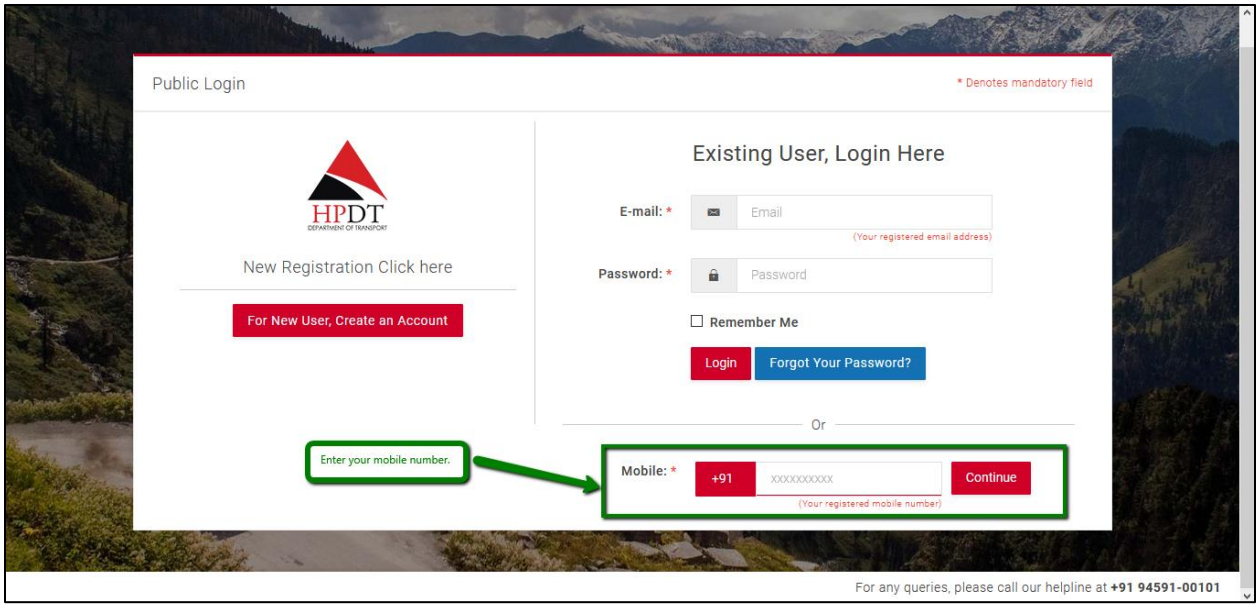
1) For login, click on Public Login button on website home page.



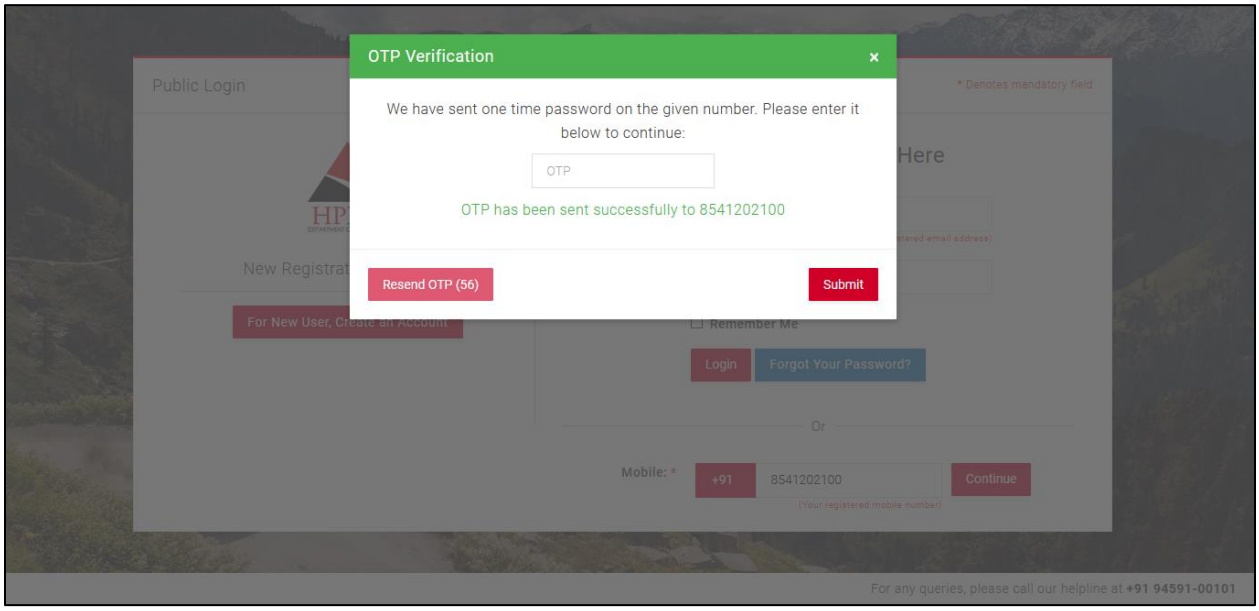
2) Enter your registered E-mail and Password.
3) Click on Login button.

For login via phone number, follow these steps:

1) Enter your registered mobile number.
2) Click on Continue button.

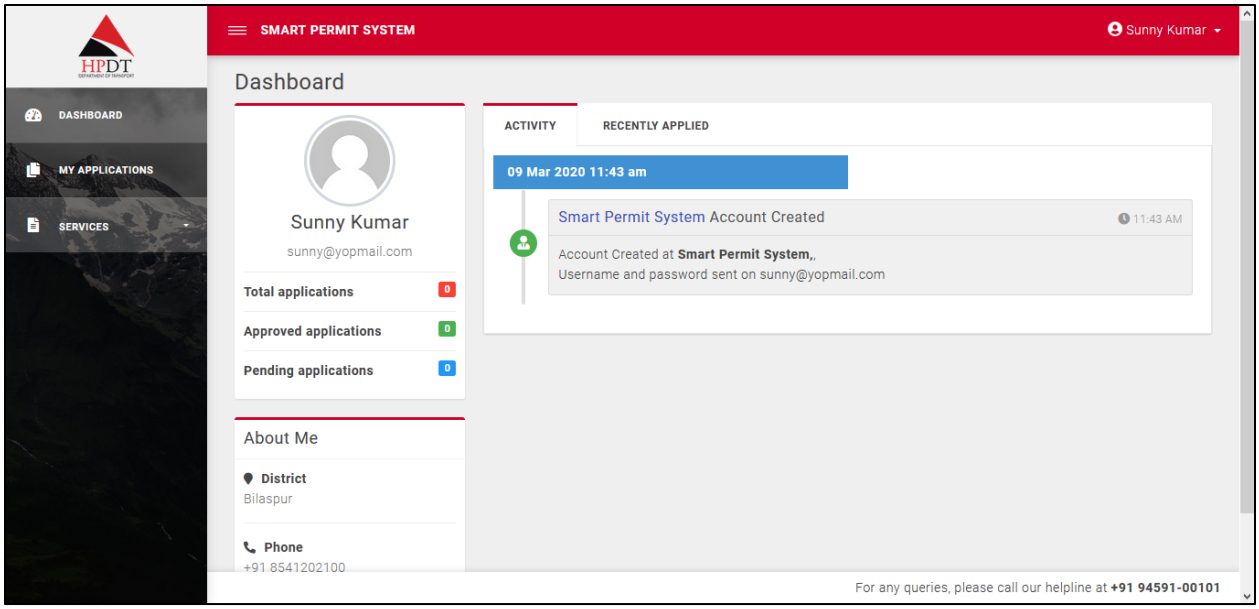


3) Enter OTP and click on Submit button.

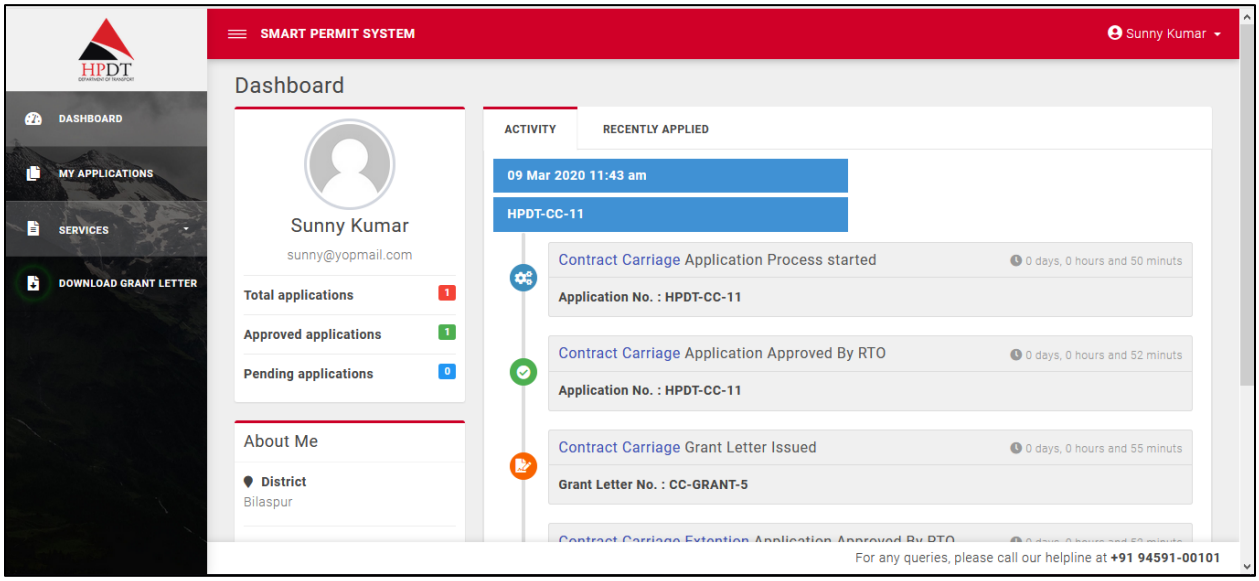


1.3 Dashboard

When user logs into the website, the first page opened is dashboard.

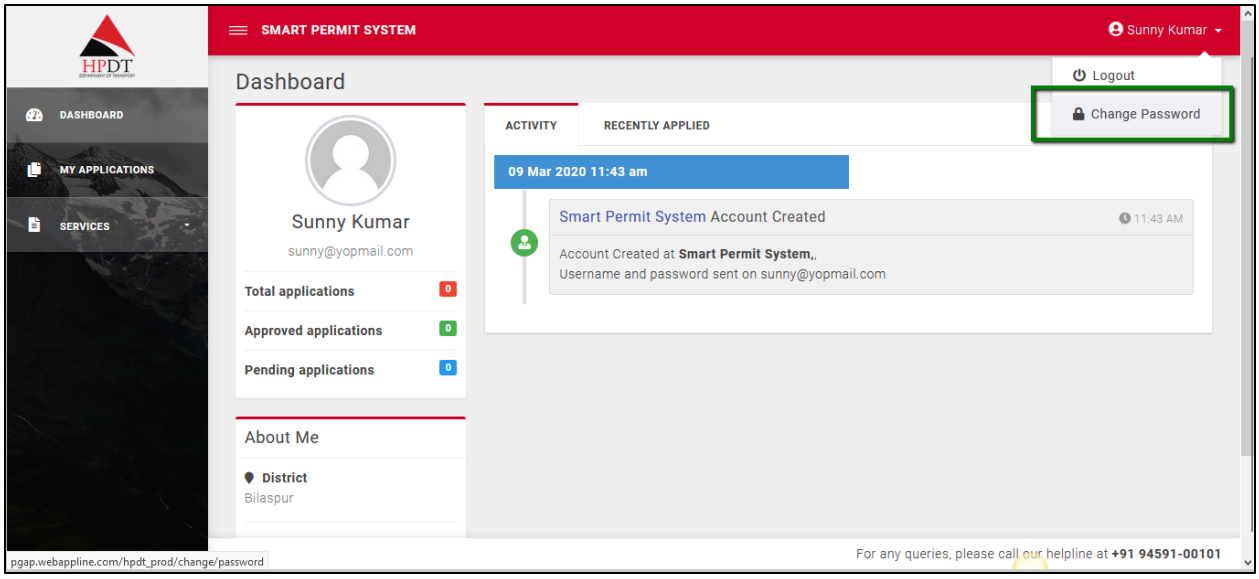


User can view the status of their application under Activity tab in dashboard page.

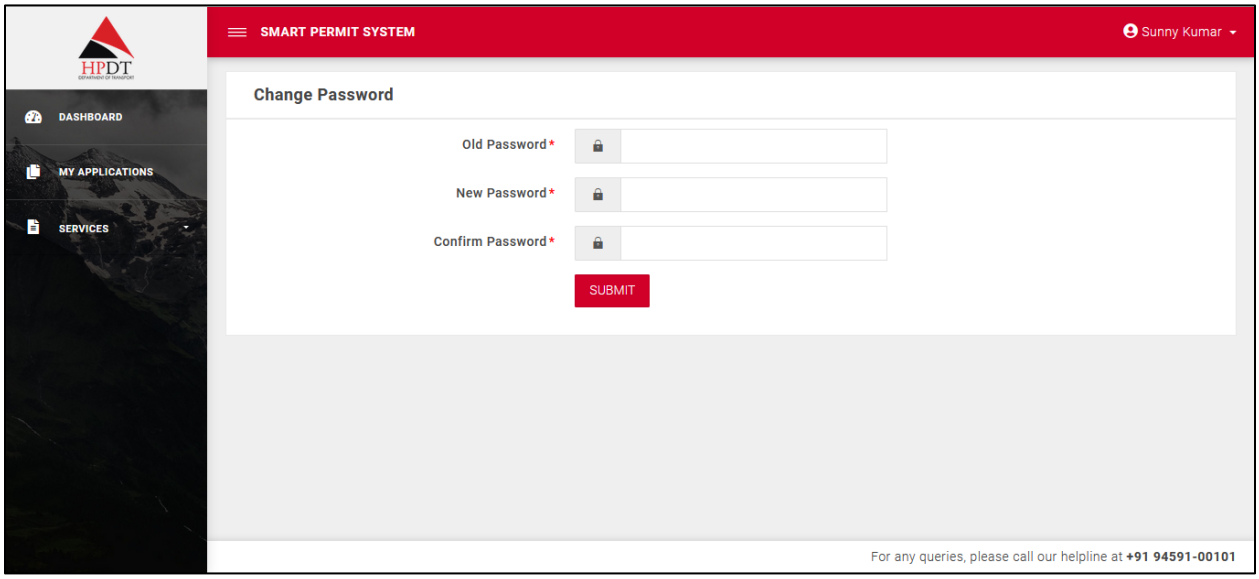


1.3.1Change Password

1) User can change their password by clicking on profile name button on top right corner and then clicking on Change Password button.



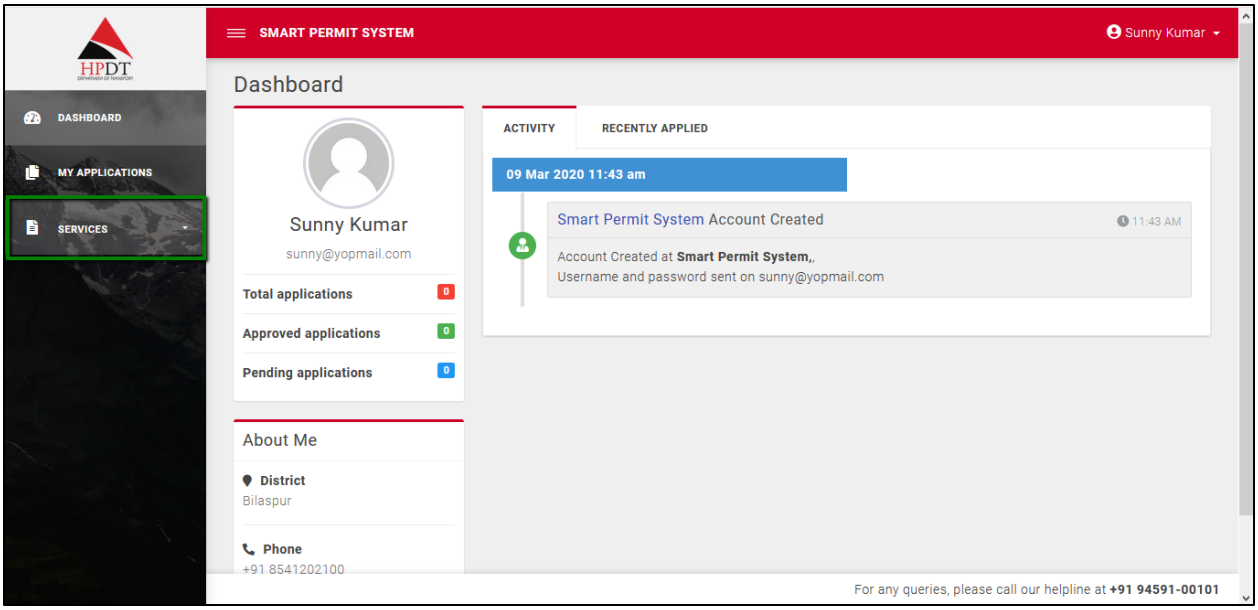
2) Enter your old password.
3) Enter a new password and confirm password.
4) Click on Submit button.



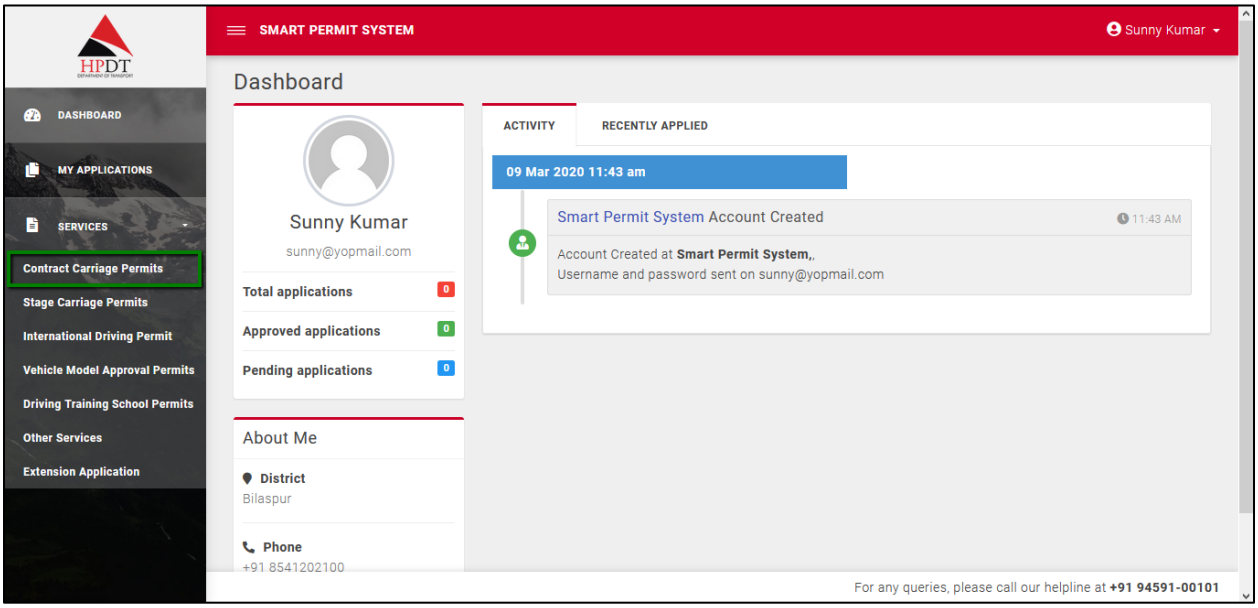
1.4 Contract Carriage Permit

To apply for Contract Carriage Permit, user can follow following steps:

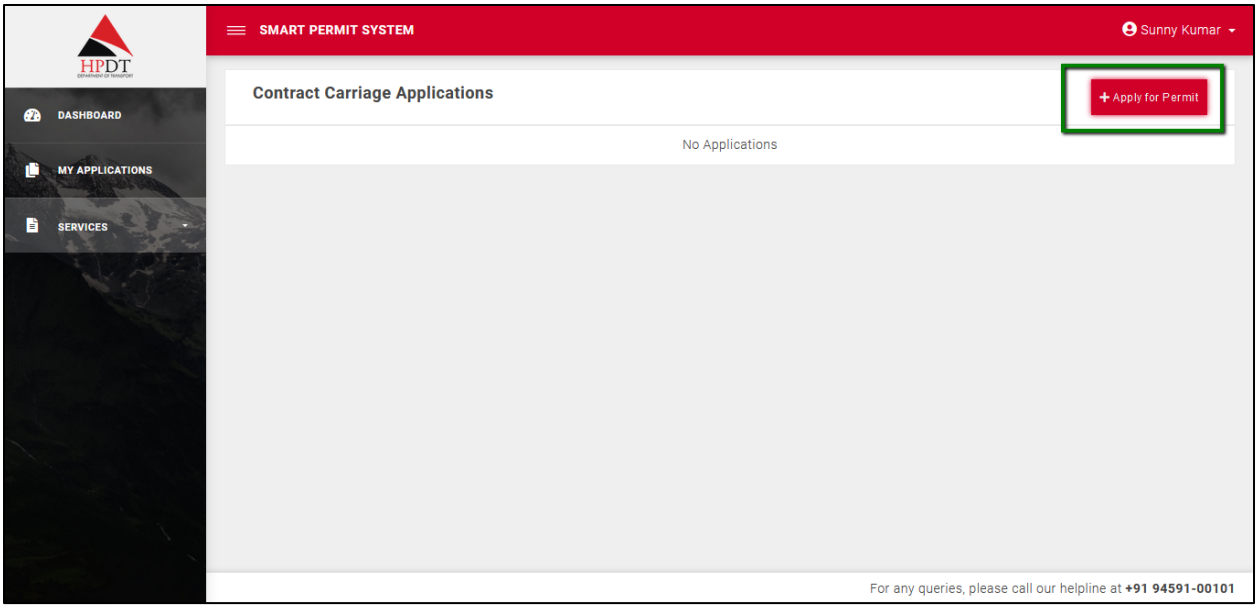
1) Click on Services menu.



2) Select Contract Carriage Permits sub menu option.



3) Click on Apply for Permit button on top right corner.



1.4.1 Step 1

In step 1, enter basic details and click on Save and Continue button.

DASHBOARD

MY APPLICATIONS

SERVICES

SERVICES

SERVICES

Applying for New Contract Carriage Application

Back

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
REGISTRATION INFO	APPLICATION DOCUMENTS	PERMIT DETAILS	PAYMENT	FINAL SUBMIT

Checklist

While Applying For A Permit, The Applicant Is Required To Submit Several Documents. Here, We Take A Look At The List Of Documents That Is Required To Be Submitted In Order To Avail A Fresh Permit And Other Purposes Like Renewal And Reissue Of The Permit.
Please Make Sure You Have The Required Documents Available.

- Valid ID Proof
- Scanned Copy Of Driving Licence
- Self Undertaking By The Applicant Confirming Unemployment
- Scanned Certificate Of Bonafide Himachal
- RC Of Old Vehicle, If Applicable
- NOC From RTO, If Applicable
- NOC From Excise, If Applicable

Applicant's Details

Select District*: Kangra

Select RTO*: Select RTO*

Name Of The Applicant(S) In Full*: Sumit Patial

Gender*: Male / Female / Other

Name Of Father Or Husband (In Case Of Individual And In Case Of Firm Or Company The Particulars Of Managing Partner Or Managing Director, As The Case May Be)*

Full Address (To Be Supported By Attested Copy Of Ration Card, Electricity Bill, Etc. In Case Of Individual Or Any Other Valid Documentary Proof To The Satisfaction Of State Transport Authority And In Case Of Company Or Firm, Certified Copy Of The Memorandum Of Association Or Copy Of Partnership Deed)*

House No. And Street*

Village, Post Office, Tehsil*

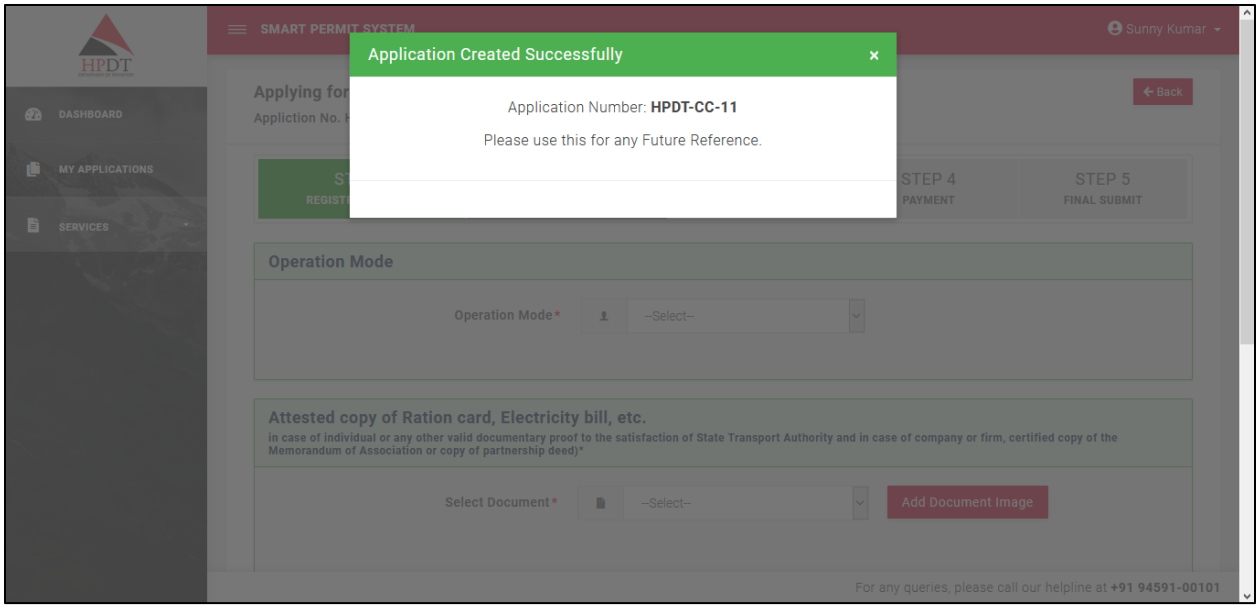
State*: Himachal Pradesh

District*: Kangra

Pin Code*

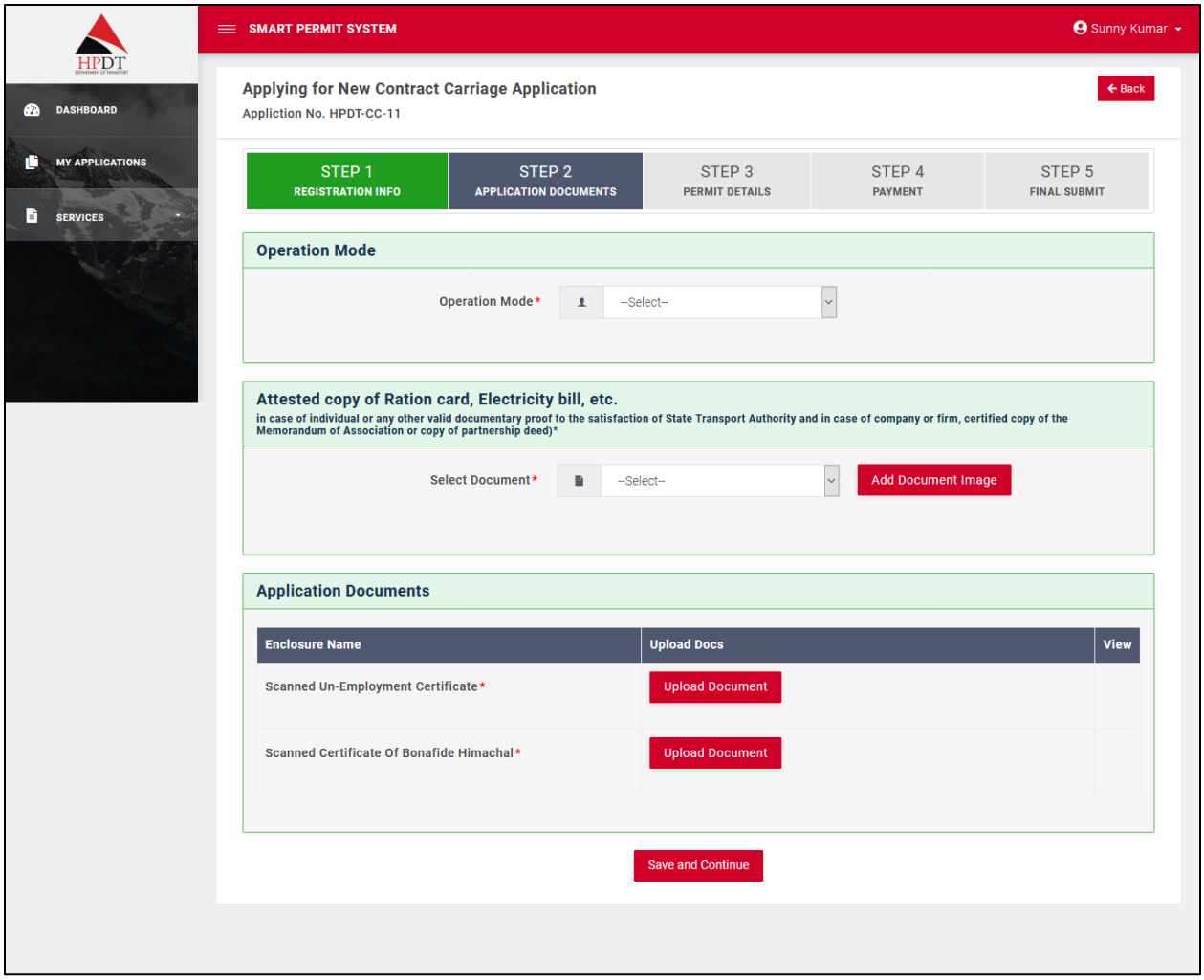
Mobile No.*

Save and Continue



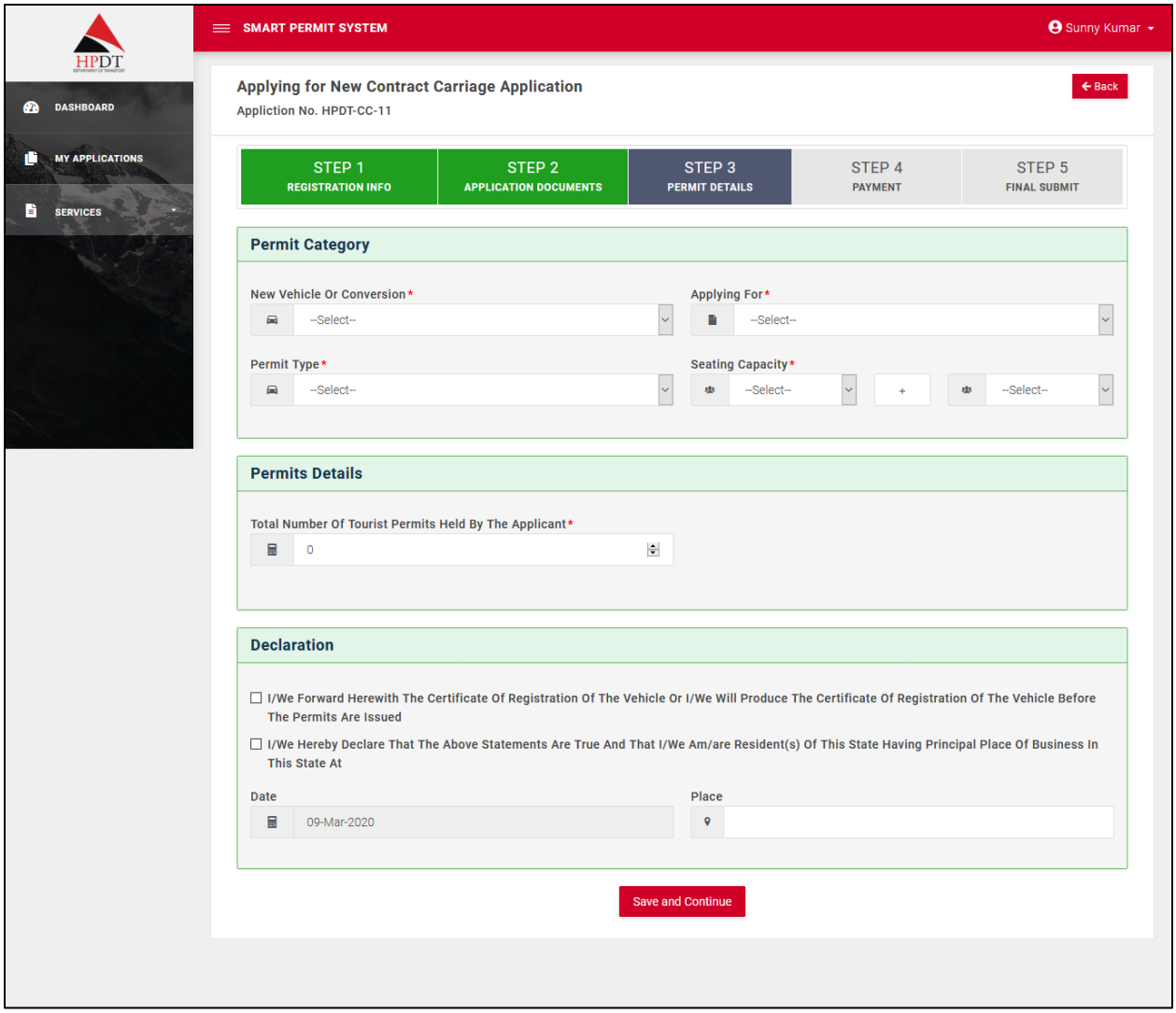
1.4.2 Step 2

In step 2, enter Operation mode details, attach any ID Proof, attach your Un-Employment certificate and Bonafide Himachal certificate. Click Save and Continue button.



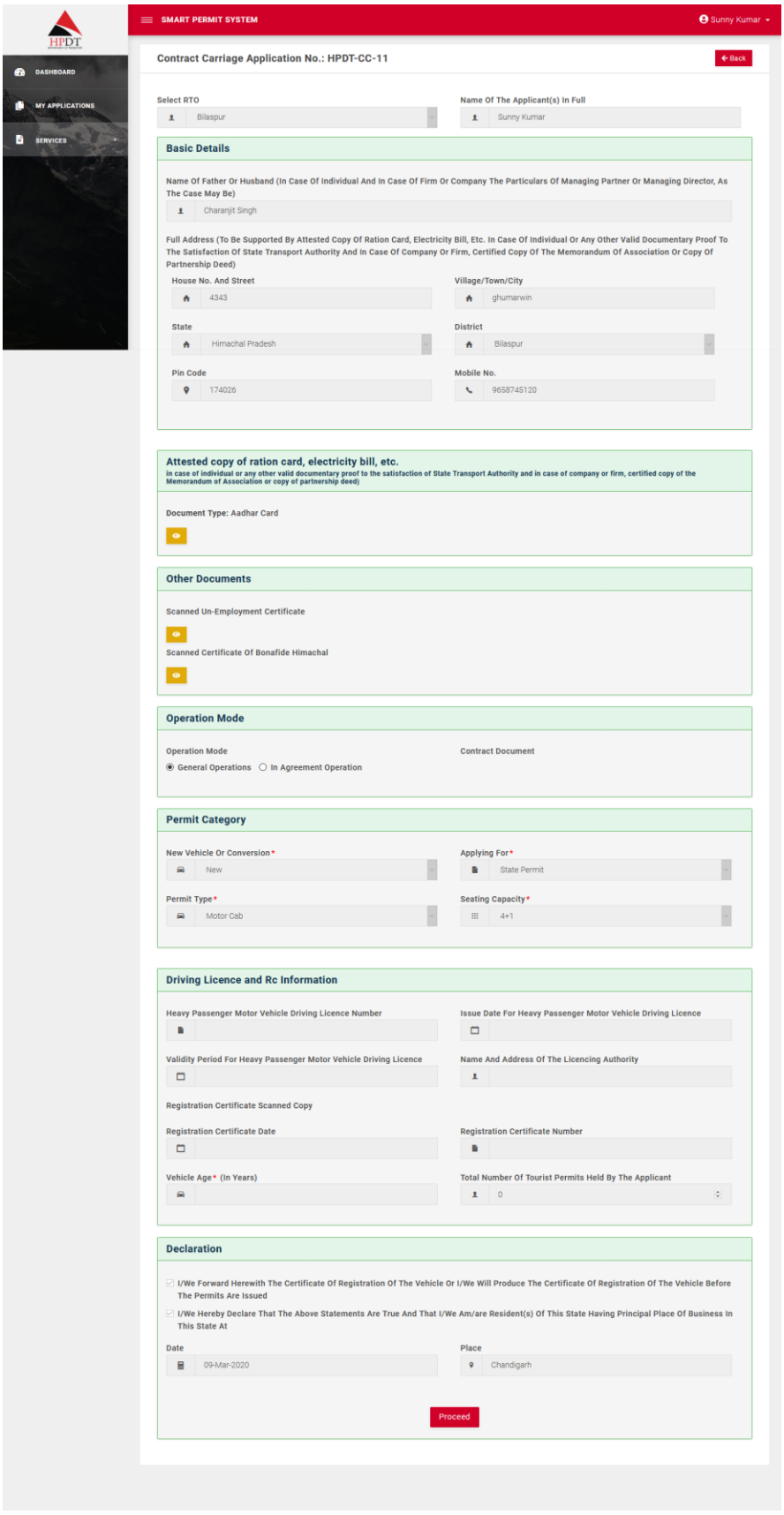
1.4.3 Step 3

In step 3, enter new or old vehicle details, permit details, check all the terms and conditions and click on Save and Continue button.

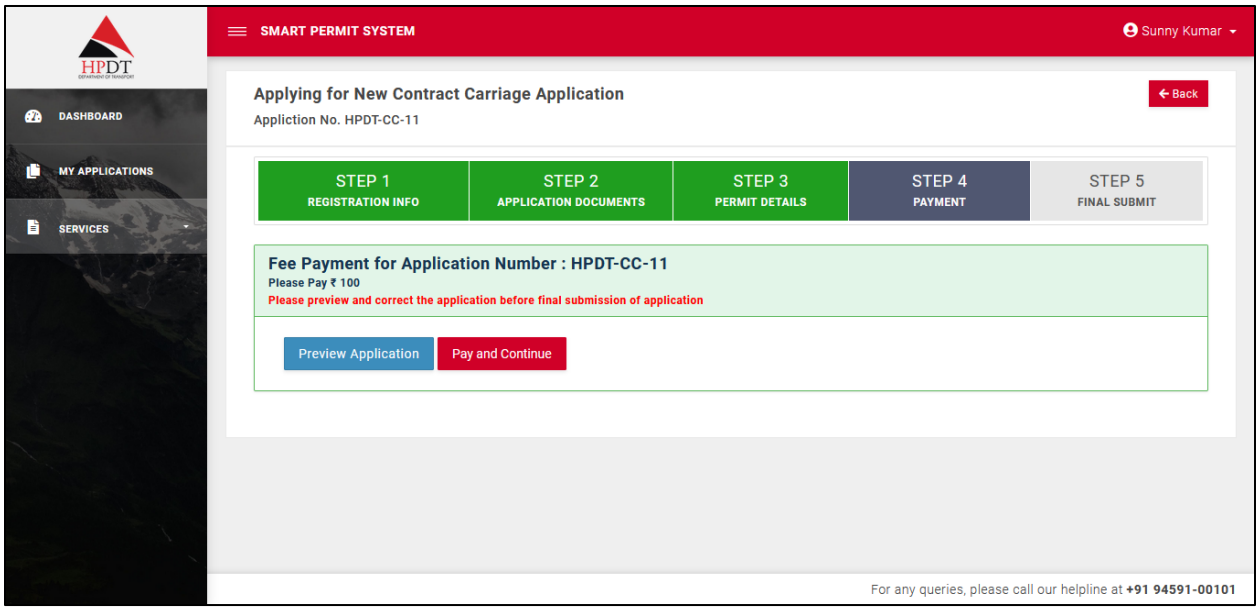


1.4.4 Step 4

In step 4, user can preview their application form and make payment to submit their application. Click on Preview Application button to see the preview.

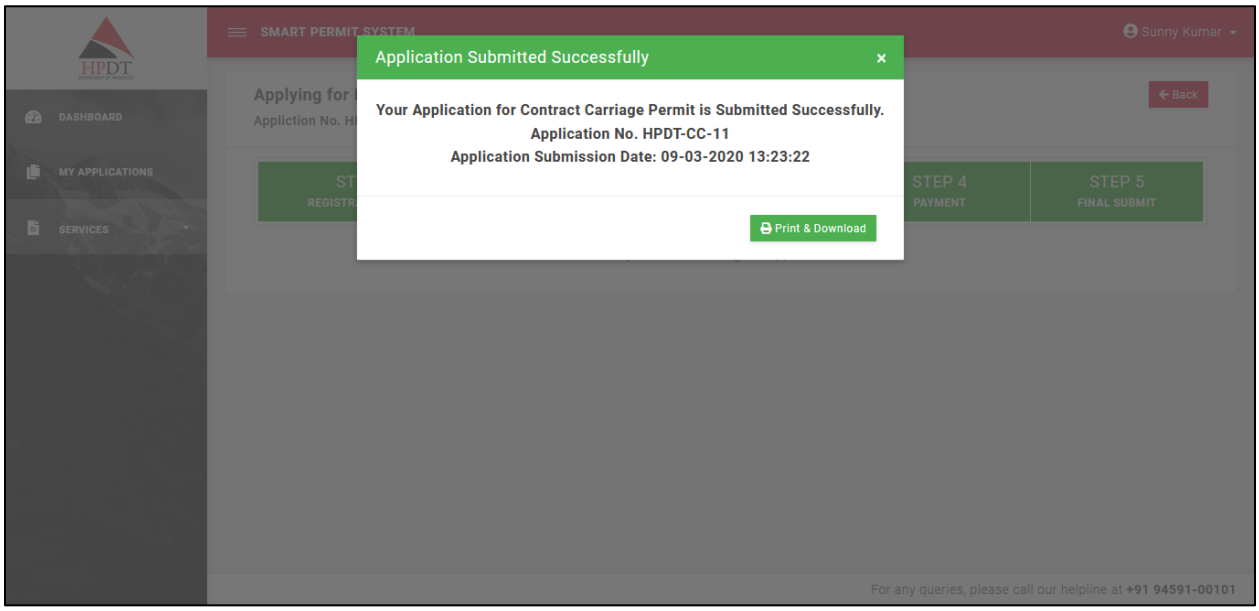

SMART PERMIT SYSTEM
Sunny Kumar
DASHBOARD
MY APPLICATIONS
SERVICES
Contract Carriage Application No.: HPDT-CC-11
Back
Select RTO
Bilaspur
Name Of The Applicant(s) In Full
Sunny Kumar
Basic Details
Name Of Father Or Husband (In Case Of Individual And In Case Of Firm Or Company The Particulars Of Managing Partner Or Managing Director, As The Case May Be)
Charanjit Singh
Full Address (To Be Supported By Attested Copy Of Ration Card, Electricity Bill, Etc. In Case Of Individual Or Any Other Valid Documentary Proof To The Satisfaction Of State Transport Authority And In Case Of Company Or Firm, Certified Copy Of The Memorandum Of Association Or Copy Of Partnership Deed)
House No. And Street
4343
Village/Town/City
ghumarwin
State
Himachal Pradesh
District
Bilaspur
Pin Code
174026
Mobile No.
9658745120
Attested copy of ration card, electricity bill, etc.
in case of individual or any other valid documentary proof to the satisfaction of State Transport Authority and in case of company or firm, certified copy of the Memorandum of Association or copy of partnership deed)
Document Type: Aadhar Card
Other Documents
Scanned Un-Employment Certificate
Scanned Certificate Of Bonafide Himachal
Operation Mode
Operation Mode
General Operations
In Agreement Operation
Contract Document
Permit Category
New Vehicle Or Conversion*
New
Applying For*
State Permit
Permit Type*
Motor Cab
Seating Capacity*
4+1
Driving Licence and Rc Information
Heavy Passenger Motor Vehicle Driving Licence Number
Issue Date For Heavy Passenger Motor Vehicle Driving Licence
Validity Period For Heavy Passenger Motor Vehicle Driving Licence
Name And Address Of The Licencing Authority
Registration Certificate Scanned Copy
Registration Certificate Date
Registration Certificate Number
Vehicle Age* (In Years)
Total Number Of Tourist Permits Held By The Applicant
0
Declaration
I/We Forward Herewith The Certificate Of Registration Of The Vehicle Or I/We Will Produce The Certificate Of Registration Of The Vehicle Before The Permits Are Issued
I/We Hereby Declare That The Above Statements Are True And That I/We Am/are Resident(s) Of This State Having Principal Place Of Business In This State At
Date
09-Mar-2020
Place
Chandigarh
Proceed

Click on Proceed button and then click Pay button and complete the payment.



1.4.5 Step 5

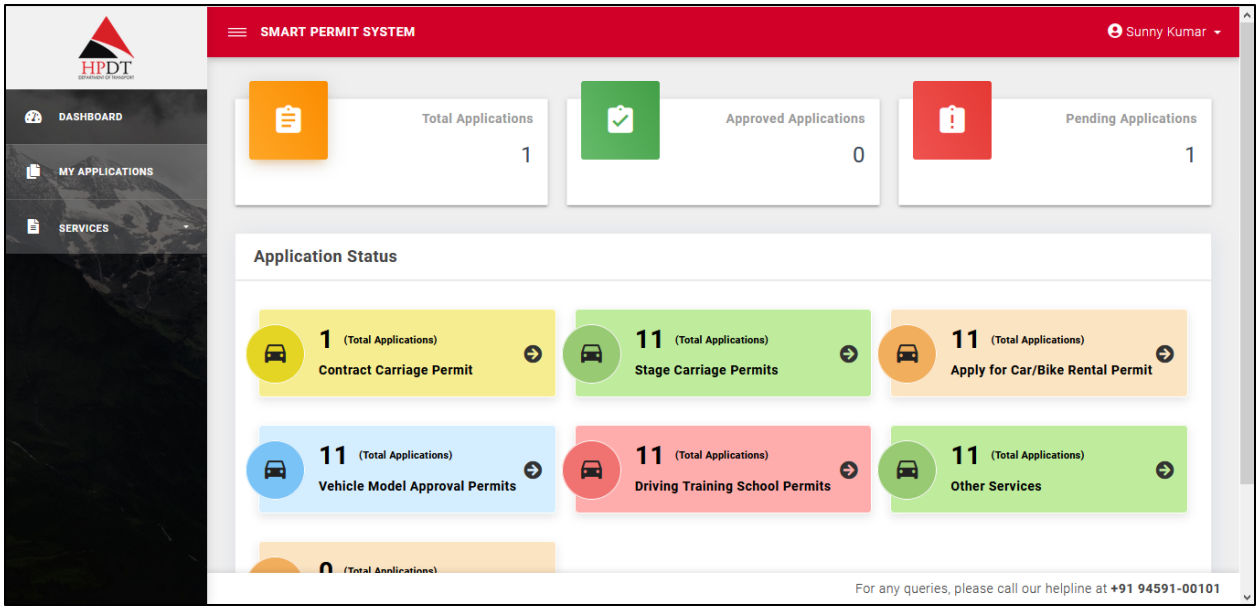
In last step, your application will be submitted successfully, and a confirmation pop up will be shown.



User can print or download their application for future reference by clicking on Print & Download button.

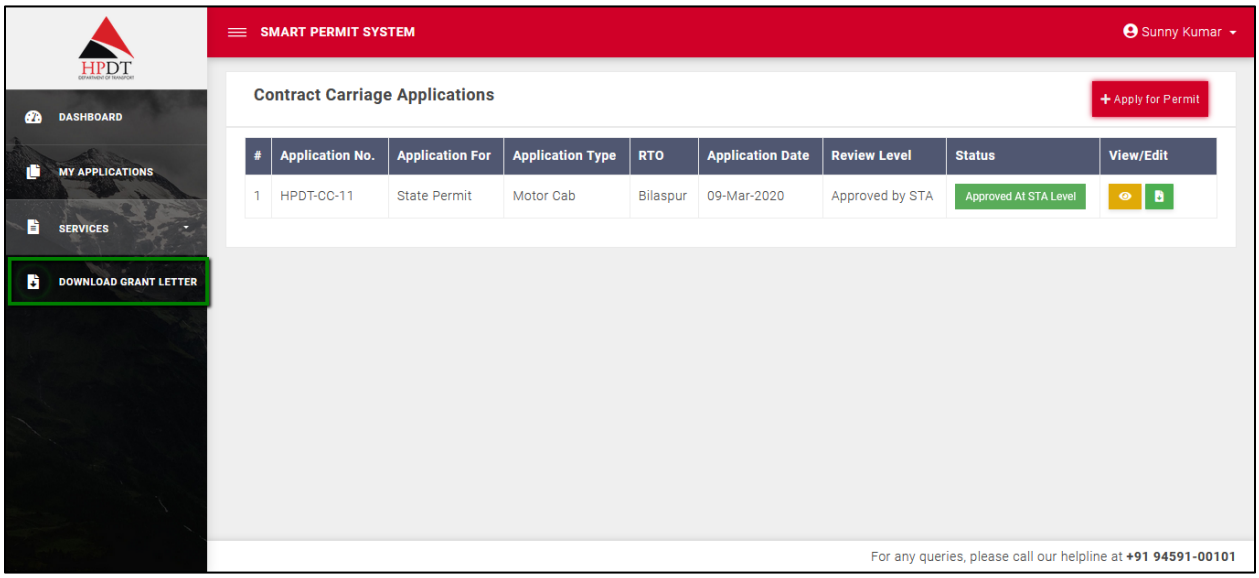
1.5 My Applications

User can view summary of total applications submitted in My Applications page. To go to My Applications page, click on My Applications menu.

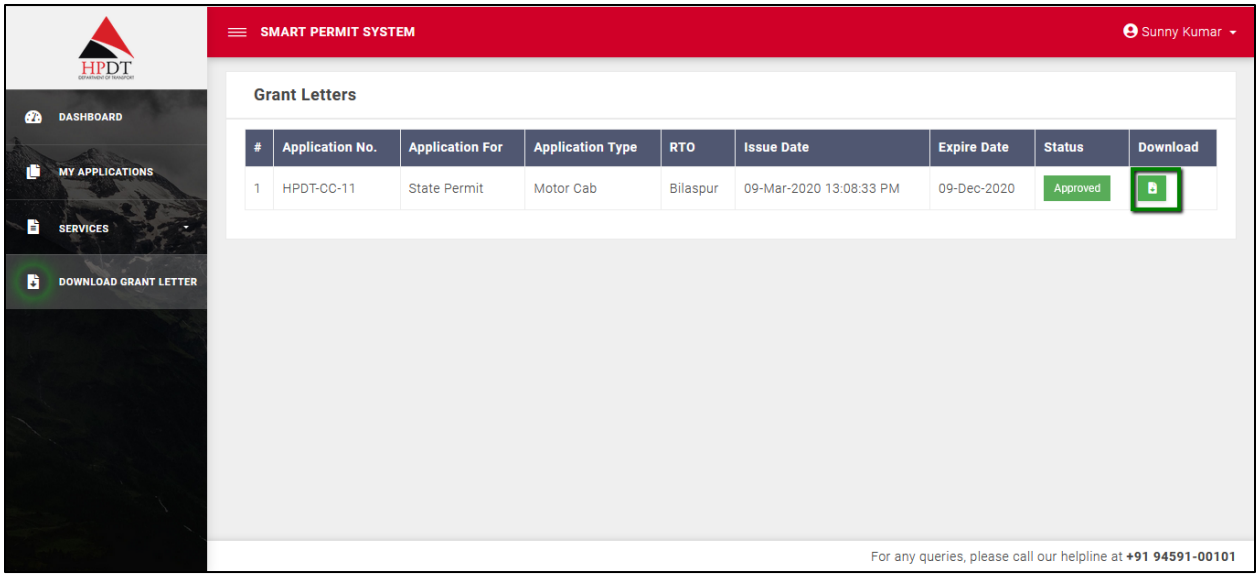


1.6 Download Grant Letter

Once the application is approved and RTO issues the Grant letter, Download Grant Letter menu will be visible to applicant.



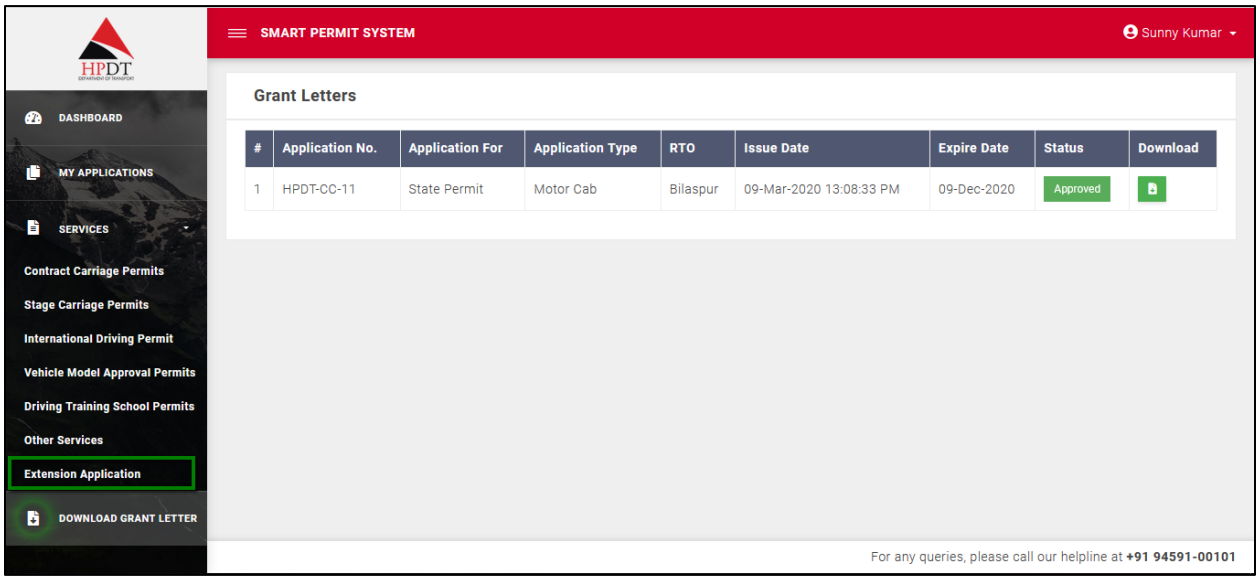
1) Click on Download Grant Letter menu button.
2) Click on Download icon showing under Download column and your grant letter will be downloaded.



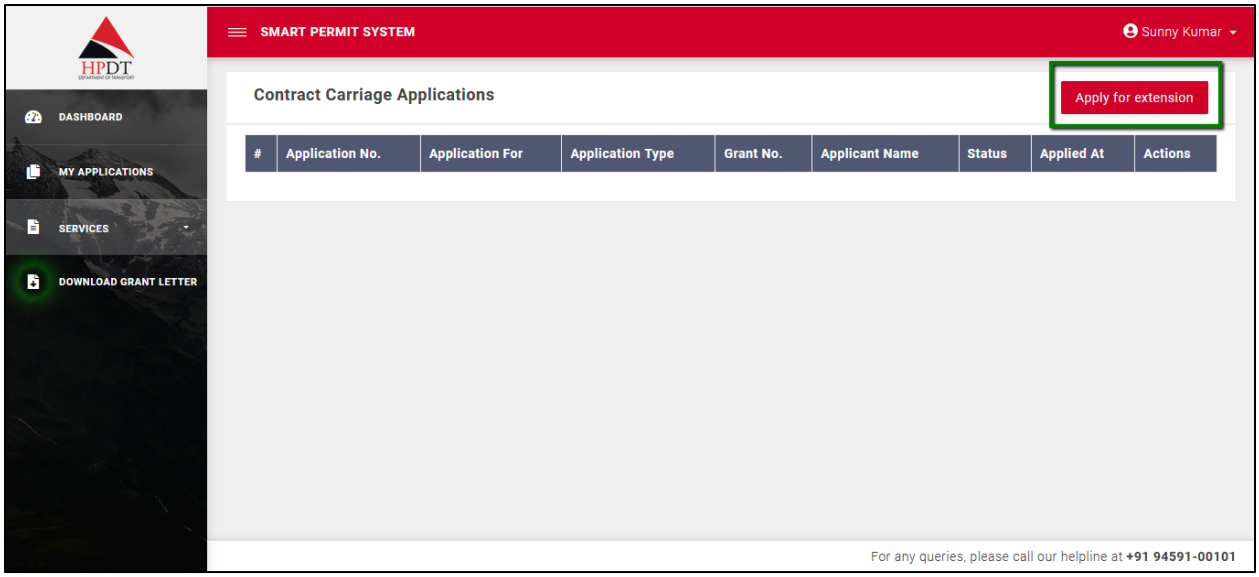
1.7 Apply for Extension

Users can also apply for grant letter extension if the validity of their grant letter has been expired. To avail the extension service, user can follow following steps:

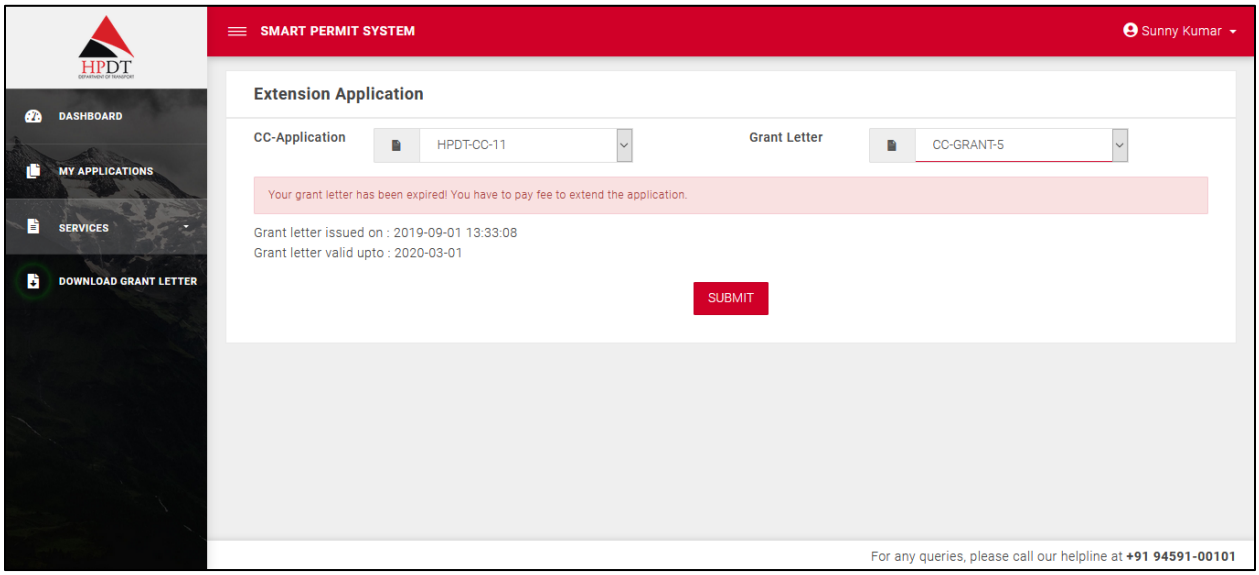
1) Click on Services menu.
2) Select Extension Application sub menu.



3) In Extension Application page, listing of already applied extension applications will be displayed. To apply click on Apply for Extension button on top right corner.



4) Select your Contract Carriage Application and select Grant Letter to know grant letter validity. If your grant letter has been expired, then it will show like following:



5) To continue, click on Submit button and complete your payment. After successful payment, your extension application will reflect in extension application listing page with status as pending.
6) You can download your extended grant letter once your RTO will approve your application. You can download your grant letter again by going to Download Grant Letter page.

FOR ANY PERMIT RELATED QUERIES KINDLY CONTACT ON HELPLINE NUMBER

0177-2654185 (10 A.M. TO 5 P.M.)

HPDT

DEPARTMENT OF TRANSPORT