USER MANUAL FOR APPLYING STAGE CARRIAGE PERMIT RELATED SERVICES

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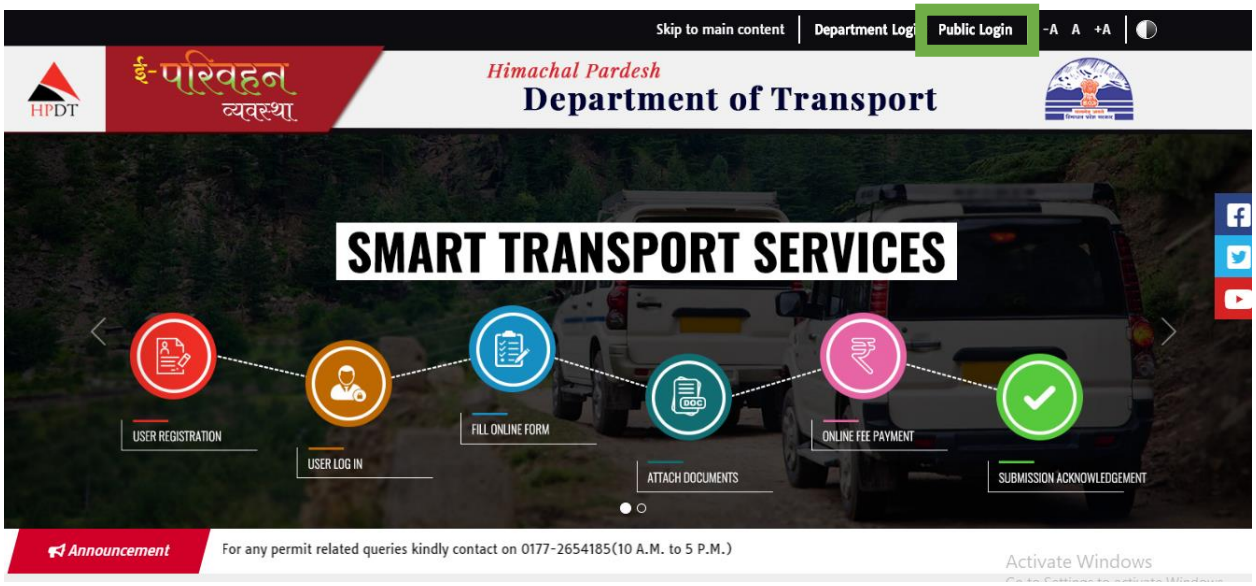
1.0 Stage Carriage Permit

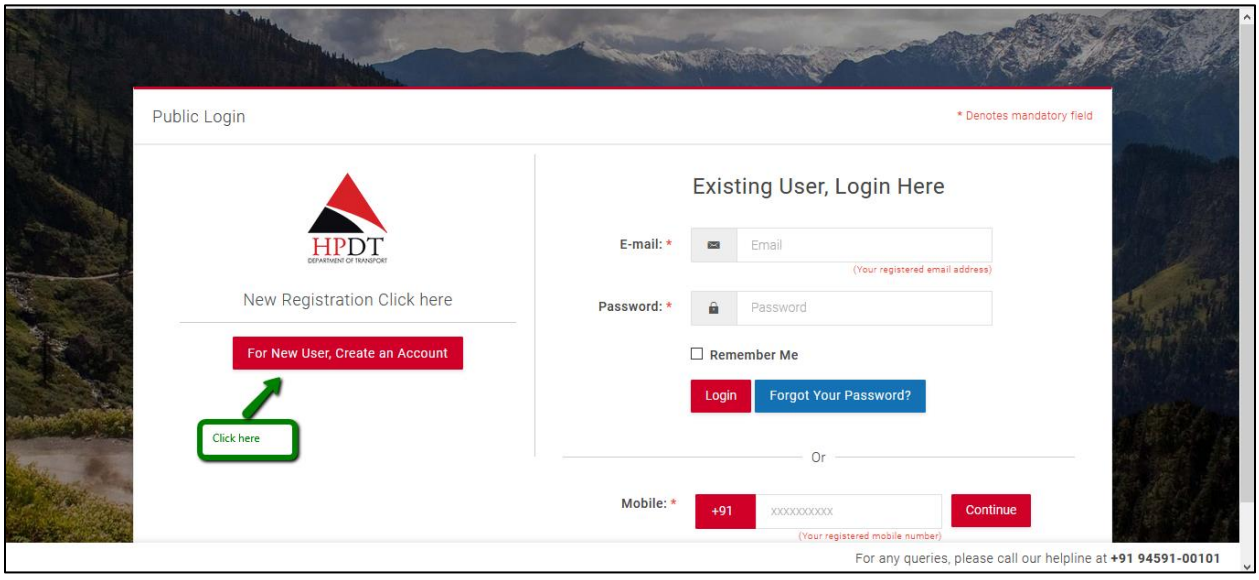
1.1 Public Login

For login or to sign-up to access HPDT services online, click on **publiclogin** button on homepage.



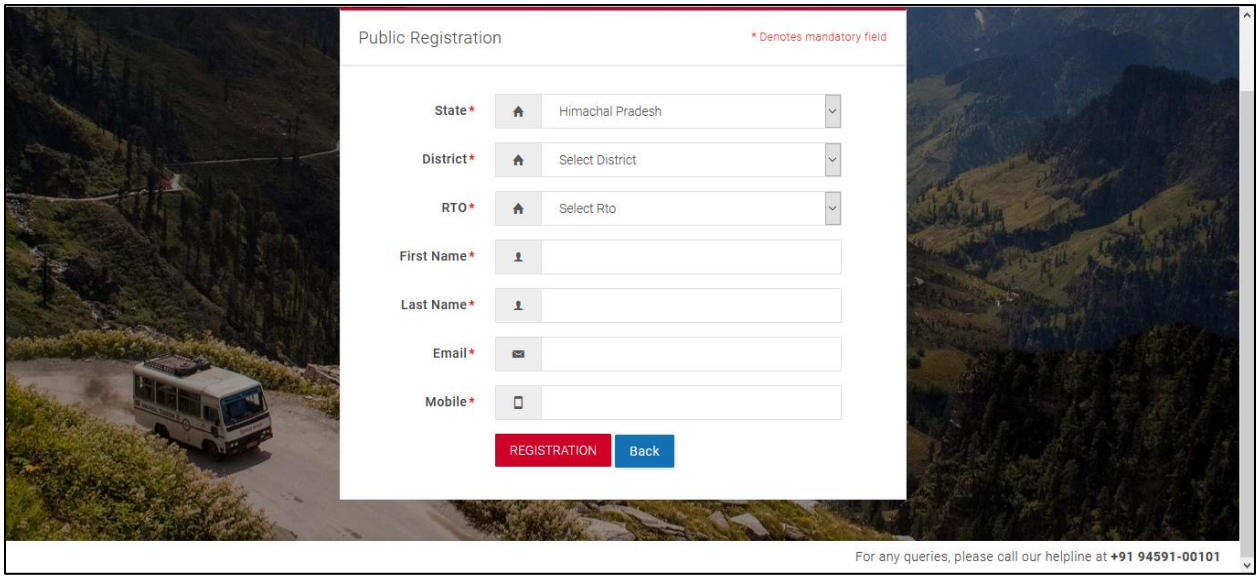
1.2New User

If user is new,then click on '**For New User, Create an Account**' button.



1.2User Registration

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

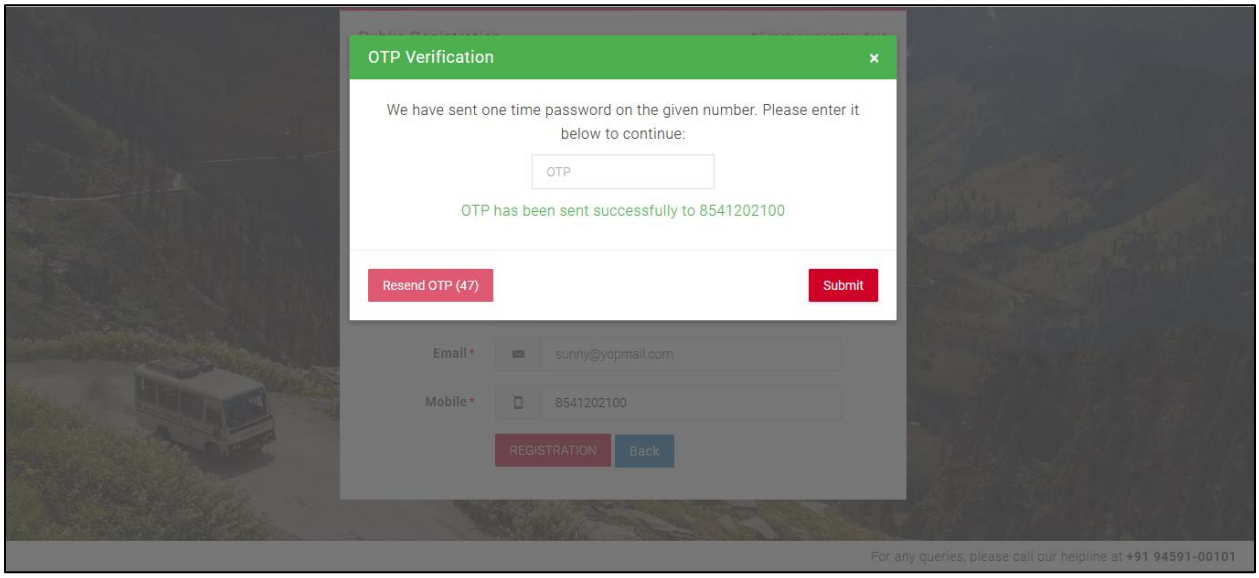


1.2.1 O.T.P Verification

User will receive an OTP on the mobile number entered while registering to the portal to continue the process.Enter the OTP in the input field.

1.2.1.1 Resend OTP

If user doesn't receive any OTP,they can click to the **'ResendOTP'** Button to get another OTP on mobile number.



1.3Password Reset/Forgot Password

To reset/change the password, user will enter data to the input fields

- **Email** of the registered user
- **Password** sent to the user on registered email to HPDT
- Input **new password**

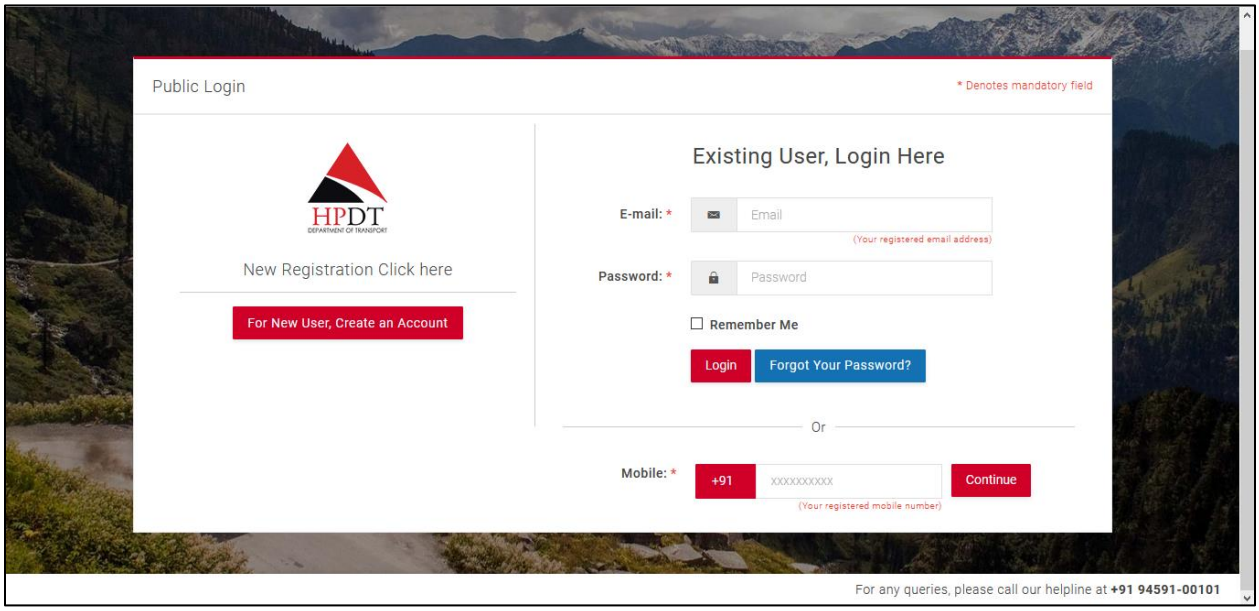
- Re-enter the **newpassword** for the confirmation

1.4Login

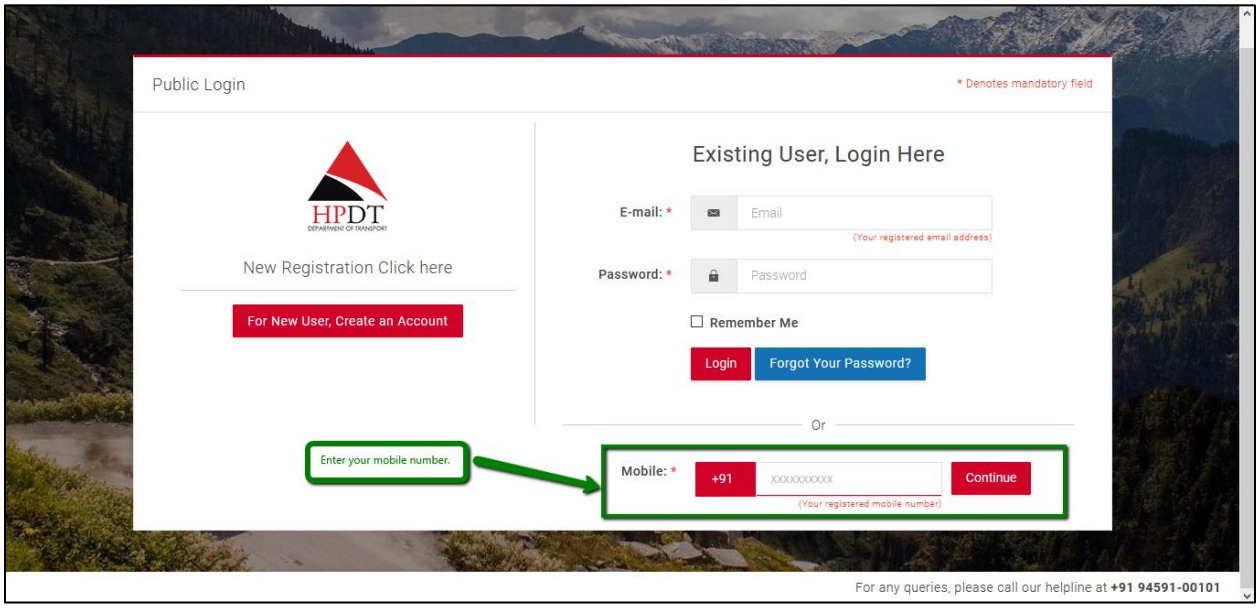
Users can login to HPDT Portalusing authentic login details like**Email**&**Password** or using **Phonenumber**in case if user is trying to login with phone number, user will receive an **OTP** on registered mobile number.

To login via email follow these steps:

Click on **Public Login** button on website home page.

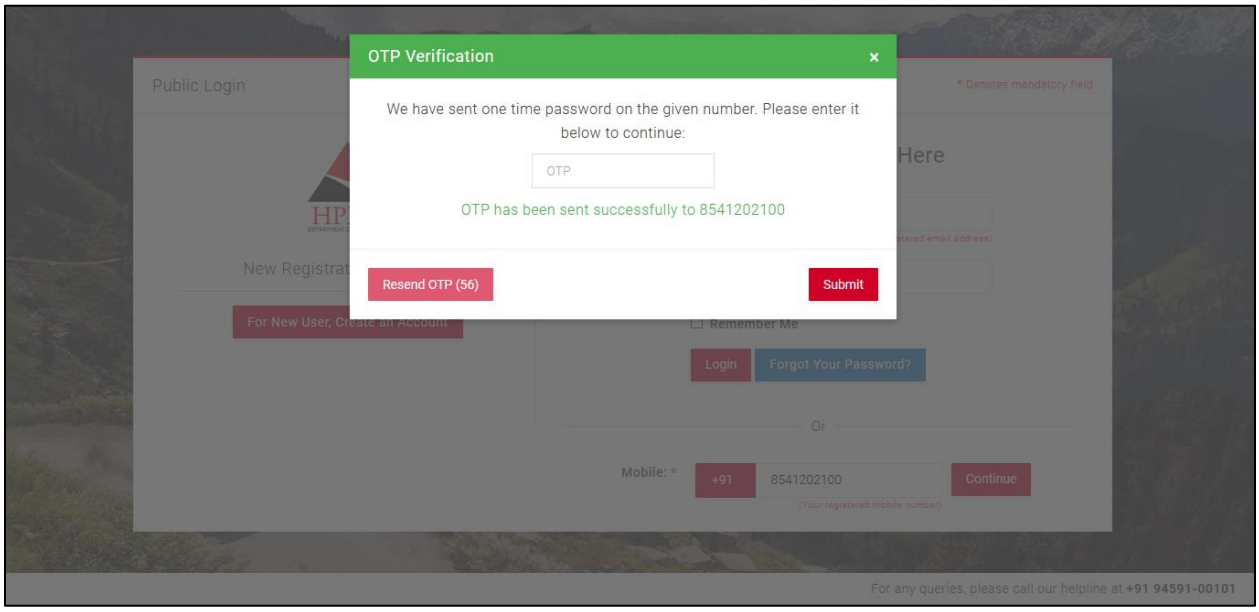


- Enter registered **E-mail** and **Password**.
- Click on **Login** button.



For login via phone number, follow these steps:

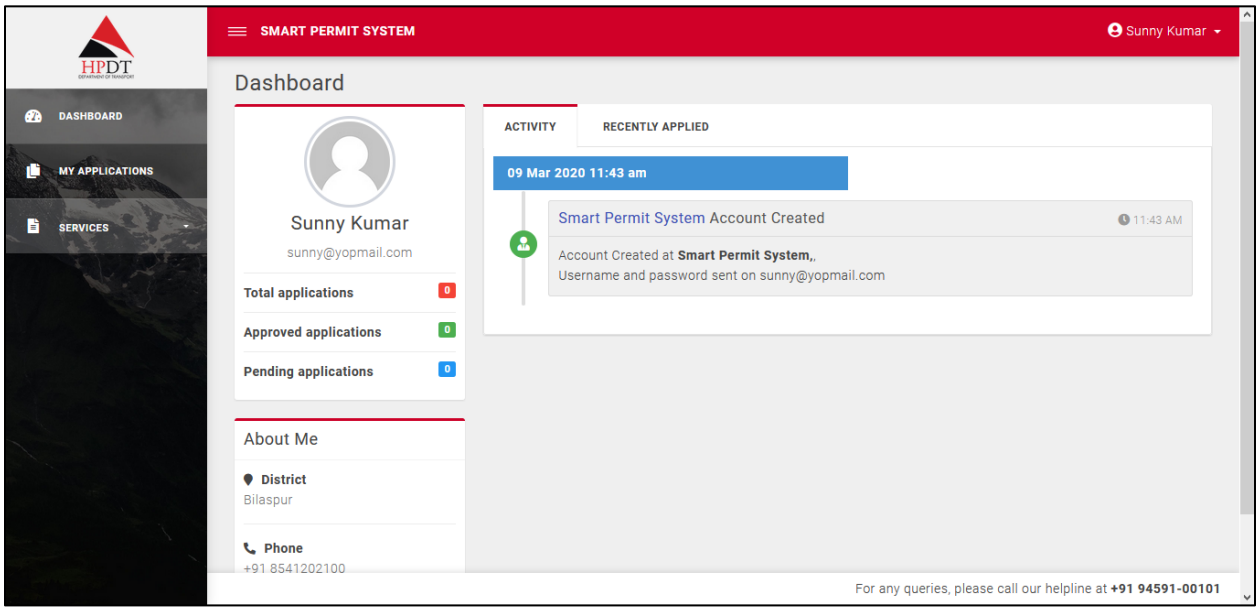
- Enter registered **mobilenumber**.
- Click on **Continue** button.



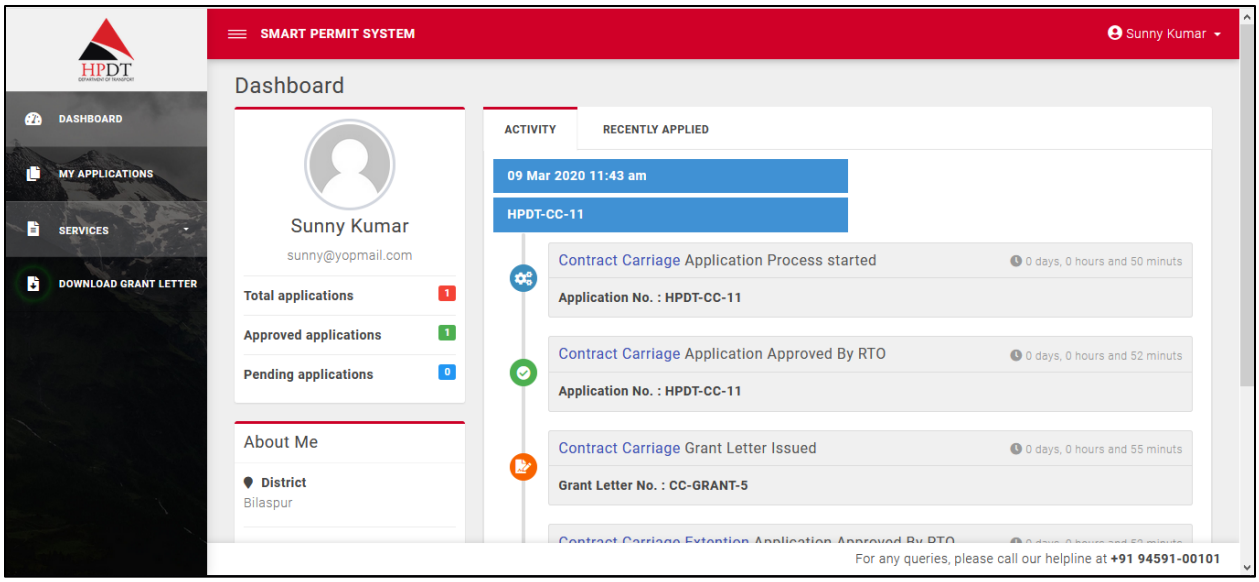
Enter the **OTP**received on registered mobile number.

2.0Dashboard

When user logs into the portal, user landsondashboard where user can view and access the features of the web application and apply for the online services.

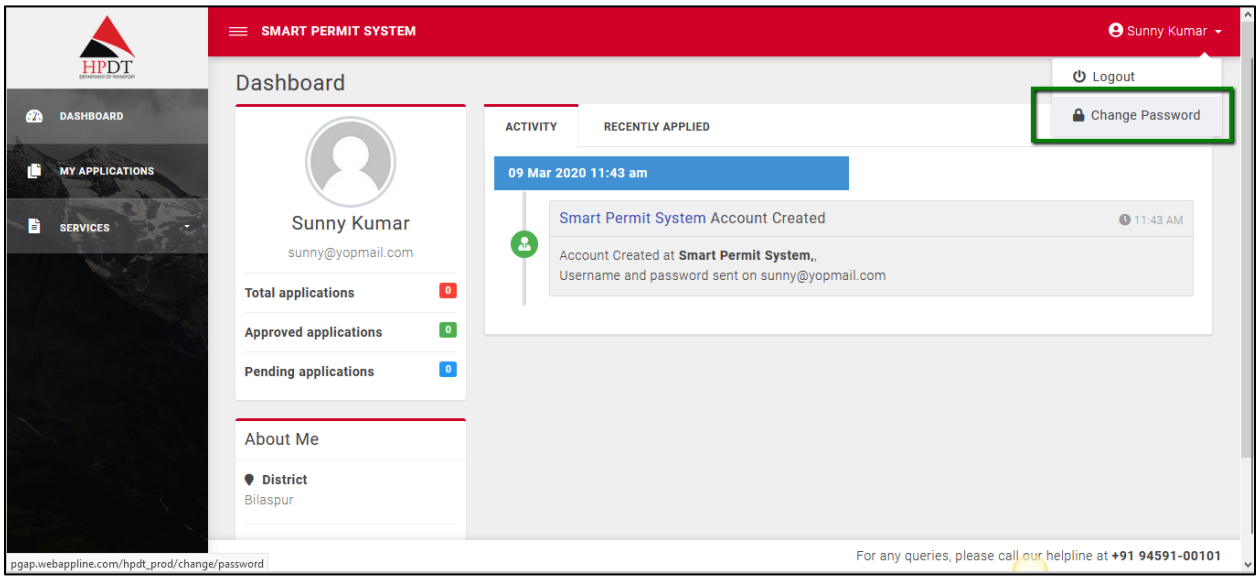


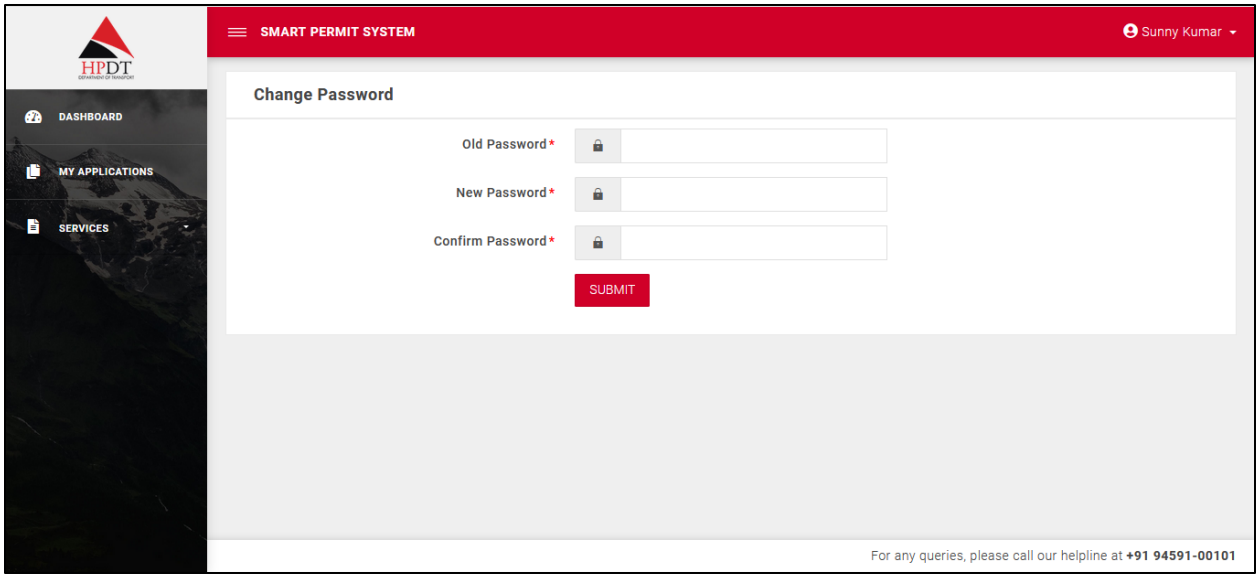
User can view the status of their application under **Activity tab** in dashboard page.



2.1Change Password

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



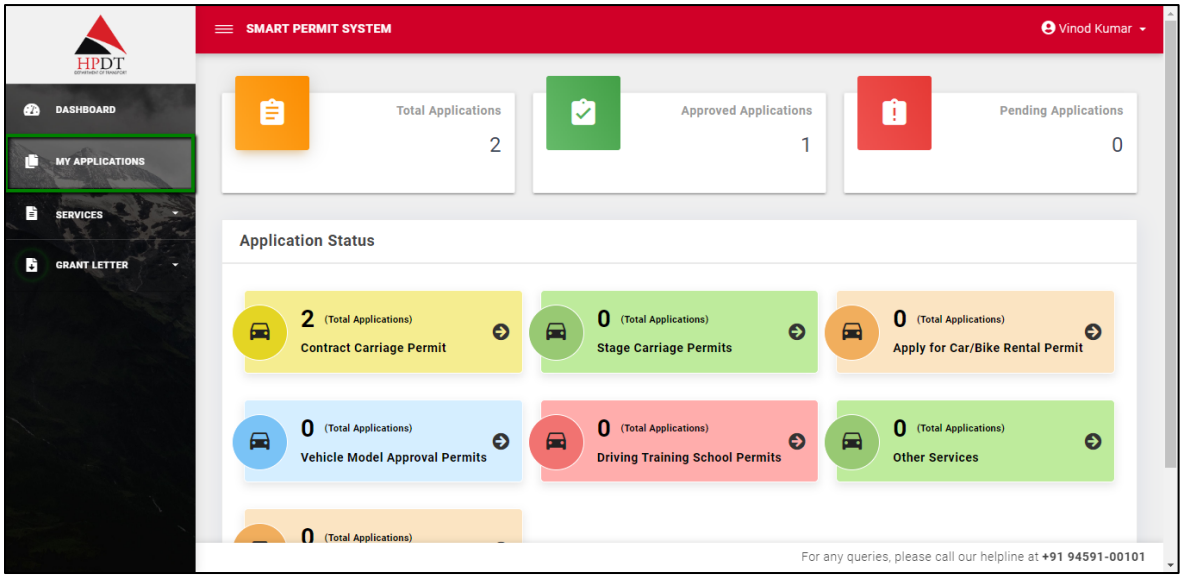


- User must enter **old password**.
- User must enter **new password** and **confirm password**.
- On click to the **submit** button.

2.2 My Applications

Click on**My applications** on left side drawer to view the status/summary of the applications

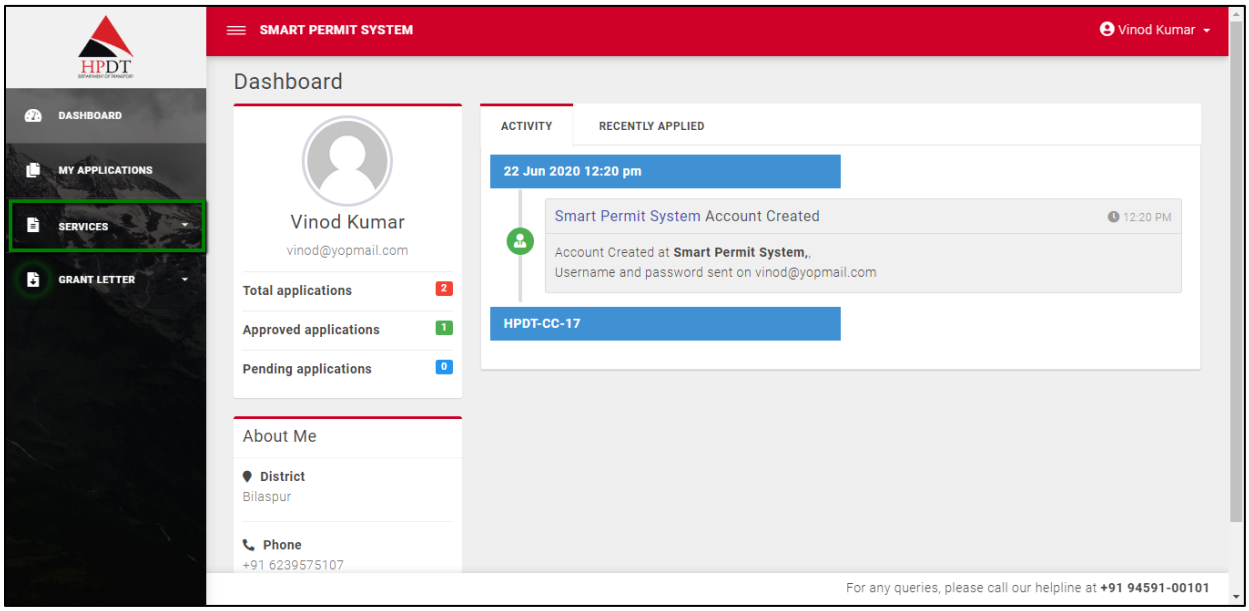
- Total applications submitted
- Approved applications
- Pending applications



2.3Services

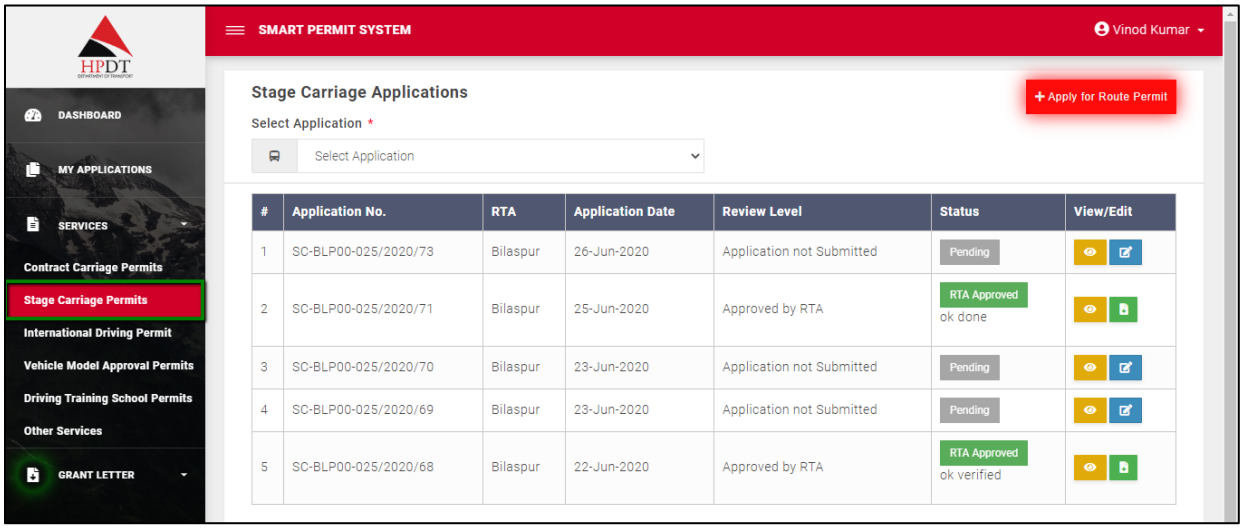
On clicking**services**menu, user can get the list of available services. Click on stage carriage for availing stage carriage services.

On clicking**services**menu,Service menu will auto-populate, and user can view available services on the applicant's portal.



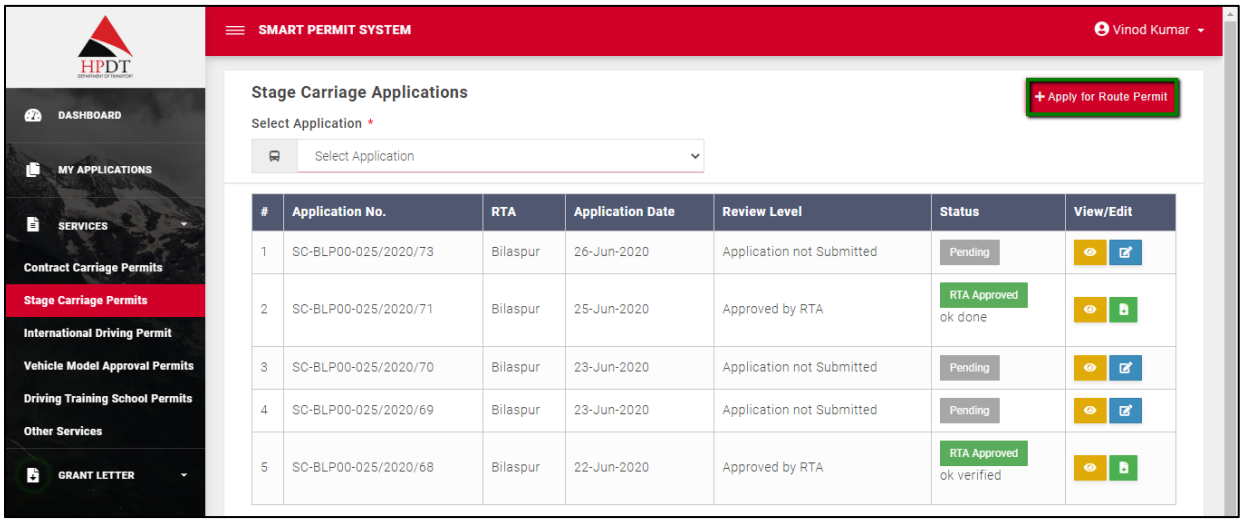
2.3.1 Stage Carriage Permit

Click on**Services**menuand then select **stagecarriage Permits**sub menu. User will be navigated to the stage carriage page.



2.3.1.1 Apply for Route Permit

User can view and apply for the permit on new published routed by the departmentby clicking on **Apply for route permit** button (Top right corner) & user will be directed toapplication formto apply for permit on new routes.

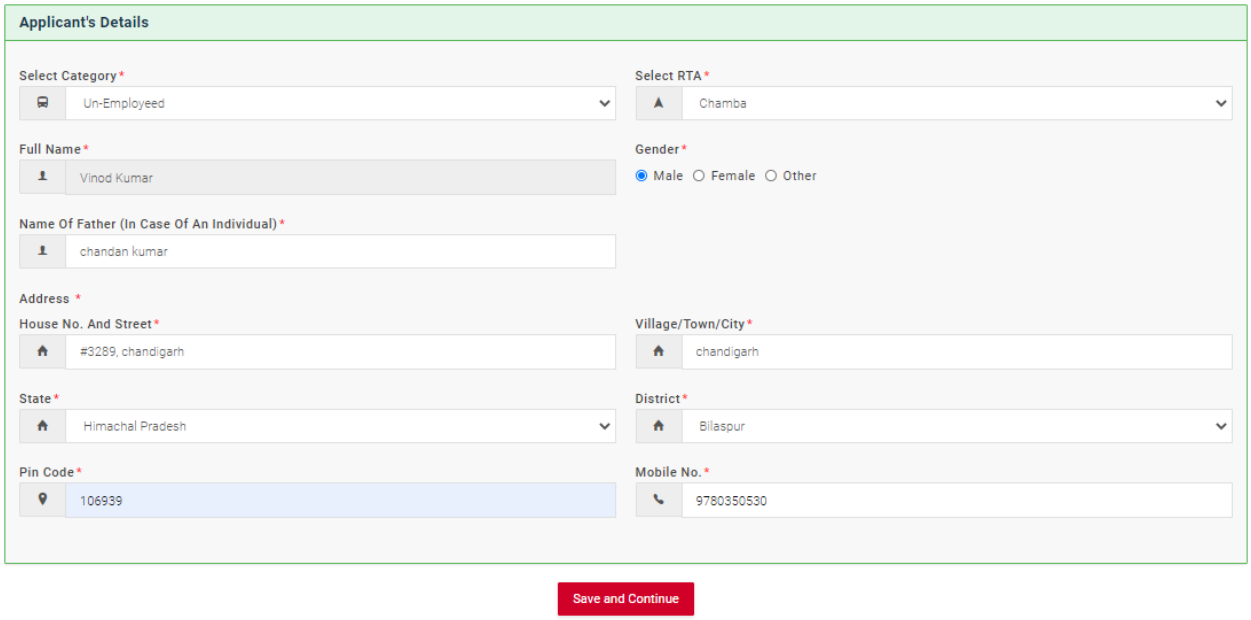


2.3.1.1.1 Step 1

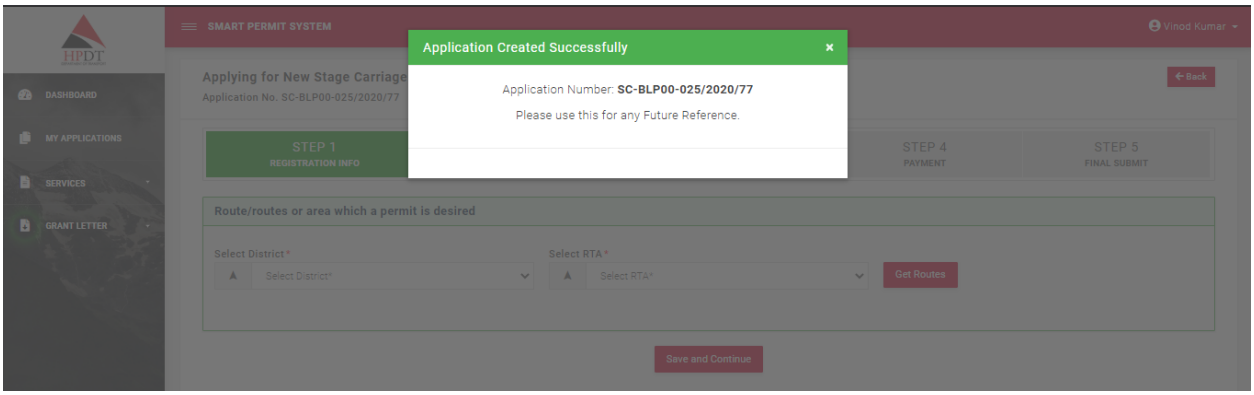
User must have to fill all the input fields to apply for Route Permit and follow application form in steps.

In Step 1 and enter your basic details like:

User must read checklist carefullyand fill personal details with genuine data and click on '**Save & Continue**' button.



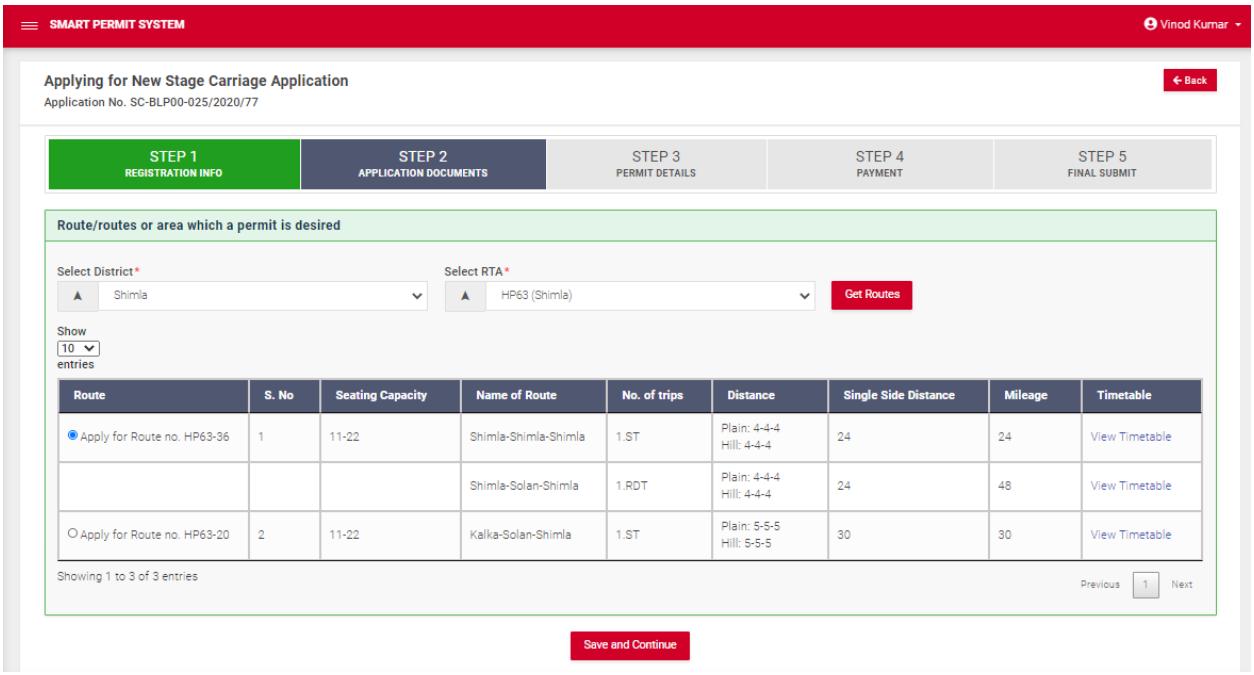
On clicking '**Save & Continue**' button, user will receive a system generated application number, to use it for further reference.



2.3.1.1.2Step 2

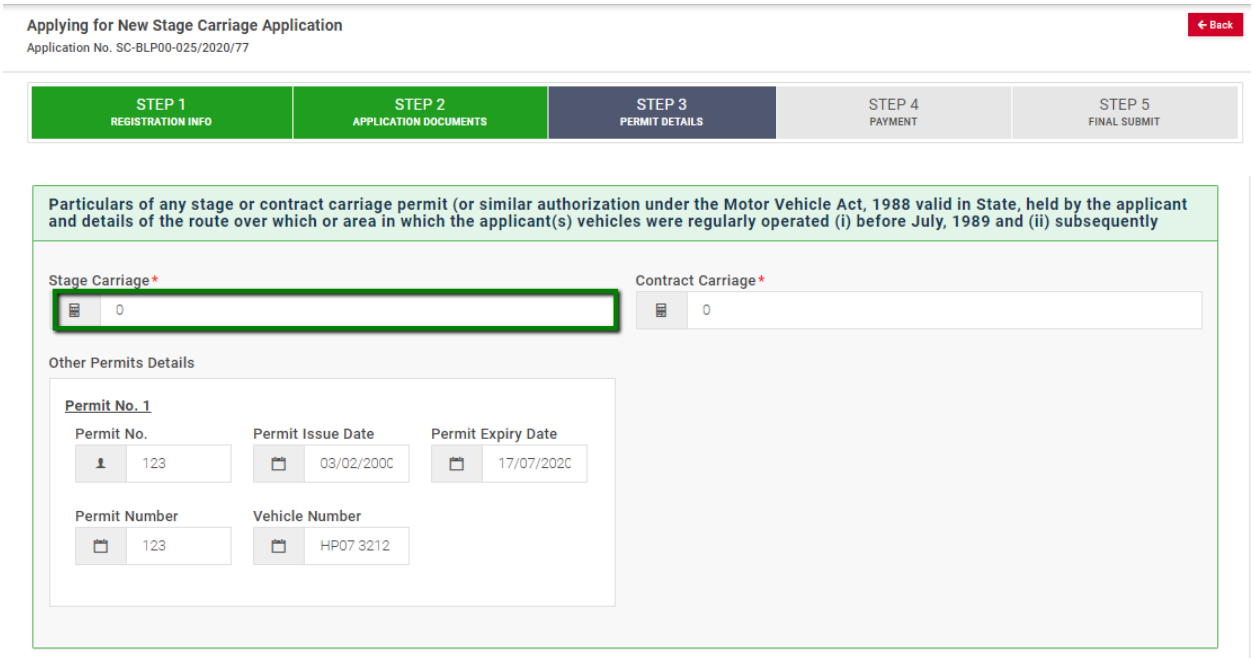
Select **District** and**RTA** from drop down menu option to view the list of routes.

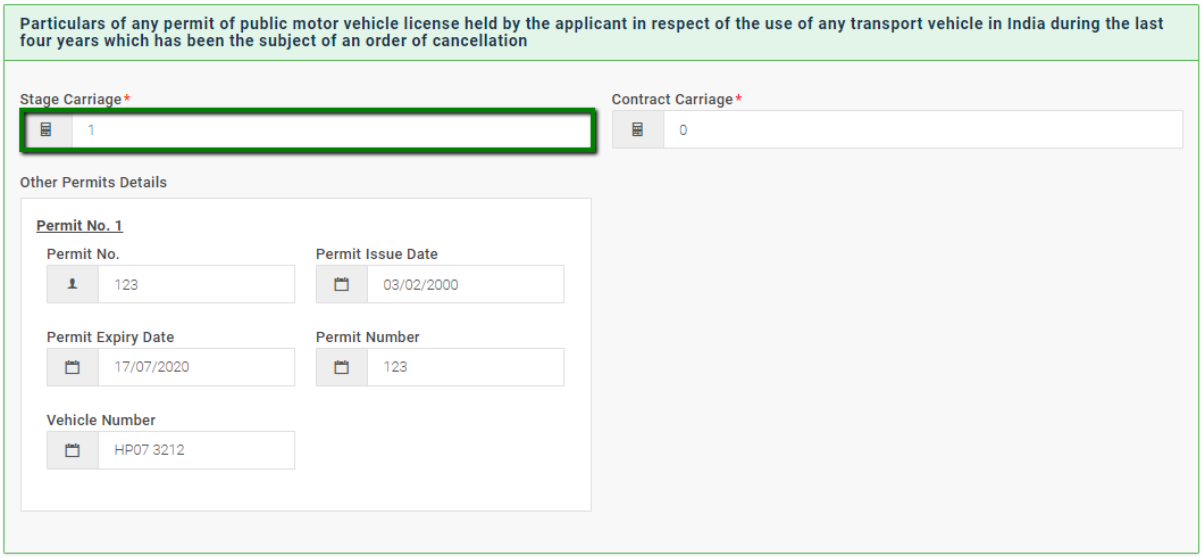
On clicking**Get Routes**, list of routes will be displayed to the user, from which user can select a route and click to **save and continue**.



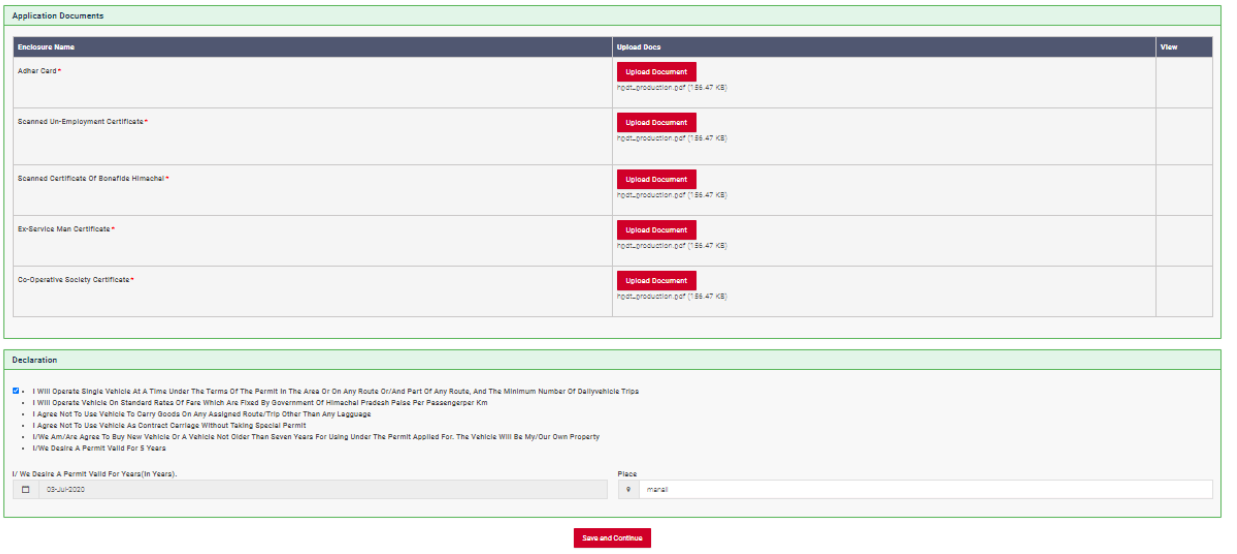
2.3.1.1.3Step 3

User will fill the details of existing stage carriage and contract carriage permit details. Multiple permits can be entered here by entering number of permits and then their details.



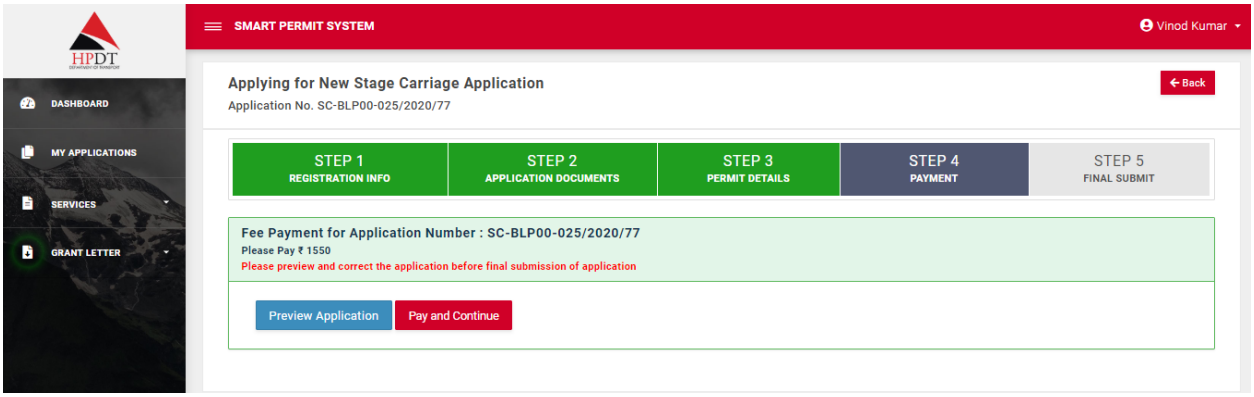


User must upload all required **documents**(Aadhar Card, Scanned Un-Employment certificate, Scanned Certificate of Bonafide Himachal, Ex-Service Man Certificate, Co-operative Society certificate) in the form of PDF/Image & user must check all the **declarations** checkboxes to continue to next step on click to **save & continue** button.

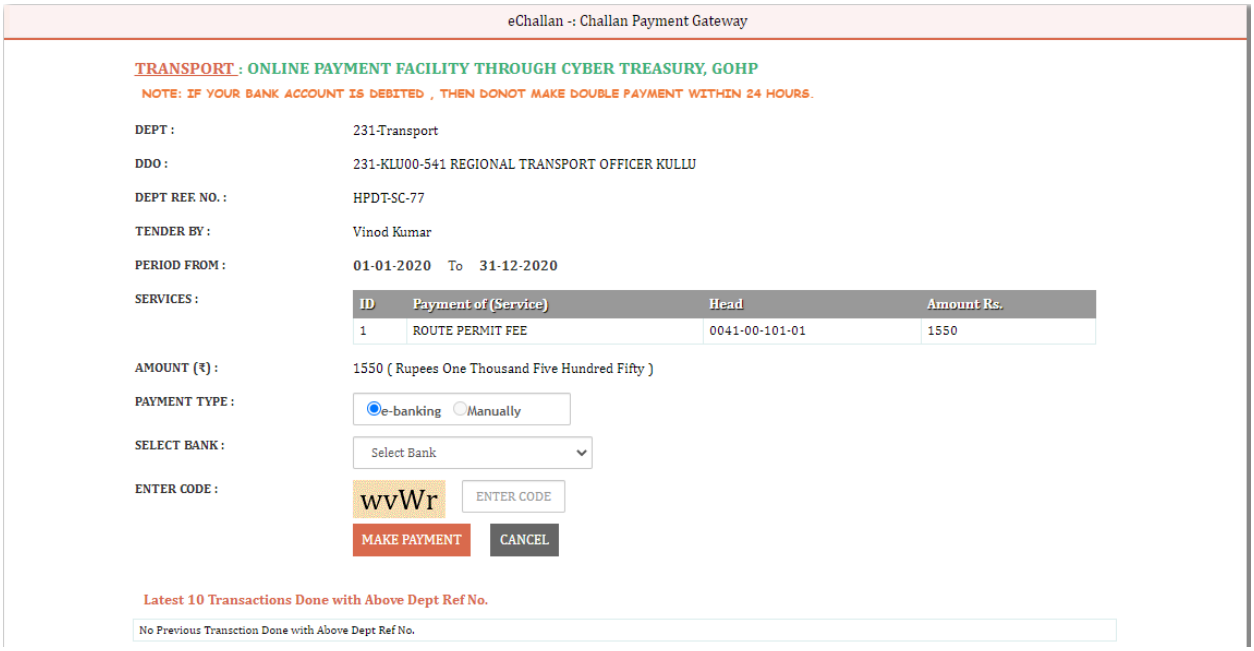


2.3.1.1.2Step 4

After saving step 3, user will be navigated to step 4 where user can take a **preview** of the application andmake**onlinepayment**for their route permit application. On clicking **preview** button, user can see the information that they have filled in different steps of application form.

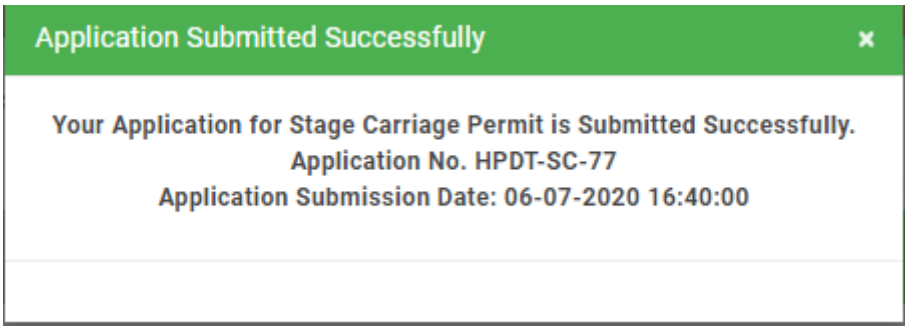


On this page user must select the Payment Type, Bank and enter the Code viewable to user for the verification purpose and can click to 'Make Payment' option to make online payments to the HPDT portal.



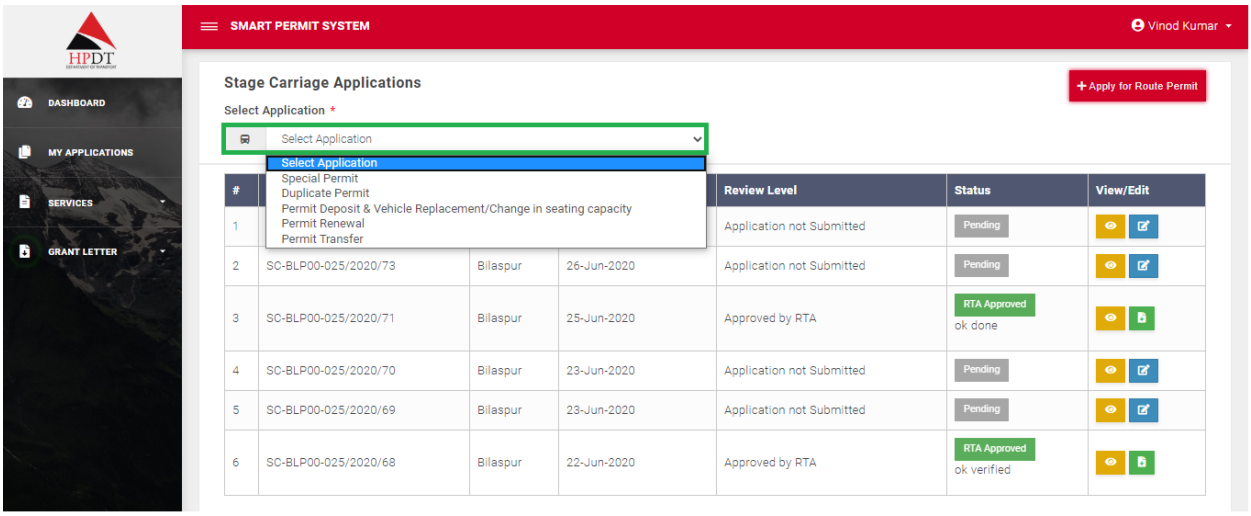
2.3.1.1.2Step 5

After online payment process is completed, user's application with the system generated application number will be forwarded to the RTO for the scrutiny.



2.3.1.2 Select Application

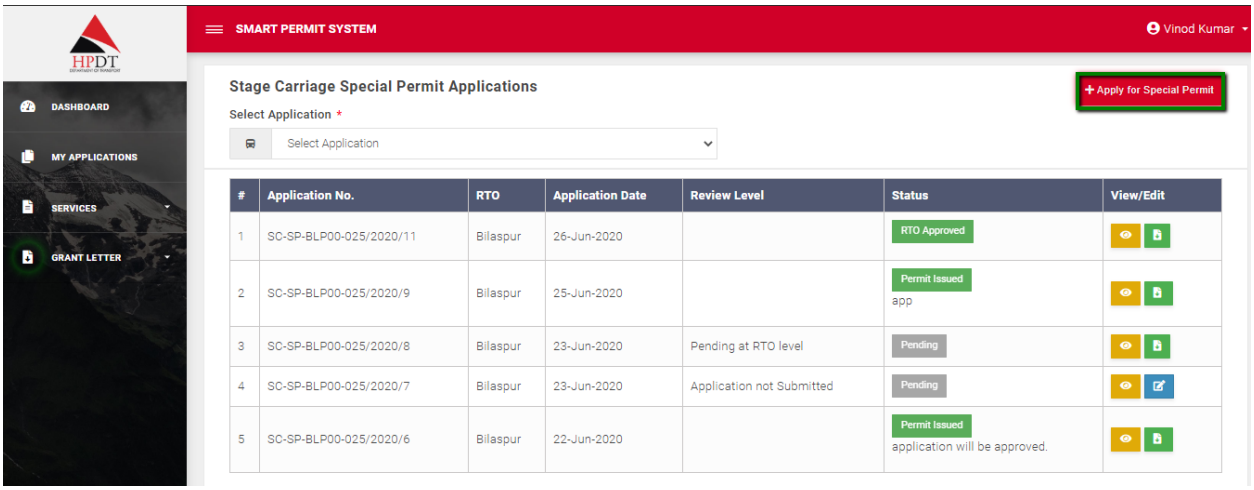
User can select type of permit that they wish to apply from Select **Application menu** drop down field.



2.3.1.2.1 Special Permit

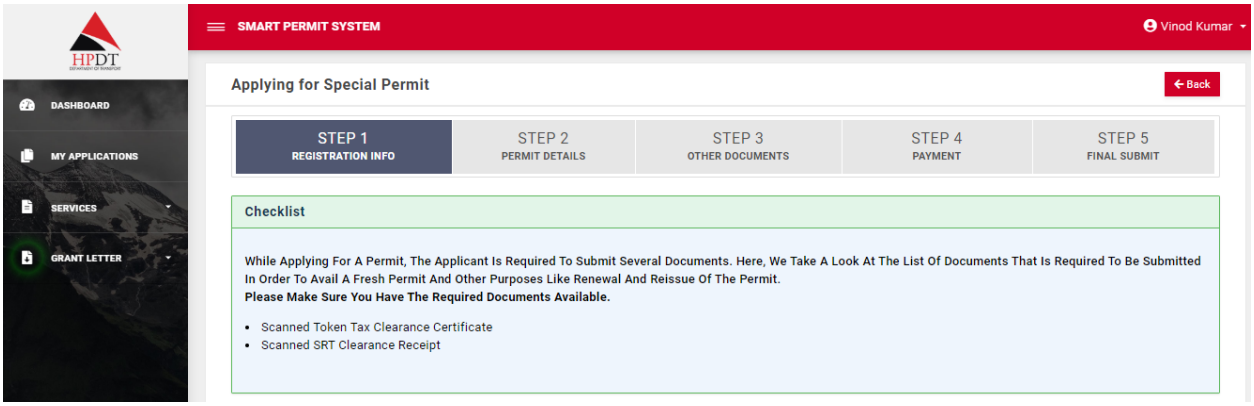
Select **Special permit** option from **SelectApplication** drop down. Usercan click to**ApplyforSpecialPermit**button and user will be navigated to the application form for special permit.

And user can also view status of submitted application of special permit where user can view, edit & download the submitted application.

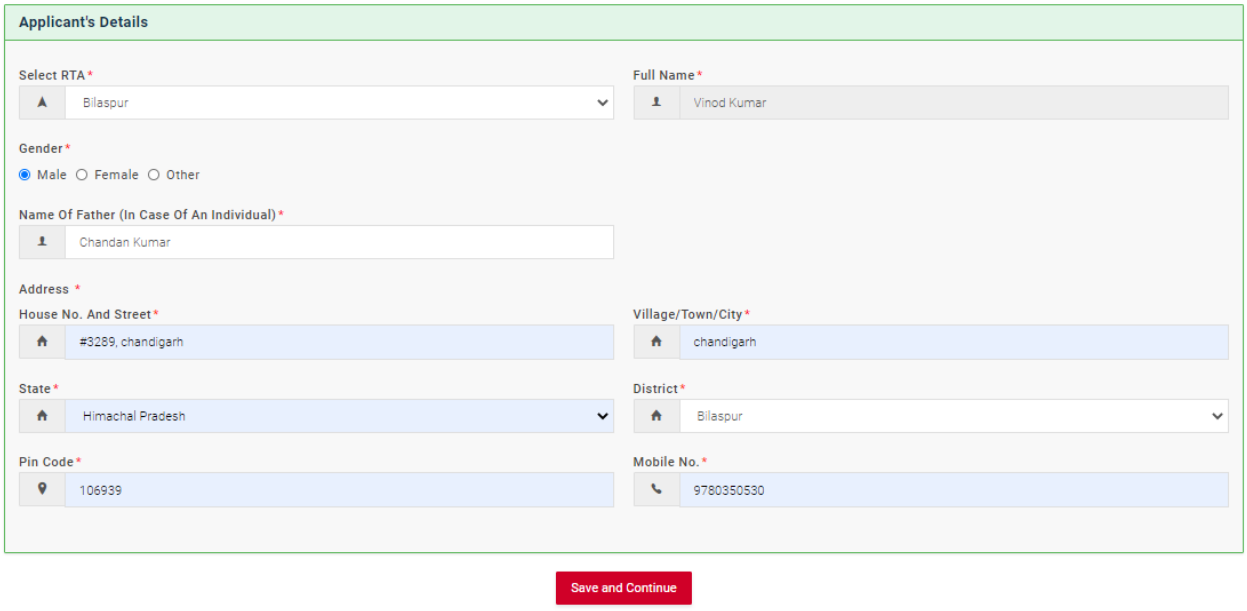


2.3.1.2.1.1 Step 1

In Step 1, user must read checklist carefully and fill their basic details. After entering all mandatory fields, click on '**Save&Continue'** button.

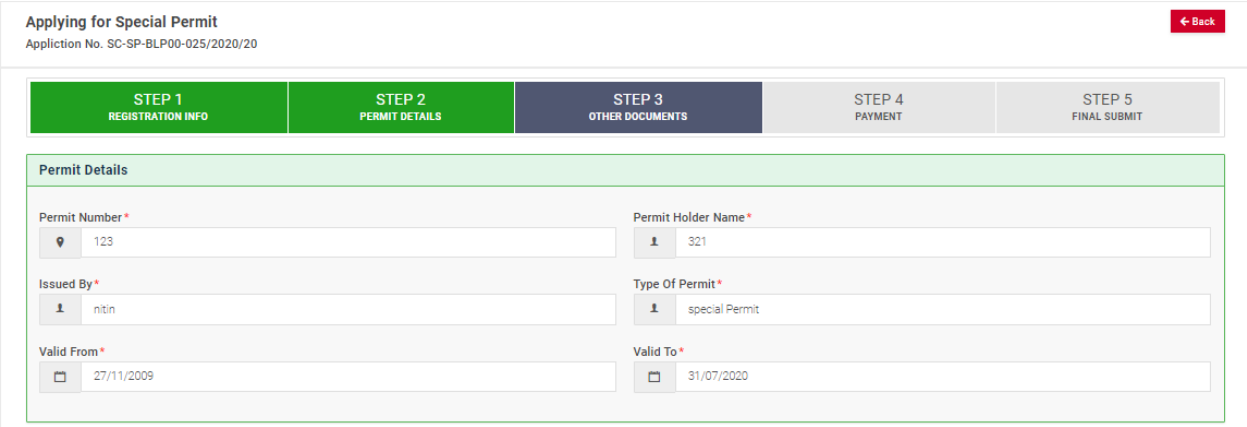


On clicking to '**Save & Continue**' button, user will receive a system generated application number, to use it for further reference.

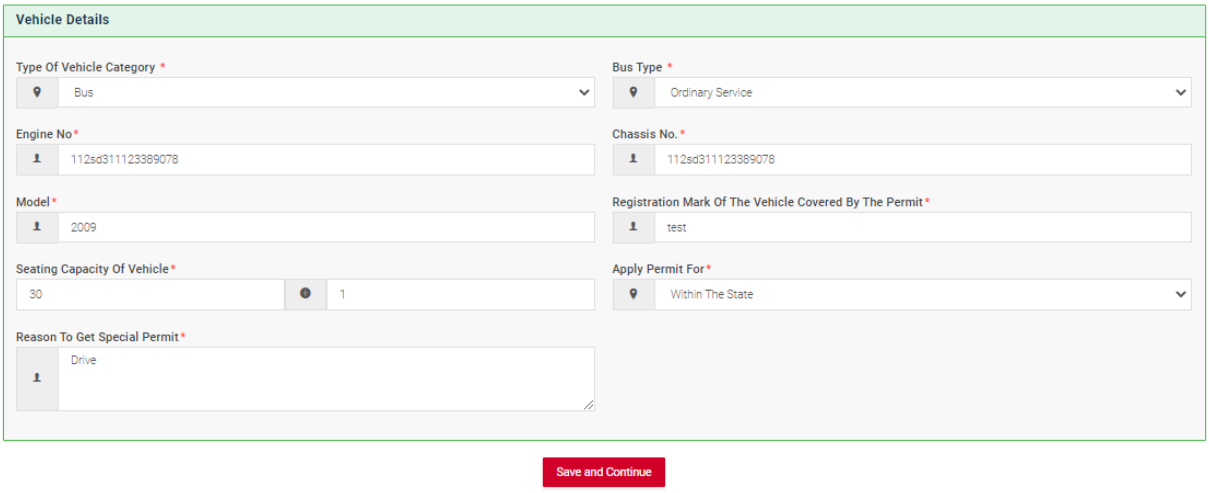


2.3.1.2.1.2 Step 2

User must enter Permit details to the input fields

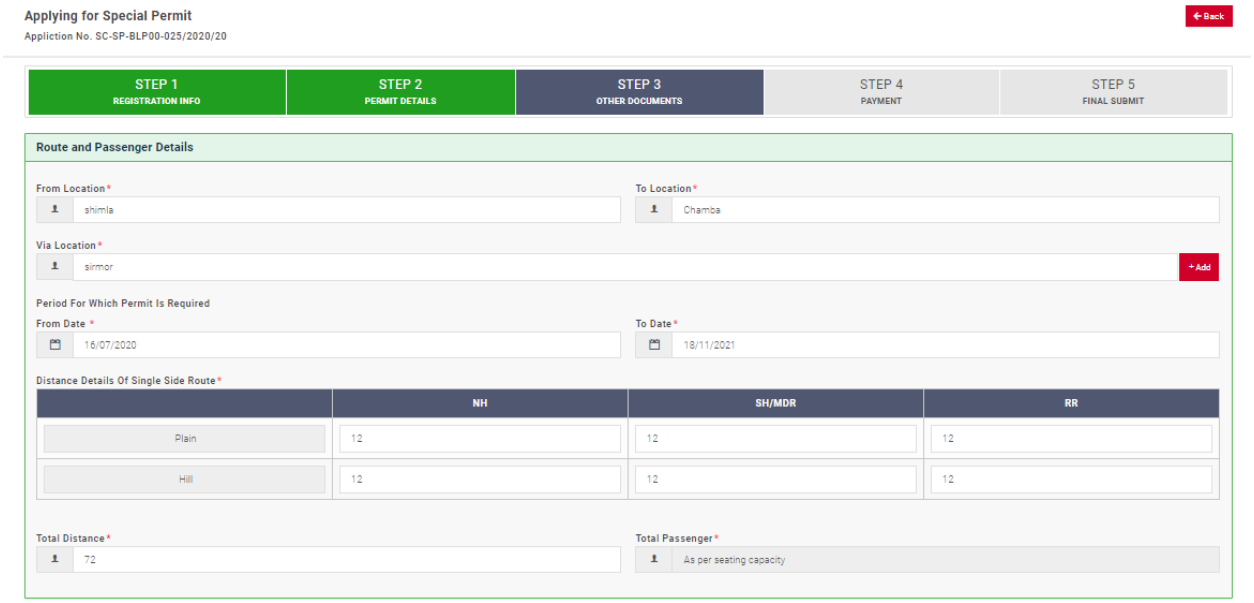


User must enter **vehicledetails**into input fields to link with the permit.
On clicking '**Save&Continue'** button, application will be submitte, and user will receive a system generated application number, to use it for further reference.

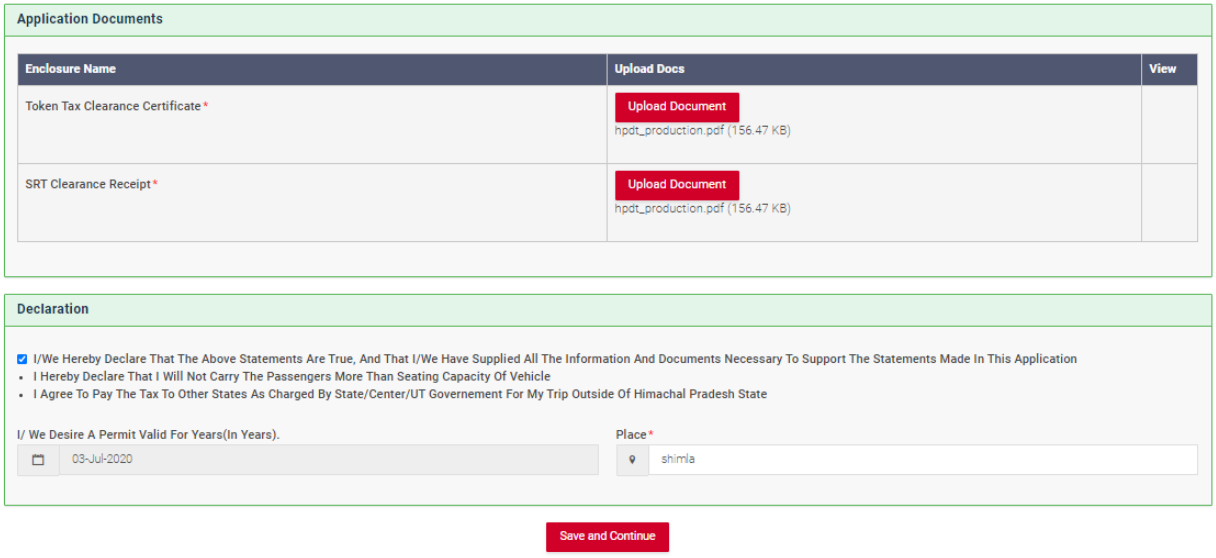


2.3.1.2.1.3 Step 3

User must enter the **Route&passengerdetails**into input fields to run vehicle on specific route.

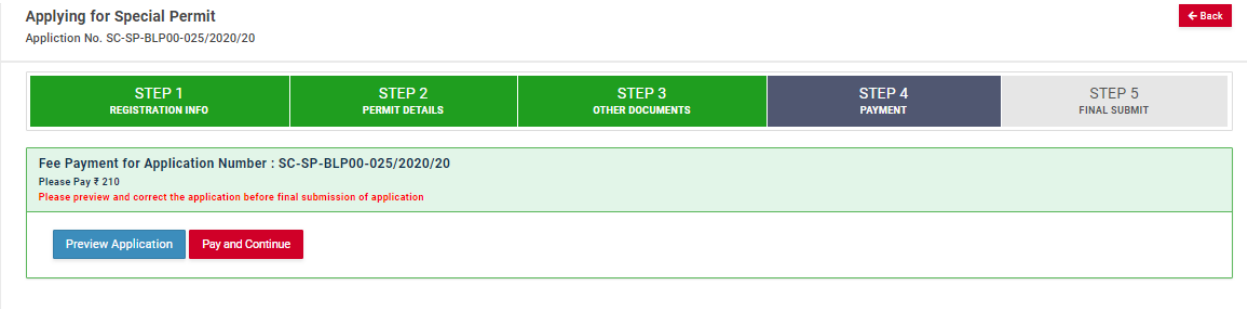


User must upload all required **documents**(Token Tax Clearance Certificate & SRT Clearance Certificate) in the form of PDF/Image & user must check **declaration**checkbox in the form to continue to next step on click on**save&continue** button.

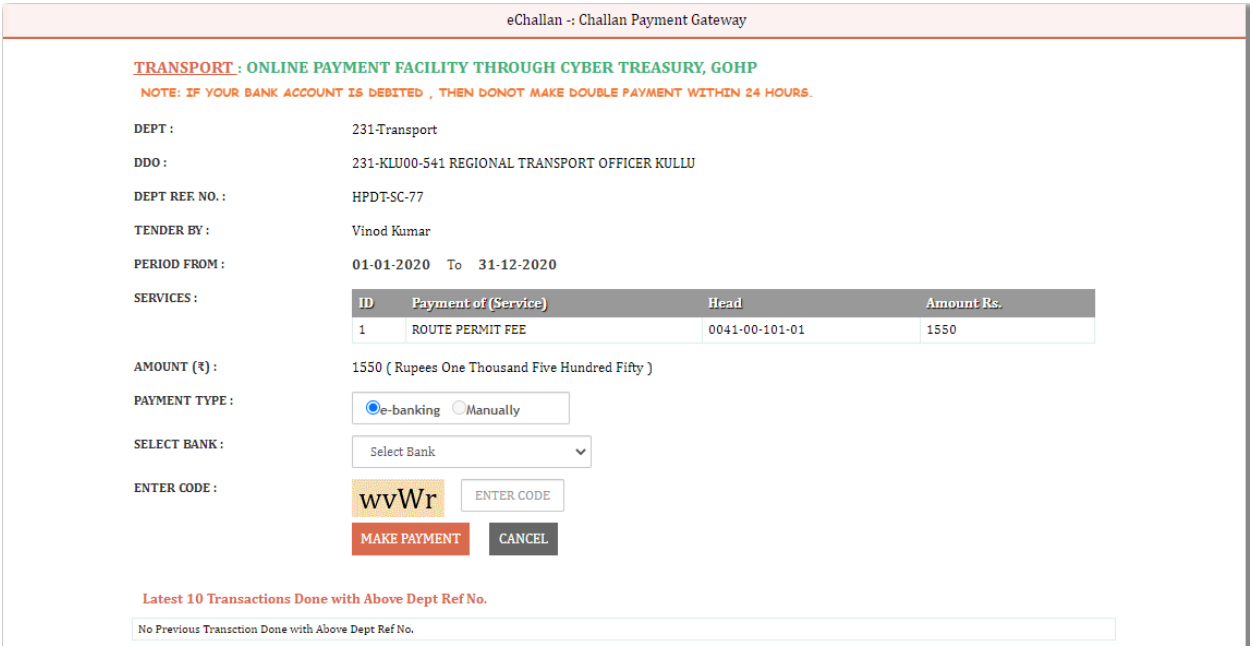


2.3.1.2.1.4 Step 4

After saving step 3, user will be navigated to step 4 where user can take a preview of the application and make online payment for their special permit application. On clicking **preview** button, user can see the information that they have filled in different steps of application form.

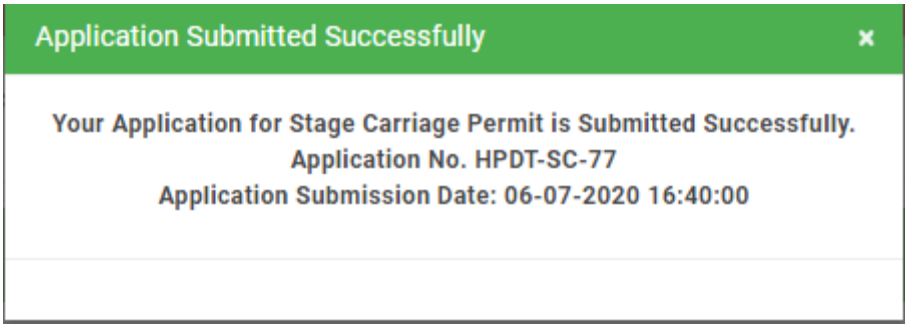


On this screen user must select the Payment Type, Bank and enter the Code viewable to user for the verification purpose and can click to 'Make Payment' option to make online payments to the HPDT portal



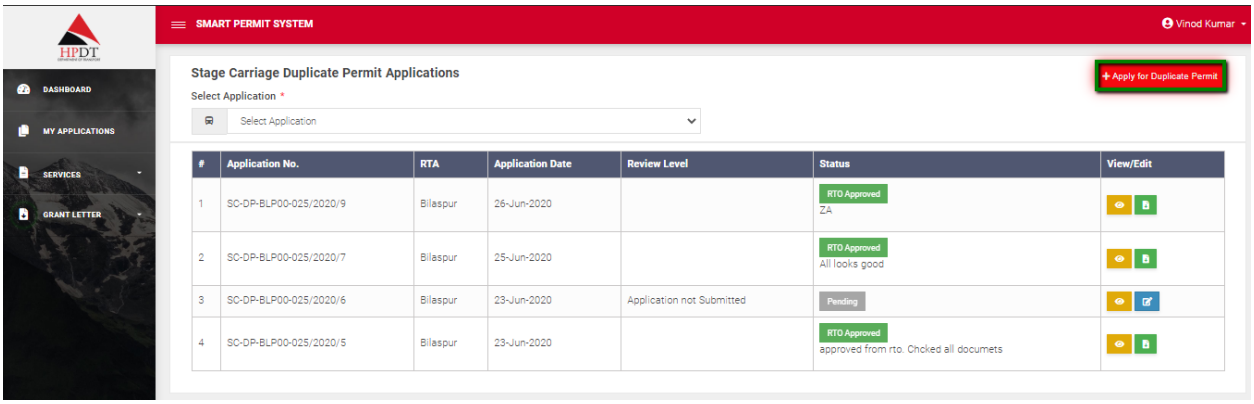
2.3.1.2.1.5 Step 5

After completing online payment, user's application with the system generated application number will be forwarded to RTA for the verification of the routes applied by the Public user.



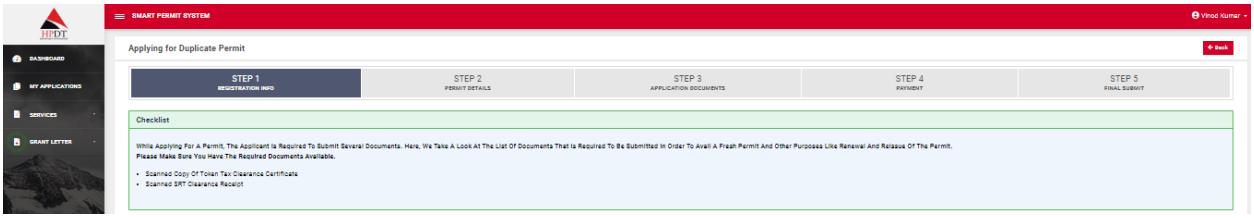
2.3.1.2.2 Duplicate Permit

To apply for Duplicate Permit, Select **DuplicatePermit** option from **SelectApplication** drop down and click on **Applyfor Duplicate Permit** button showing in top right corner.

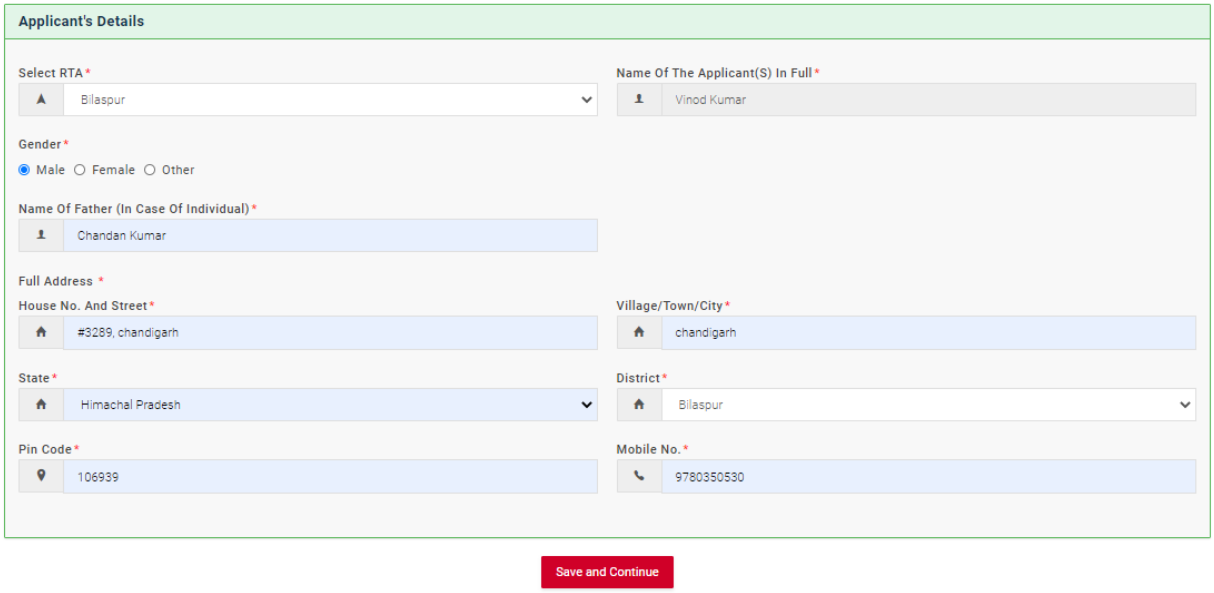


2.3.1.2.2.1 Step 1

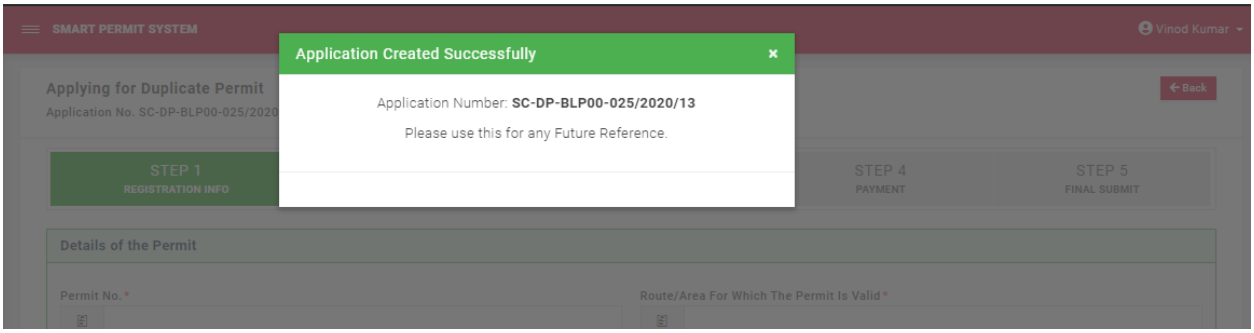
In step 1, user must read checklist of documents carefully. Fill personal details in basic details section.



User must enter genuine details in all input fields and click to '**Save & Continue**'.



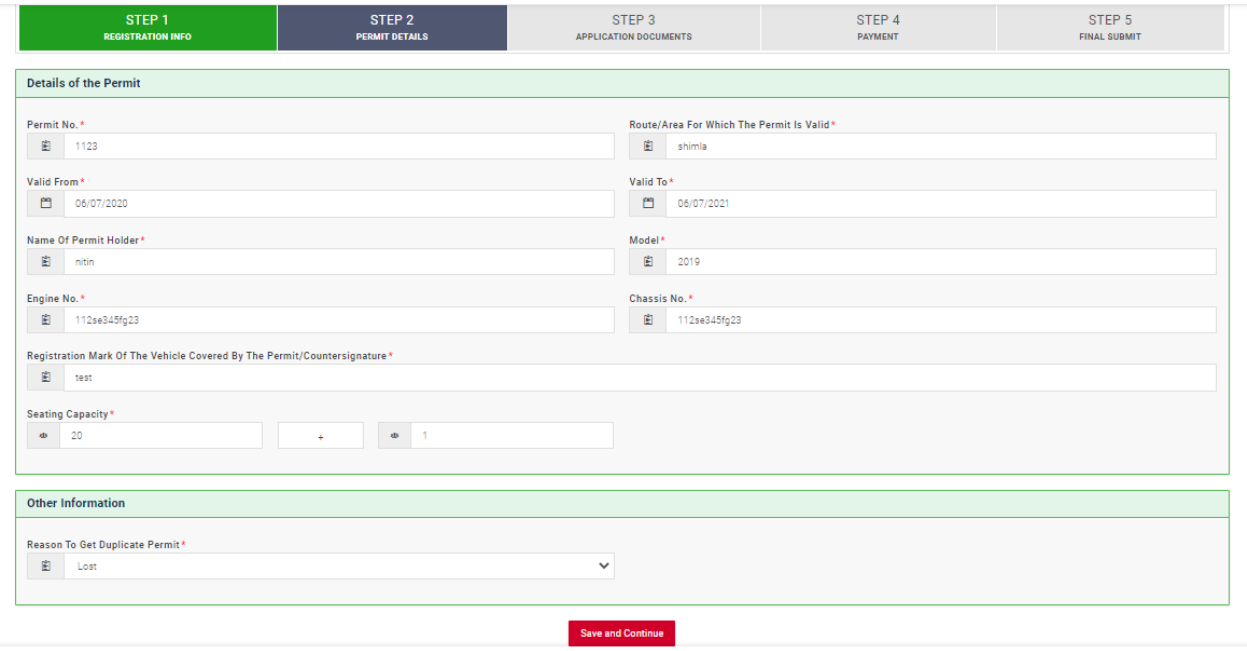
On clicking to '**Save & Continue**', user will receive a system generated application number, which applicant use for future reference.



2.3.1.2.2.2 Step 2

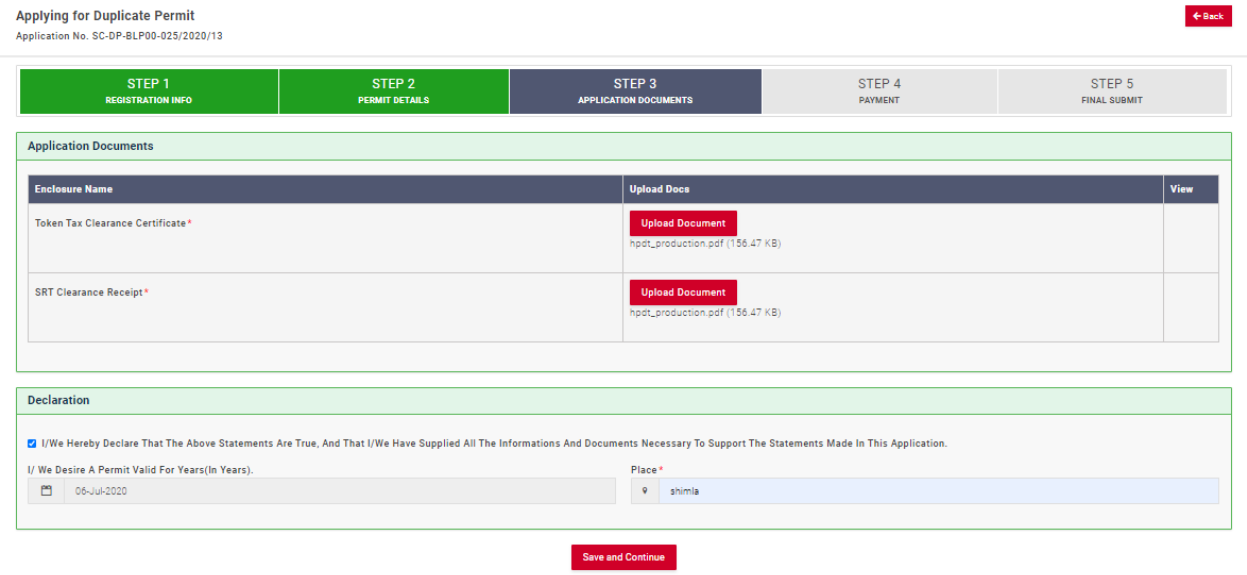
In Step 2, applicant must enter **details of existing permit** they own like: Permit No., Route/Area for which the permit is valid, Valid From, Valid To, Name of permit Holder, Model, Chassis No., Engine No., Registration Mark & Seating Capacity.

In Other Information section, applicant must select the **Reason to get duplicate permit**.



2.3.1.2.2.3 Step 3

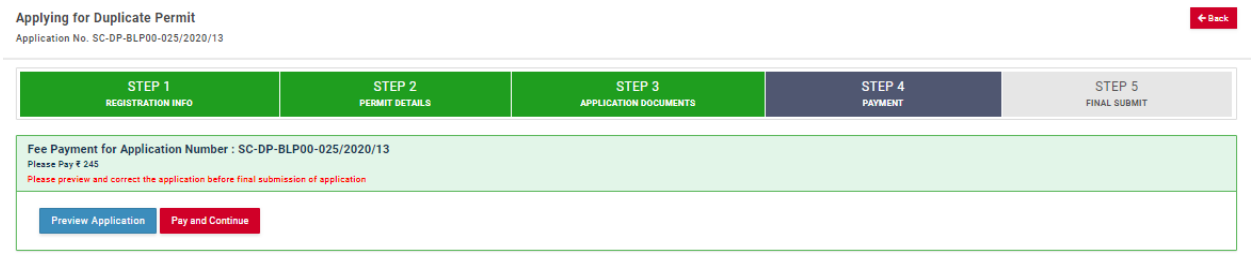
User must upload all required **documents**i.e. Token Tax Clearance Certificate & SRT Clearance Ceritifcate in the form of PDF/Image & user must check the **declaration**checkbox to continue to next step on click to **save & continue** button.



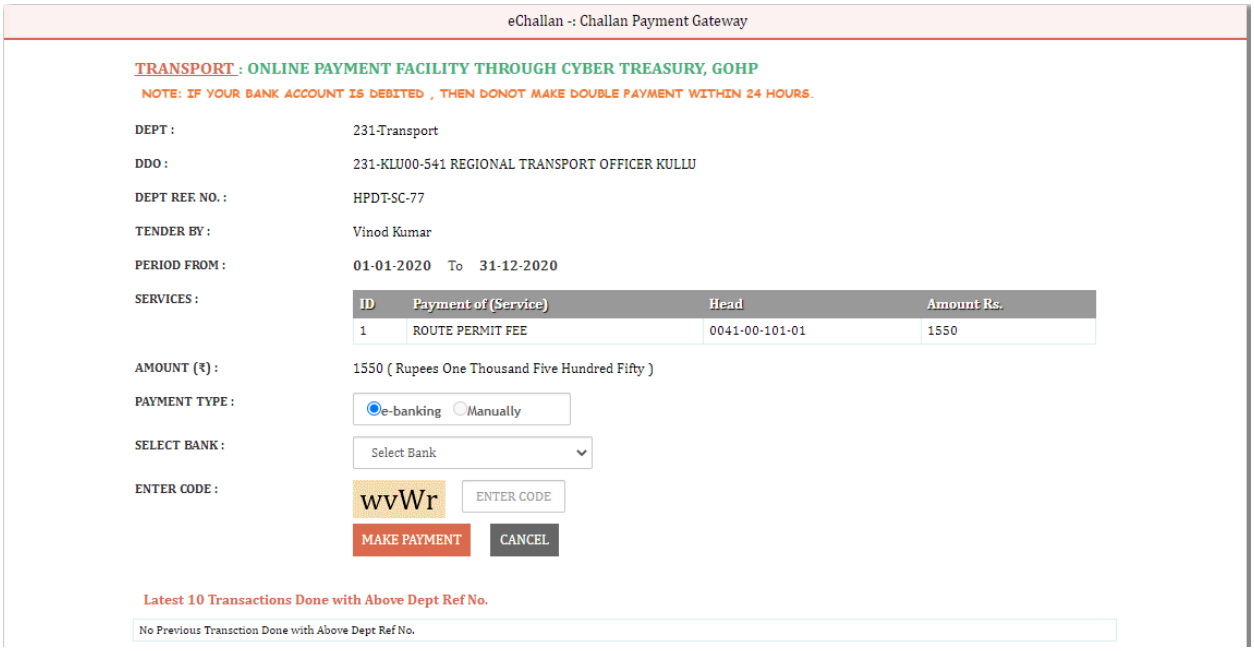
2.3.1.2.2.4 Step 4

After saving step 3, user will be navigated to step 4 where user can take a preview of the application and make **online payment** for their Duplicate permit application.

On clicking **preview** button, user can see the information that they have filled in different steps of application form.

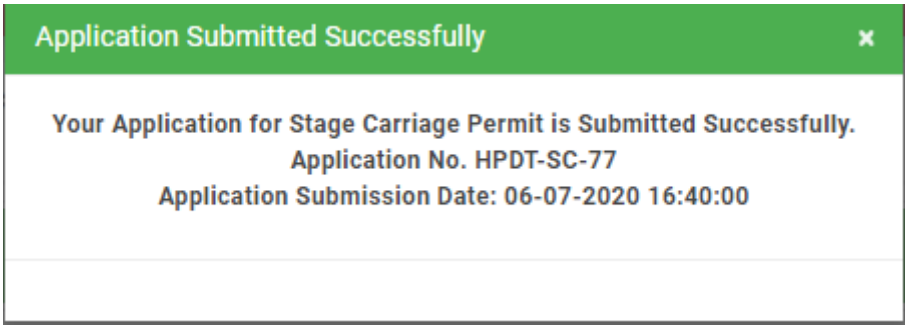


On this screen user must select the Payment Type, Bank and enter the Code viewable to user for the verification purpose and can click to 'Make Payment' option to make online payments to the HPDT portal



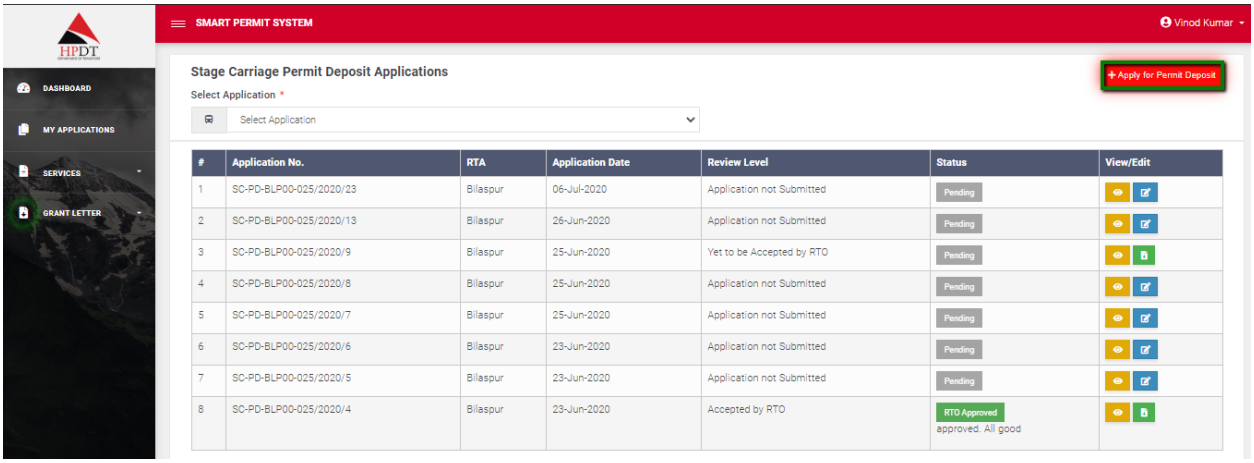
2.3.1.2.2.5 Step 5

After completing online payment process, user's application with the system generated application number will be forwarded to the RTA for the verification of the routes applied by the Public user.



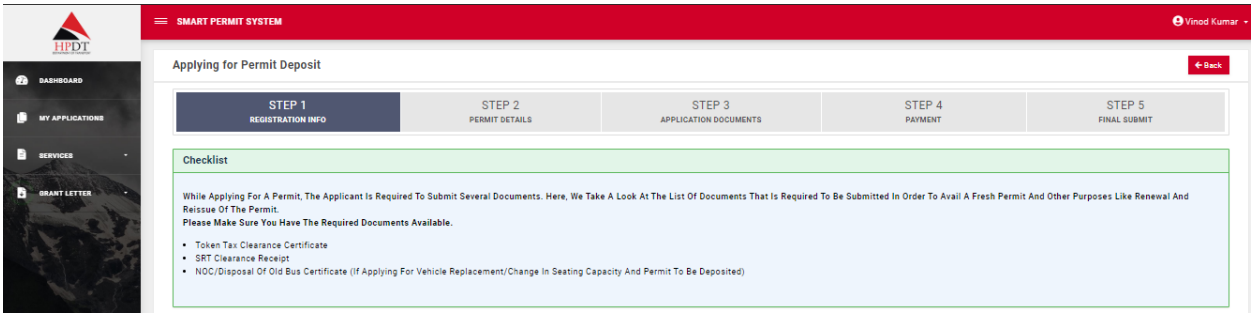
2.3.1.2.3 Permit Deposit & Vehicle Replacement/Change in seating capacity

To apply for Permit Deposit & Vehicle Replacement/Change in seating capacity, Select **Permit Deposit & Vehicle Replacement/Change in seating capacit**y option from **SelectApplication** drop down and click on **Applyfor Permit Deposit** button showing in top right corner.

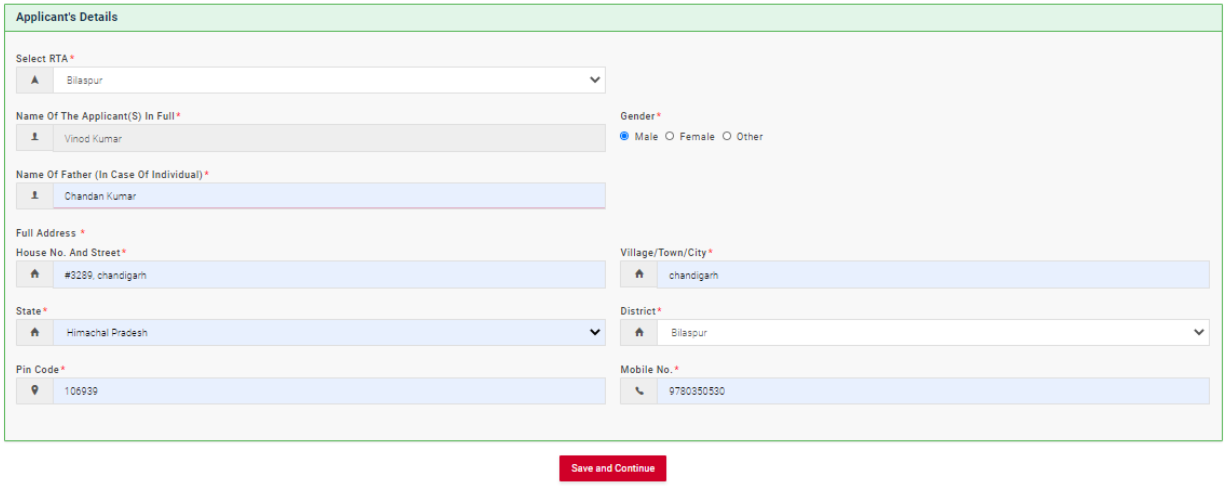


2.3.1.2.3.1 Step 1

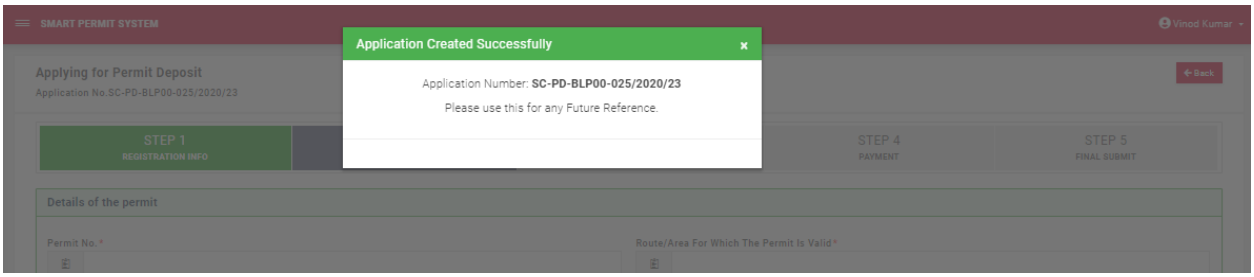
In Step 1, applicant must read checklist of documents carefully.



User must fill their basic details in the input fields and click to '**Save & Continue**' button**.**



On clicking '**Save & Continue**' button, user will receive a system generated application number, which they will use for future reference.



2.3.1.2.3.2 Step 2

In this step, user must enter **details of permit** they already own. Permit details to be entered include: Permit No., Route/Area for which the permit is valid, Valid From, Valid To, Name of permit Holder, Model, Chassis No., Engine No., Registration Mark & Seating Capacity.

In Permit Deposit details section, applicant will be able to select**reason to deposit the permit** which are following:

1) Vehicle replacement/change in seating capacity:

- If reason is selected as **Vehicle replacement/change in seating capacity**, then applicant have to select Yes/No in **Do you want to deposit the permit.** If selecting **Yes**, then they have to enter **Deposit Permit From**&**Deposit Permit To** dates.
- In Other Details section, user must select desired option from **I/We am/are desire to change the Existing vehicle under the permit** drop down which have following three options:

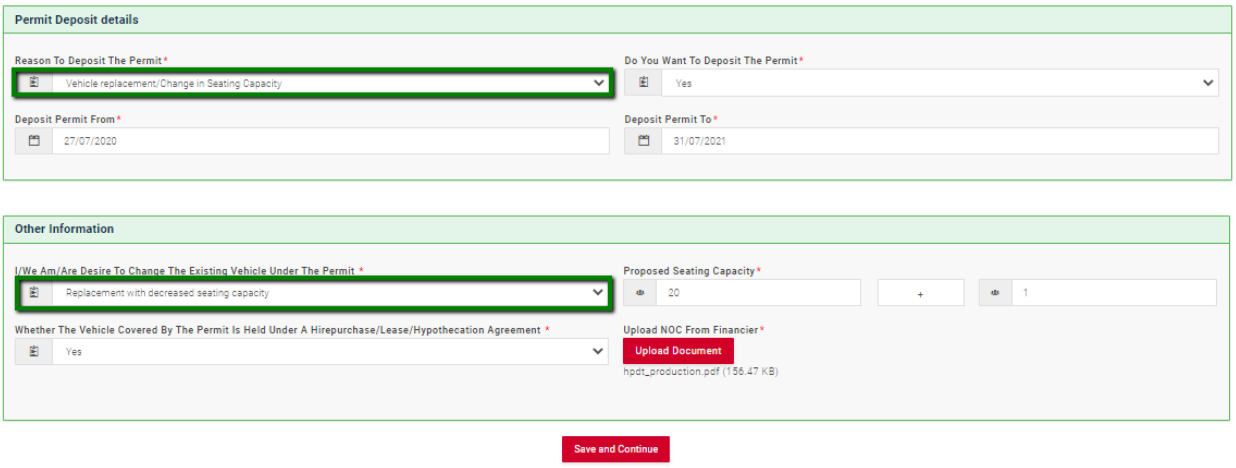
  a) Replacement with same seating capacity

  b) Replacement with increased seating capacity: If this option is selected, then enter **Proposed Seating Capacity**.

  c) Replacement with decreased seating capacity: If this option is selected, then enter **Proposed Seating Capacity**.
- Select Yes/No in **Whether the vehicle covered by the permit is held under a hire purchase/lease/Hypothecation agreement**drop down. If selecting**yes,**then applicant must **Upload NOC from financier**.

2) Snowfall:
   If selecting snowfall reason, then applicant must enter **Deposit Permit From**&**Deposit Permit To** dates.
3) Damage of road in route:
   If selecting Damage of road in route option, then applicant must enter **Deposit Permit From**&**Deposit Permit To** dates.
4) Accident:
   If Accident option, then applicant must enter **Deposit Permit From**&**Deposit Permit To** dates
5) Other:
   If selecting Other option, then user must specify the **otherreason**.

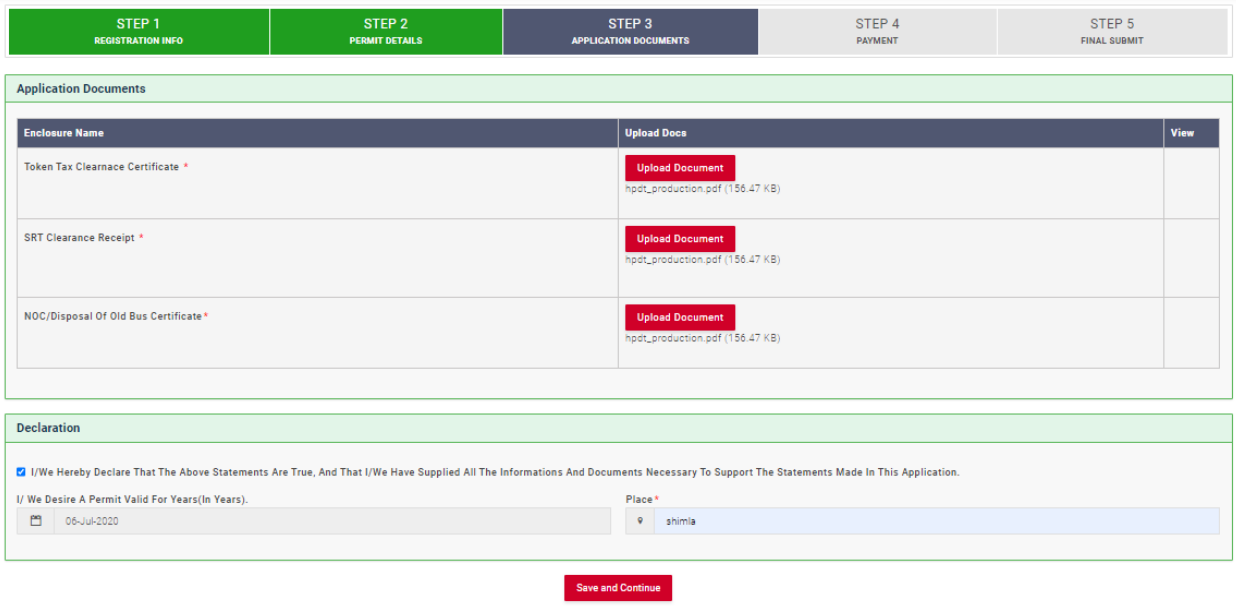
On the basis of reason selected for permit deposit, user must add genuine information to the fields.



2.3.1.2.3.3 Step 3

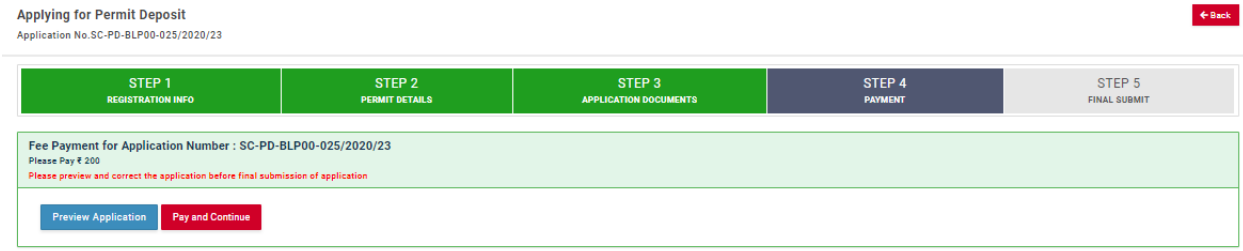
User must upload all required documents like:Token Tax Clearance Ceritifcate, SRTClearance Ceritifcate & NOC/Disposal of Bus Certificate(if reason in vehicle replacement) in the form of PDF/Image & user

must check the **declaration** checkbox button in the form to continue to next step on click to **save & continue** button.

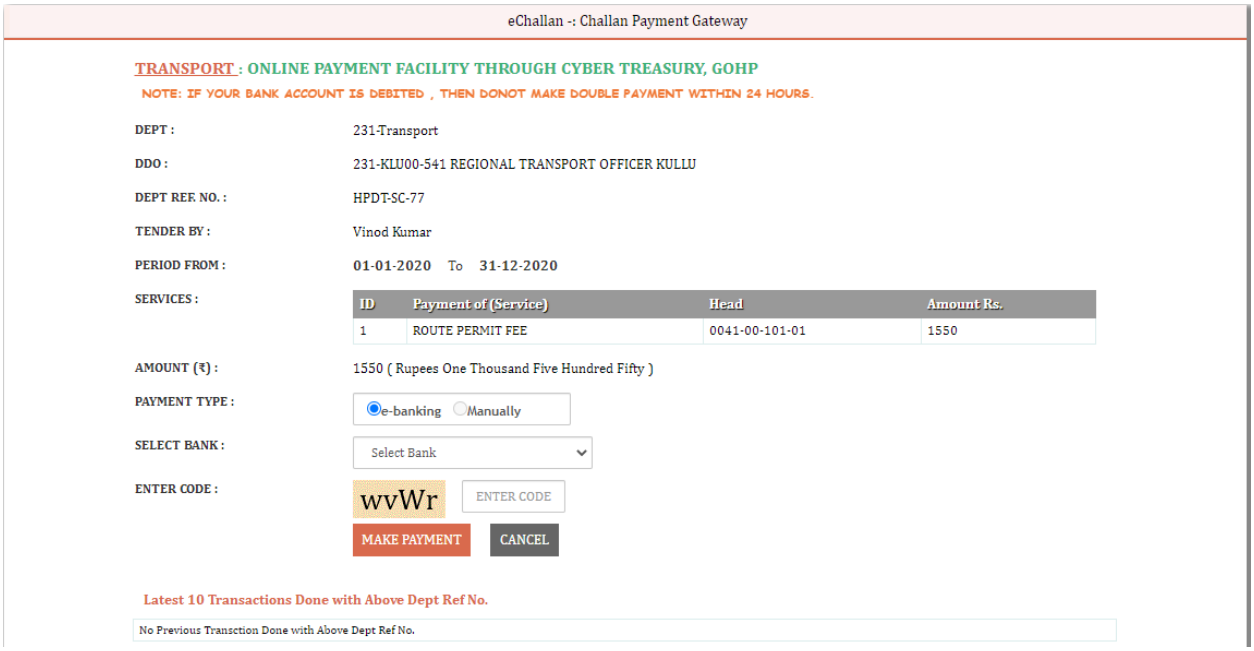


2.3.1.2.3.4 Step 4

After saving step 3, user will be navigated to step 4 where user can take a **preview** of the application and make **online payment** for their permit deposit application. On clicking preview button, user can see the information that they have filled in different steps of application form.

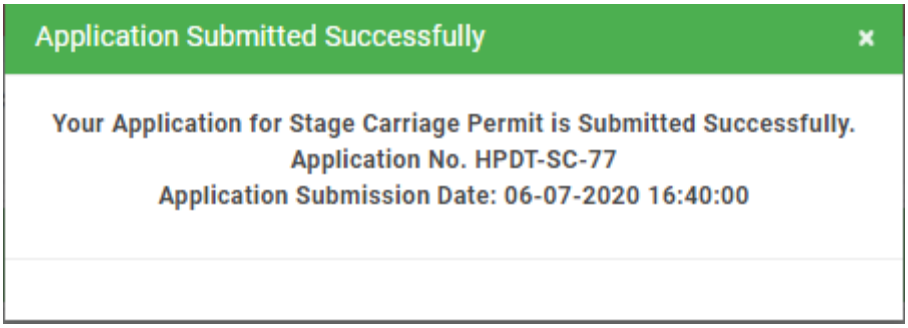


On this screen user must select the Payment Type, Bank and enter the Code viewable to user for the verification purpose and can click to 'Make Payment' option to make online payments to the HPDT portal



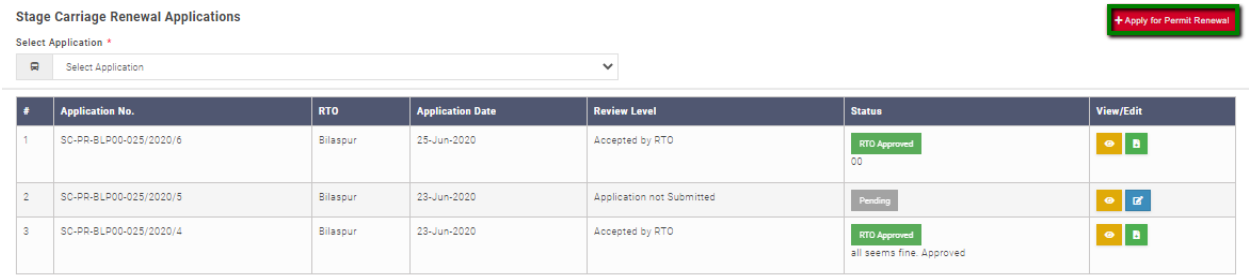
2.3.1.2.3.5 Step 5

After completing online payment process, user's application with the system generated applicationnumber will be forwarded to the RTA for the verification of the routes applied by the Public user.



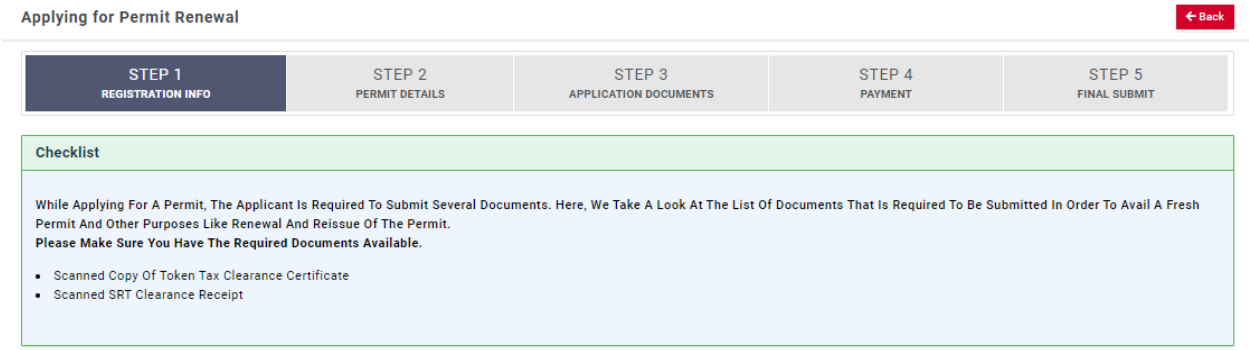
2.3.1.2.4 Permit Renewal

To apply for Permit Renewal, Select **PermitRenewal** option from **SelectApplication** drop down and click on **Apply for Permit Renewal** button showing in top right corner.

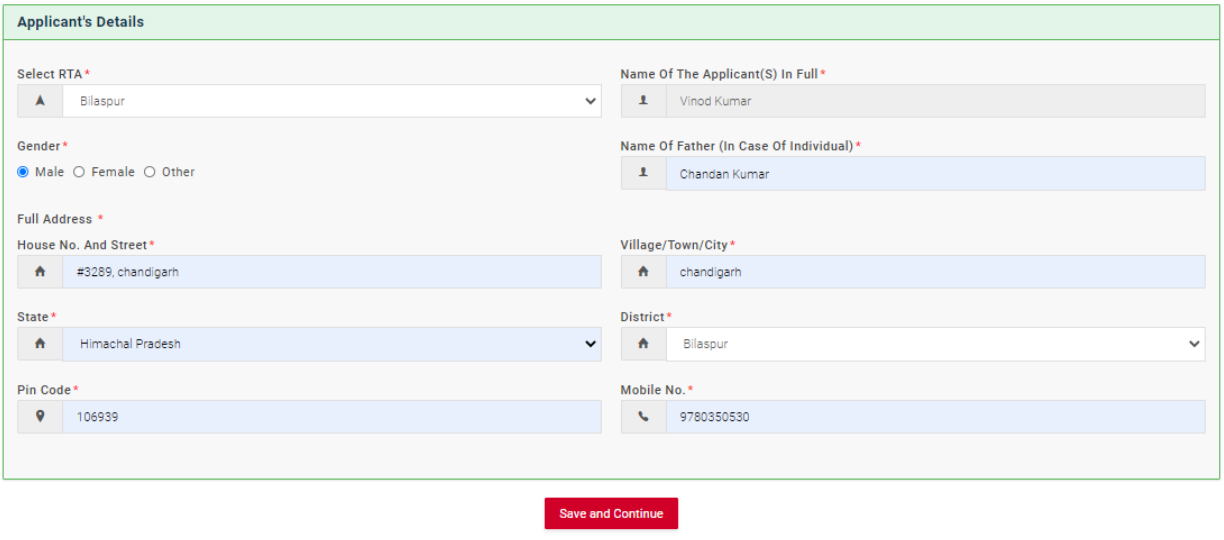


2.3.1.2.4.1 Step 1

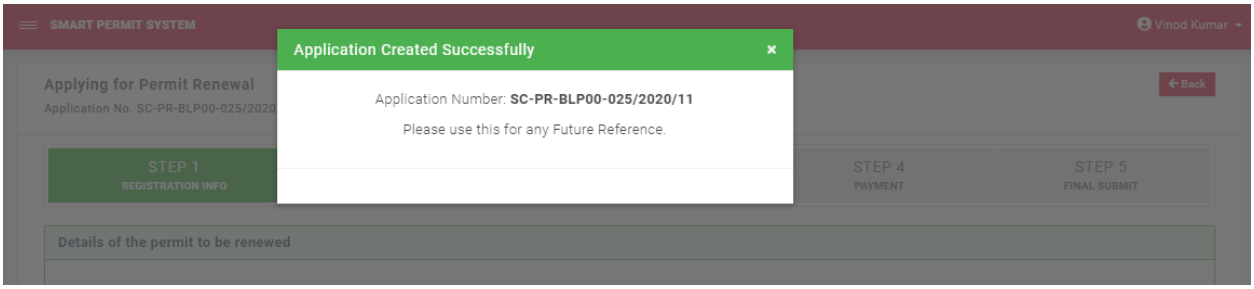
In Step 1, user must read checklist of documents carefully.



In Applicant's detail section, user must fill all genuine details in input fields and click to '**Save & Continue**'.



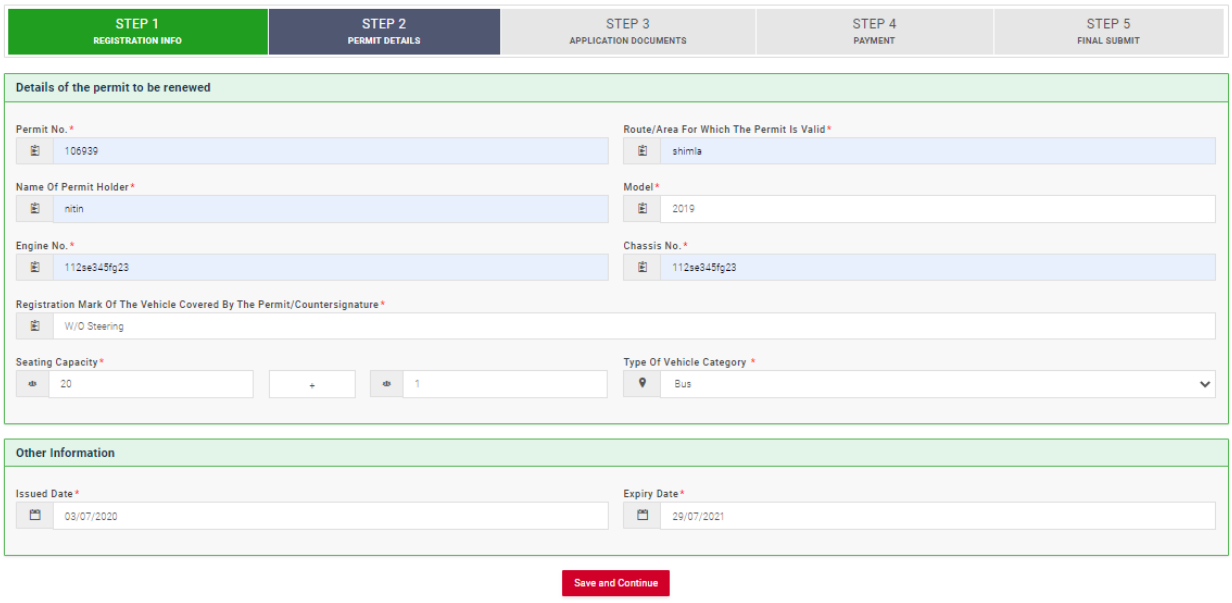
On clicking to 'Save & Continue', user will receive a system generated application number, to use it for further reference.



2.3.1.2.4.2 Step 2

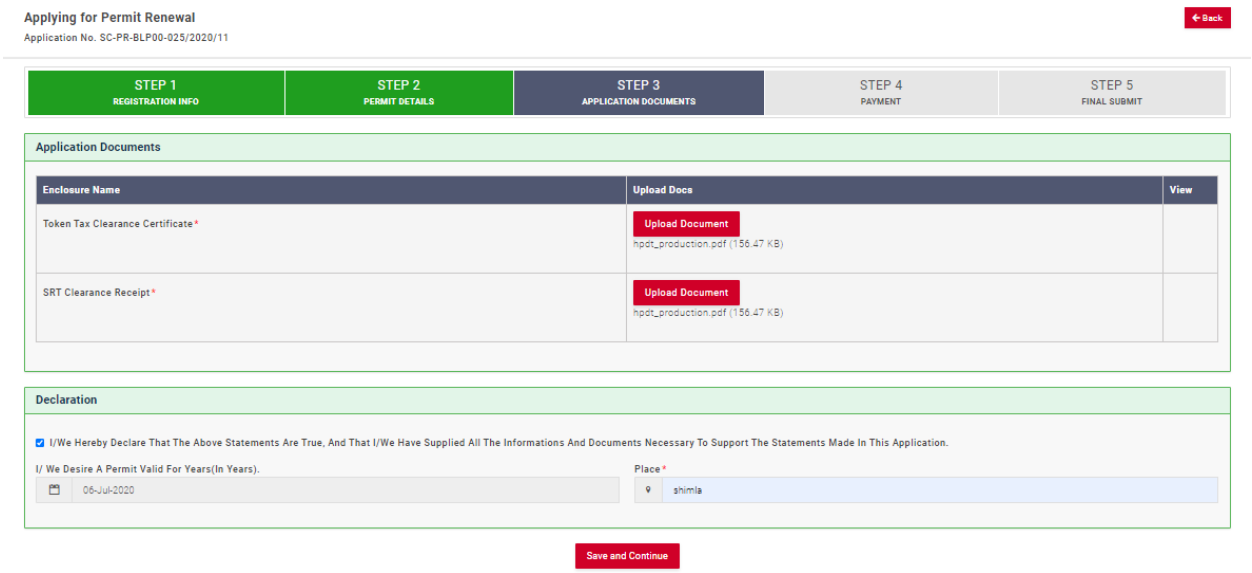
In step 2, user must enter all the details of the existing permit which is to be renewed like: Permit No., Route/Area for which the permit is valid, Name of permit Holder, Model, Chassis No., Engine No., Registration Mark Type of Vehicle category & Seating Capacity.

In Other Information section, enter **IssueDate** and **ExpiryDate**.



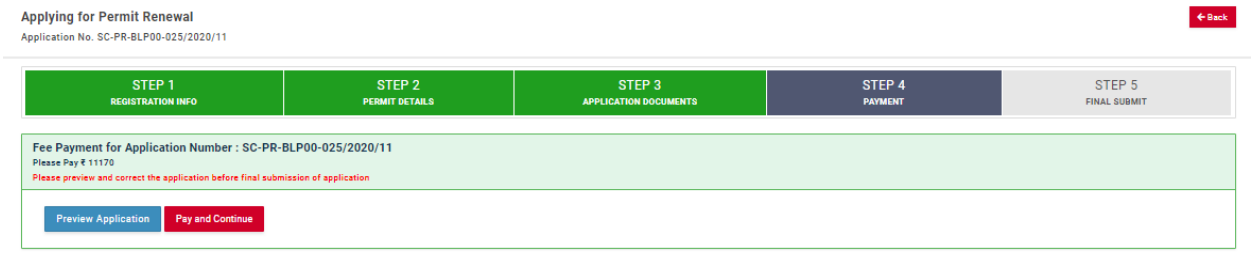
2.3.1.2.4.3 Step 3

User must upload the required **documents**(Token Tax clearance Ceritifcate & SRT Clearance Certificate) in the form of PDF/Image & user must add check the **declaration** checkbox in the form to continue to next step on click to **save & continue** button.

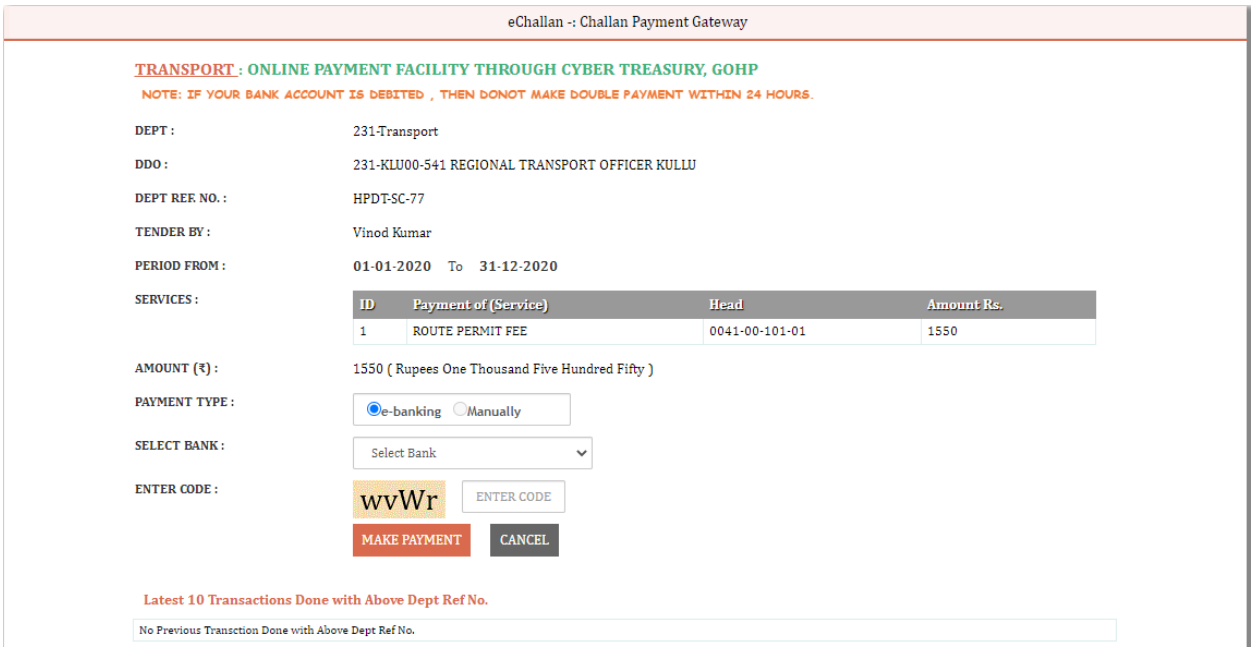


2.3.1.2.4.4 Step 4

After saving step 3, user will be navigated to step 4 where user can take a **preview** of the application and make **onlinepayment** for their permit renewal application. On clicking preview button, user can see the information that they have filled in different steps of application form.

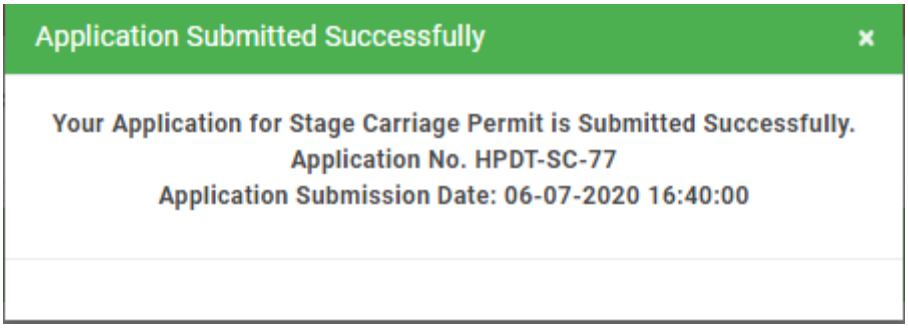


On this page, user must select the Payment Type, Bank and enter the Code viewable to user for the verification purpose and can click to ‘Make Payment’ option to make online payments to the HPDT portal



2.3.1.2.4.5 Step 5

After completing online payment process, user's application with the system generated application number will be forwarded to the RTA for the verification of the routes applied by the Public user.

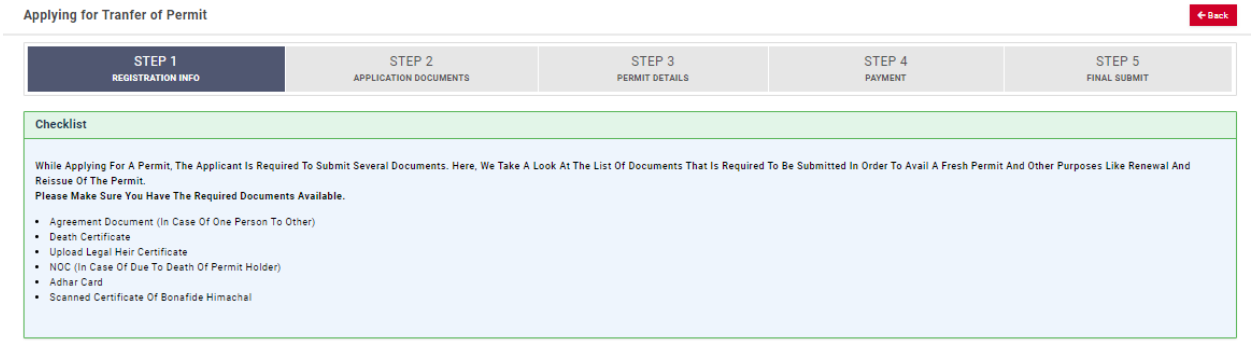


2.3.1.2.5Permit Transfer

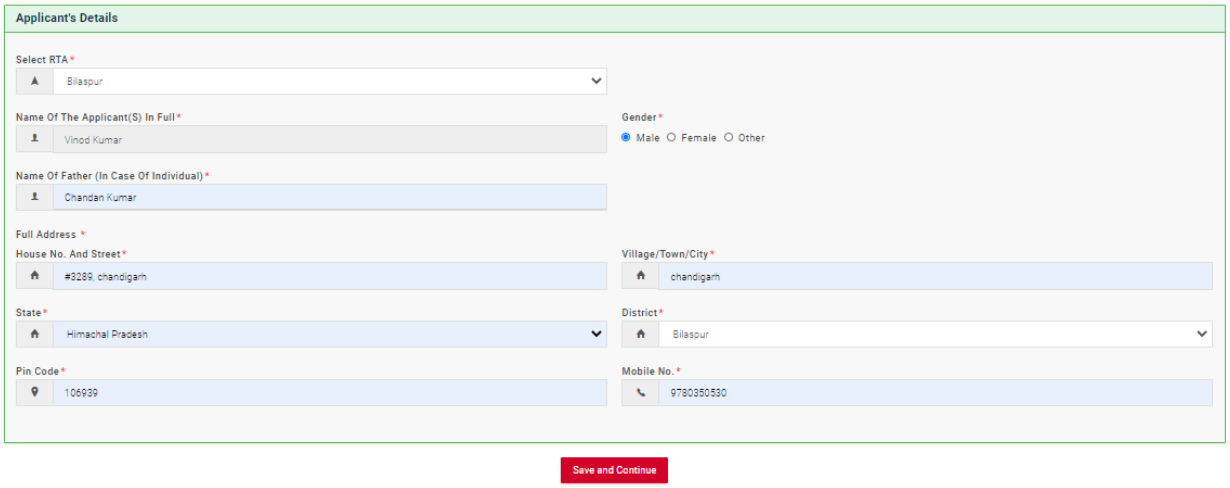
To apply for Transfer, Select **PermitTransfer** option from **SelectApplication** drop down and click on Apply for **PermitTransfer** button showing in top right corner.

2.3.1.2.5.1 Step 1

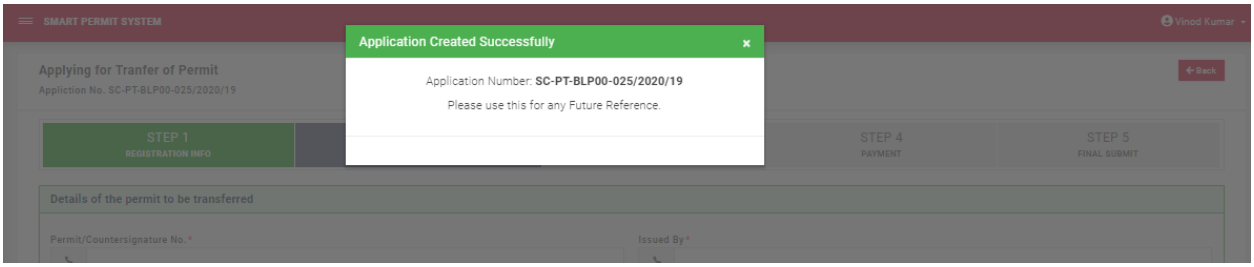
In Step 1, user must read checklist of documents carefully and enter required field with genuine details.



In Applicant's Details section, user must enter all their basic details and click to '**Save & Continue**' button.



On clicking to '**Save & Continue**', user will receive a system generated application number, to use it for further reference.



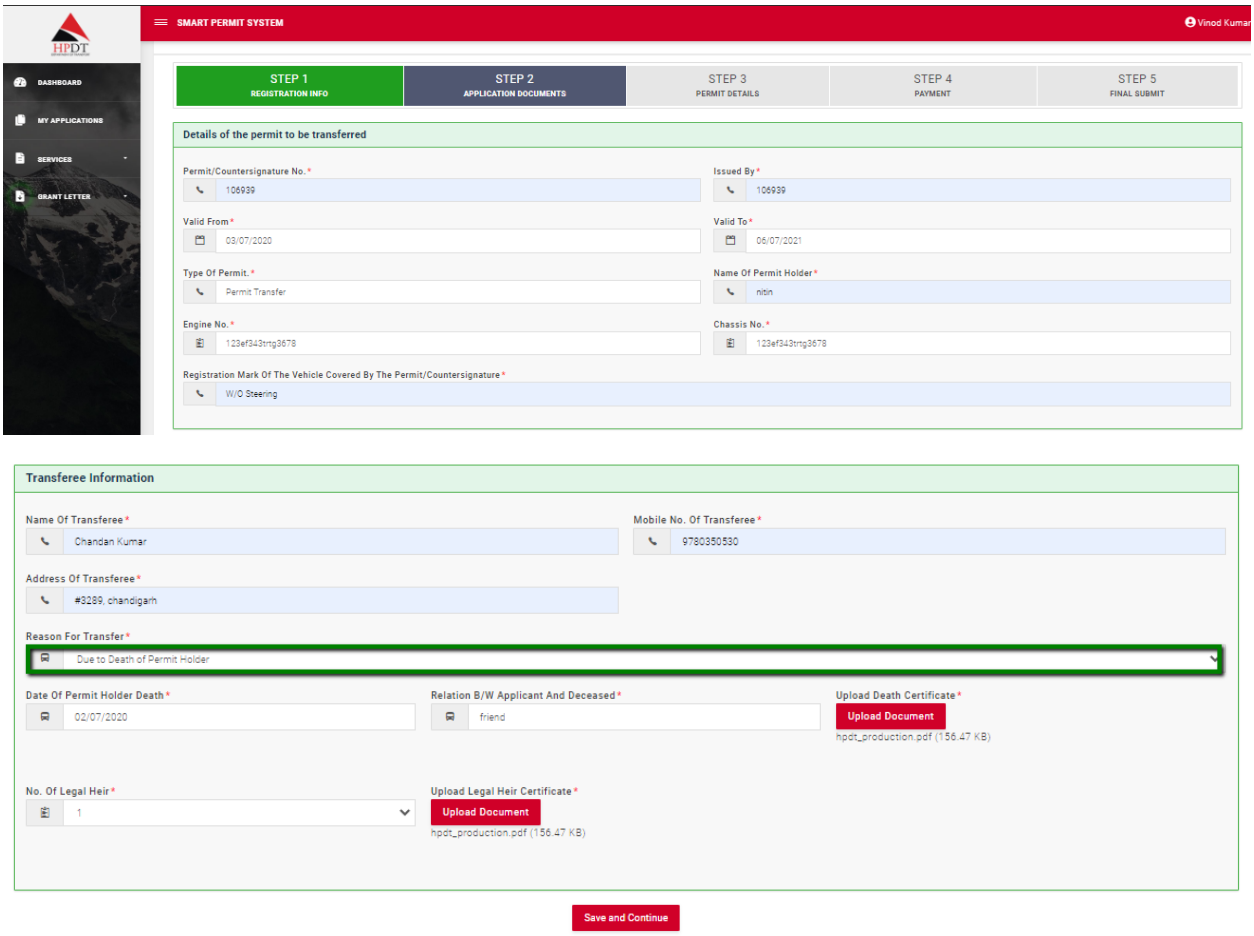
2.3.1.2.5.2 Step 2

In Step 2, user must enter the details of the permit to be transferred like: **Permit/Countersignature No., Issued By, Valid From, Valid To, Type of Permit, Name of permit Holder, Engine no., Chassis No., Registration mark of the vehicle covered by the Permit/countersignature**.

In Transferee Information section, applicant must enter: **Name of Transferee, Mobile No. of Transferee, Address Of transferee, Reason for transfer**.

In Reason for Transfer there are two options:

1) One person to other: If selecting this option then **Upload Agreement Document**.
2) Due to death of permit holder:If selecting this option, then applicant must **enter Date of Permit holder death, Relation b/w applicant and deceased, Upload Death Certificate, Upload Legal Heir Certificate, No. of legal heir** (if more than 1 heirs then upload NOC document).

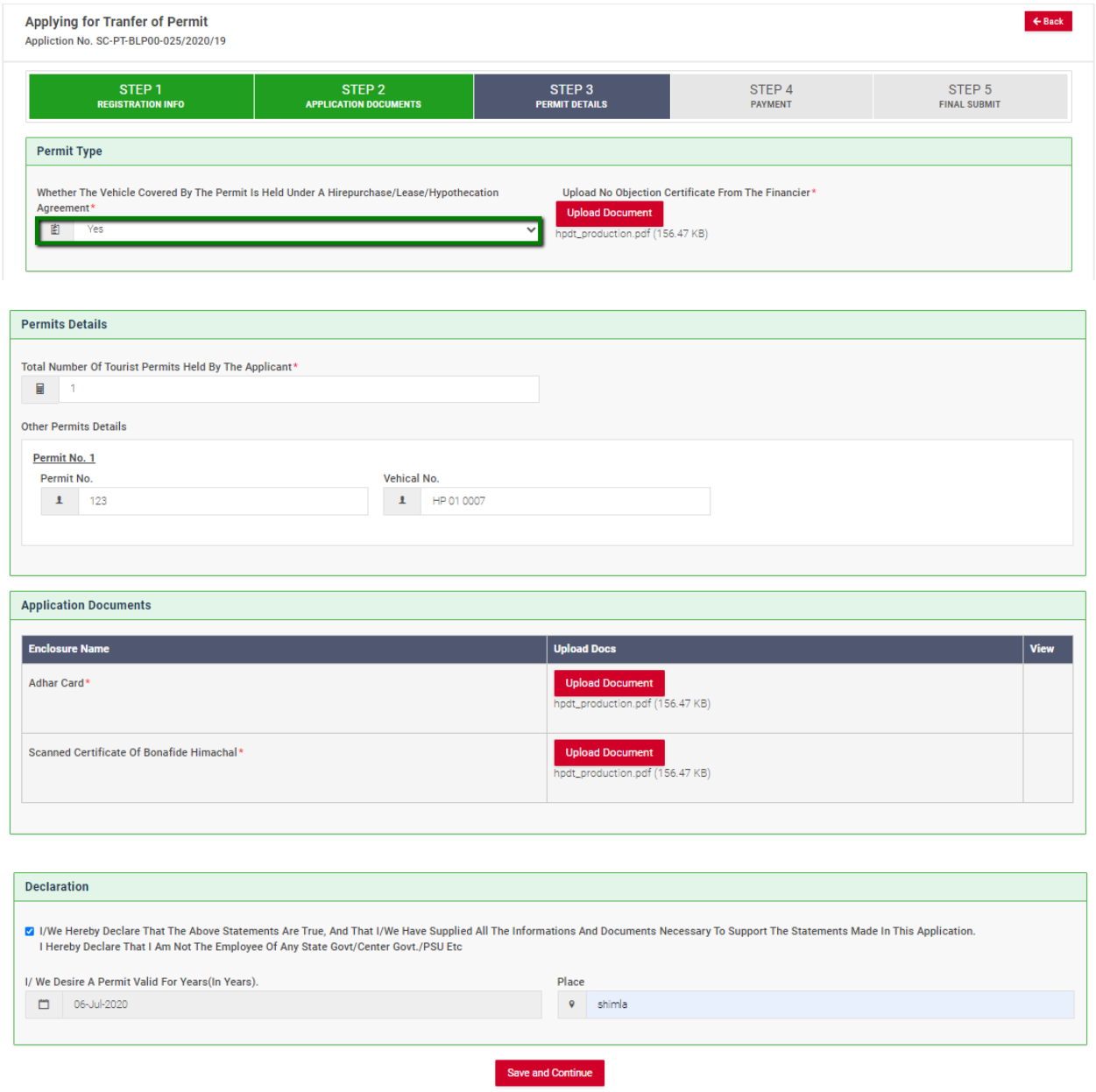


2.3.1.2.5.3 Step 3

In Step 3, under Permit Type section, choose Yes/No in **Whether the vehicle covered by the permit is held under a hirepurchase/lease/Hypothecation agreement** field. If choosing **Yes** then, **Upload No objection certificate from the financier**.

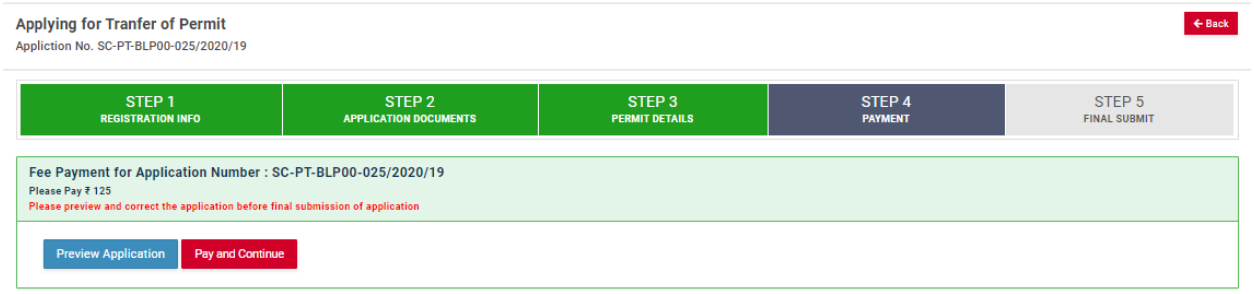
Under Permit Details section, enter **Total number of tourist permits held by the Applicant**and its details.

User must upload all the required **documents** in the form of PDF/Image in Application Documents section &must check the **declaration** checkbox in the form to continue to next step and then click on**save & continue** button.

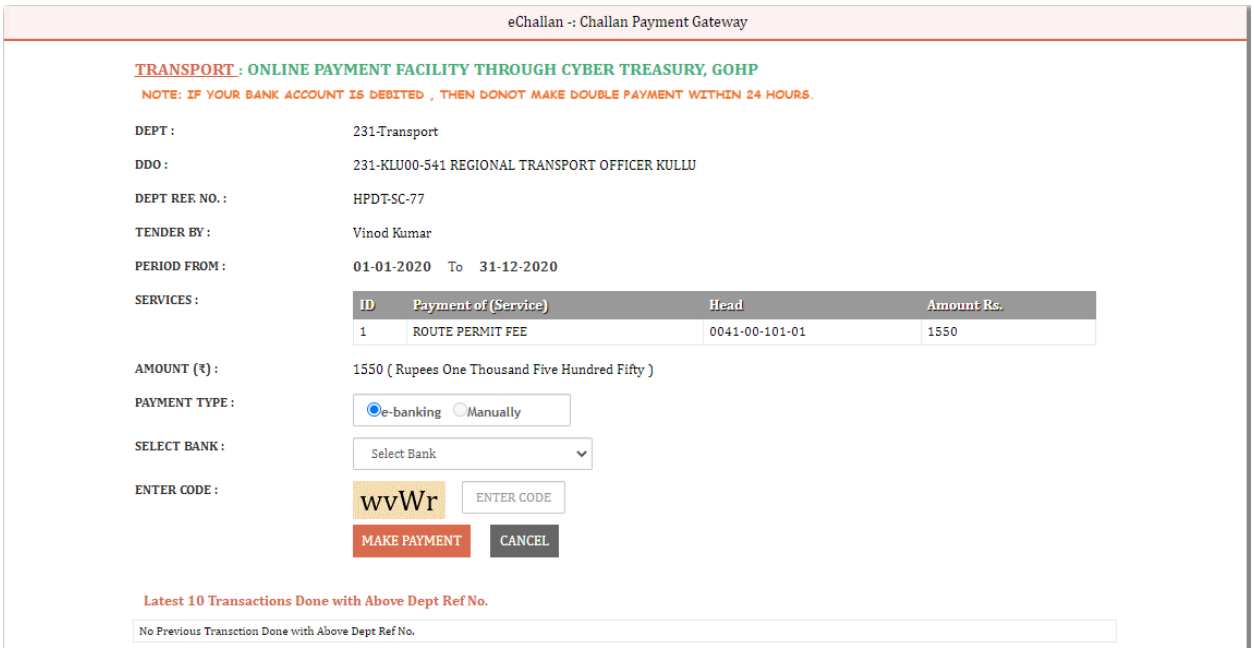


2.3.1.2.5.4 Step 4

After saving step 3, user will be navigated to step 4 where user can take a preview of the application and make online payment for their permit transfer application. On clicking **preview** button, user can see the information that they have filled in different steps of application form.

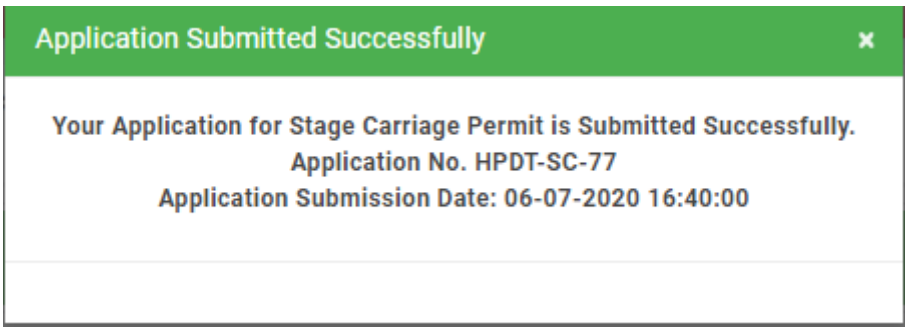


On this screen user must select the Payment Type, Bank and enter the Code viewable to user for the verification purpose and can click to 'Make Payment' option to make online payments to the HPDT portal



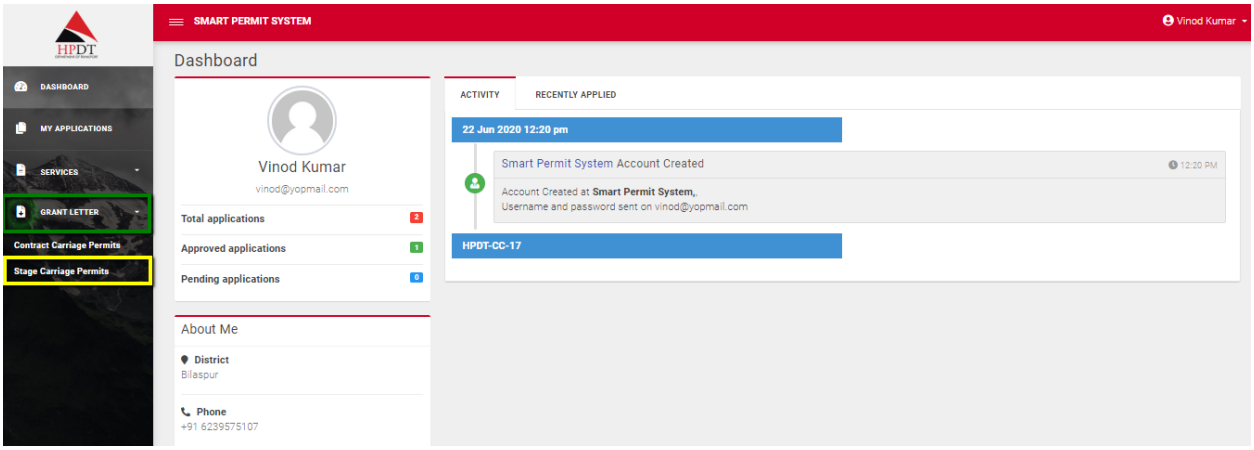
2.3.1.2.5.5 Step 5

After completing online payment process, user's application with the system generated application number will be forwarded to the RTA for the verification of the routes applied by the Public user



2.4 Grant Letter

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



On clicking **download**option,Grant Letter can be downloaded to the local machine and user can use it for further process.

FOR ANY PERMIT RELATED QUERIES KINDLY CONTACT ON HELPLINE NUMBER

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

HPDT

DEPARTMENT OF TRANSPORT