



बिहार सरकार

**E-Transport Project of Transport  
Department, Govt. of Bihar**



# **User Manual**

**Establishment or Renewal of Pollution Testing Centre**



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## 1. Introduction:

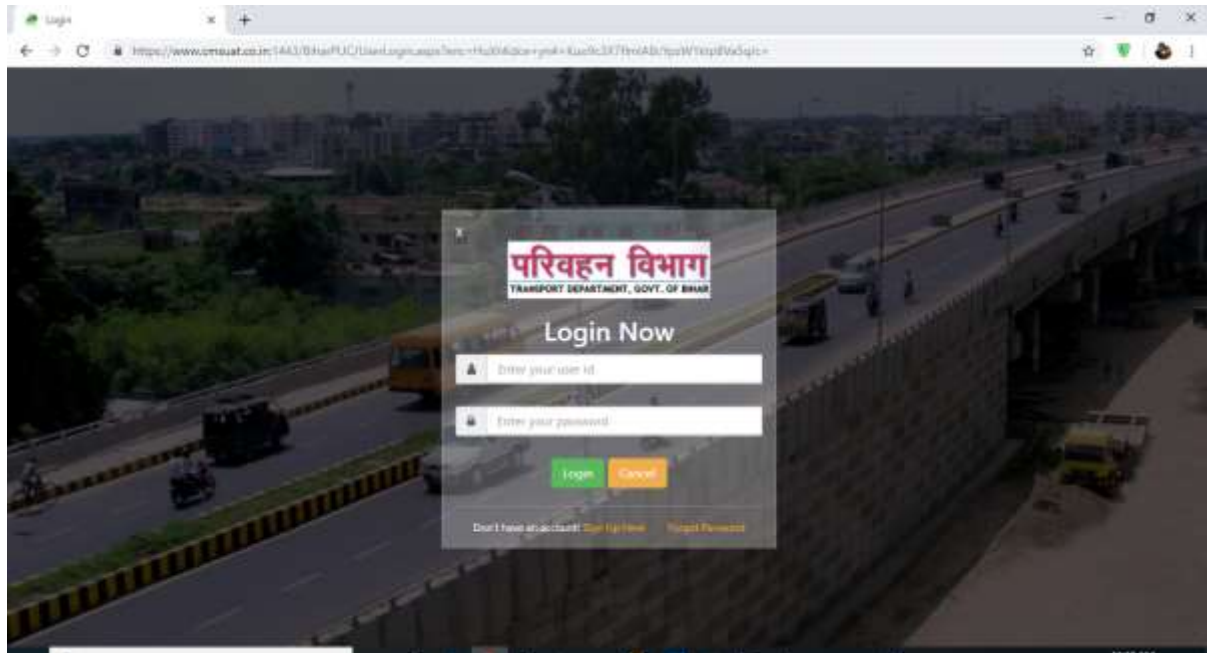
This manual guides the applicant for establishment and renewal of Pollution Testing Center.

## 2. Launching of the website:

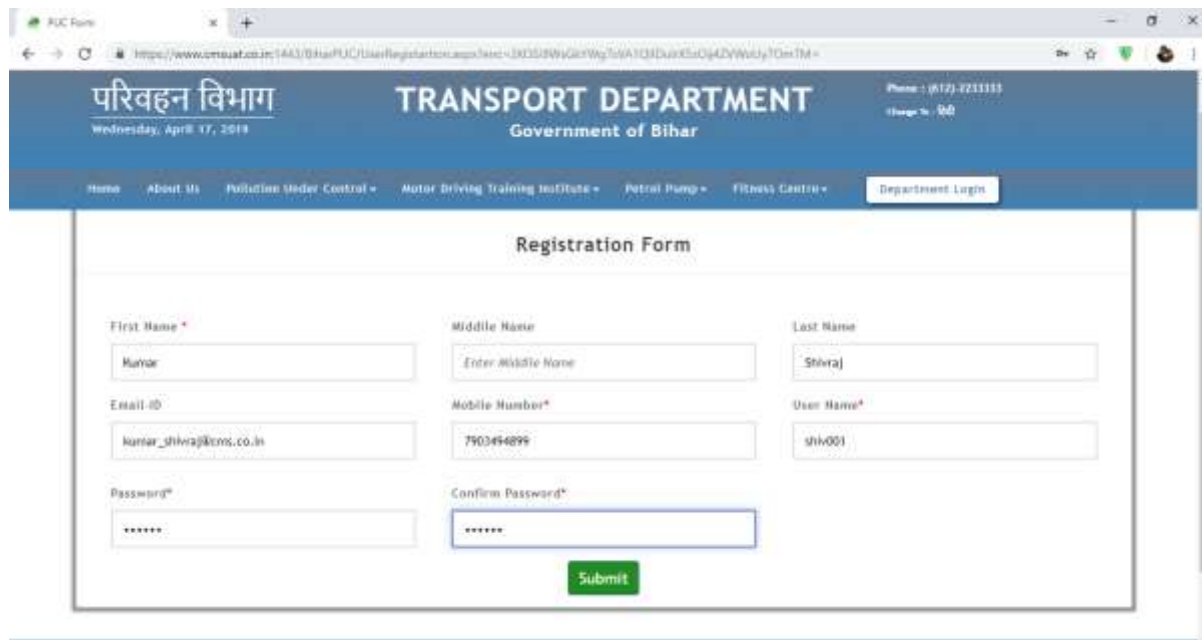


After launching the website and clicking on PUC establishment user will see the above screen.

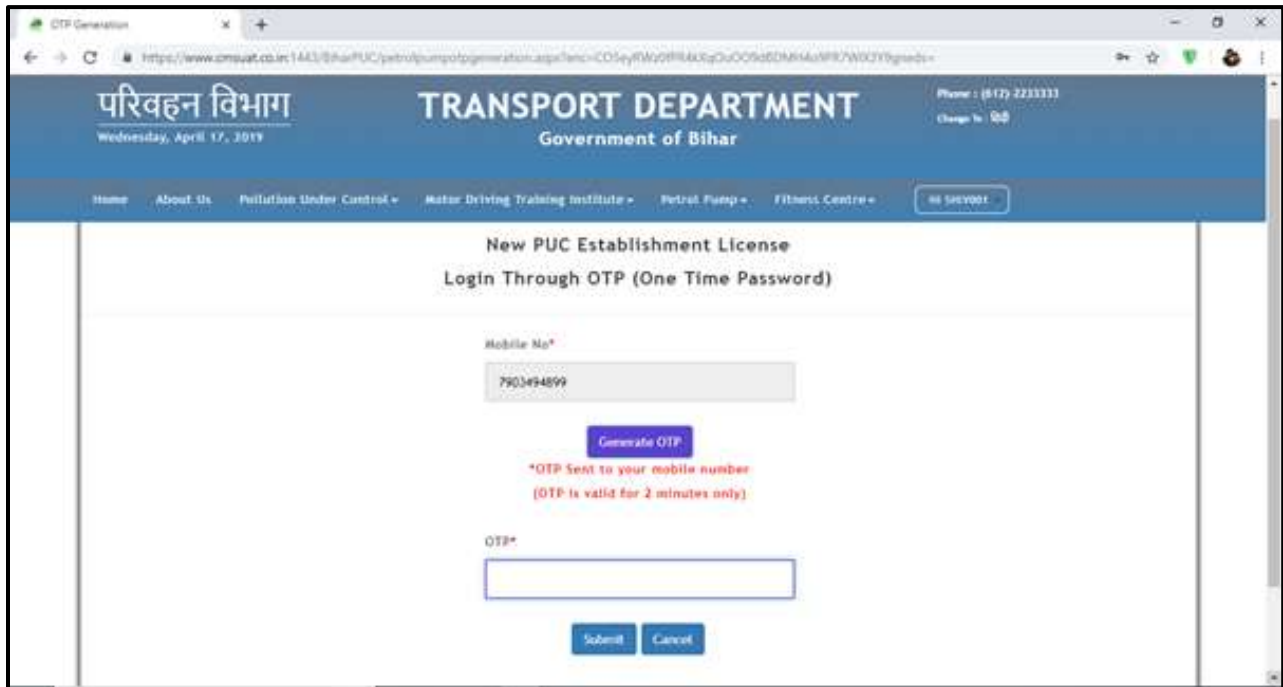
User needs to click on **“Pollution under Control”** Tab for Login. If the user is not having a user ID and Password then they have to complete self-registration Process by Clicking on **“Sign Up Here”** as mentioned on Next Page.



After Clicking on “Sign Up Here” Self Registration Form will appear as shown below:



After Successful Registration, click on “Pollution under Control” Tab and Login for further Application Process. After Successful Login Next Screen will appear, where user has to verify their mobile no. using OTP sent on their Registered Mobile No.

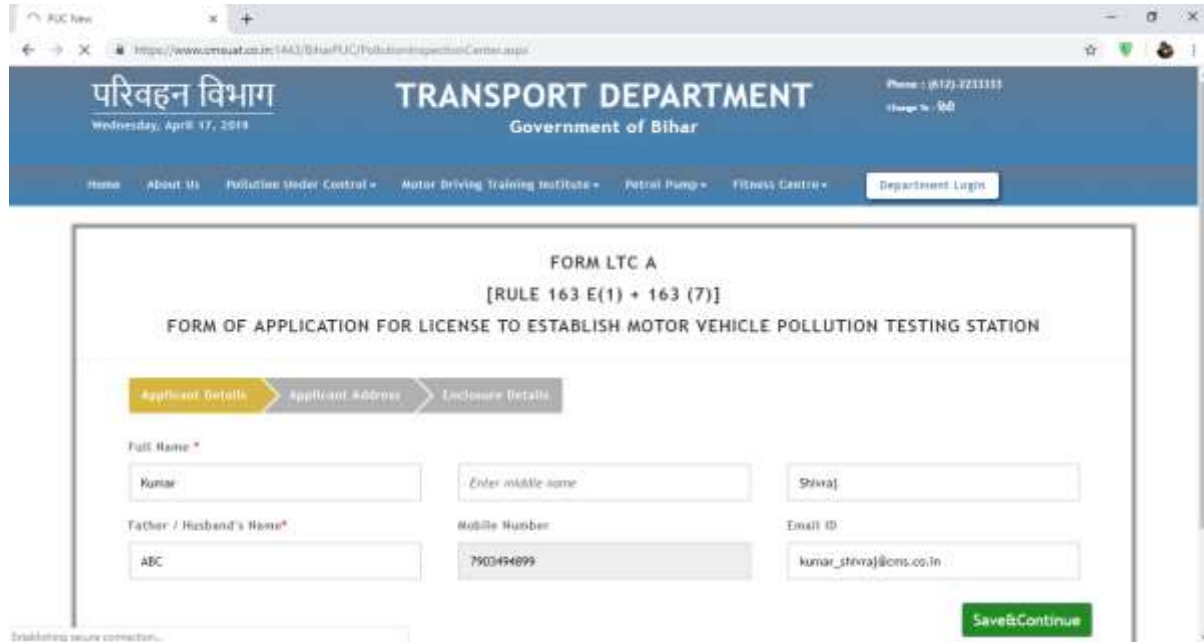


The screenshot shows a web browser window with the URL <https://www.dmsvat.co.in/1443/BiharPUC/petrol/pump/otp-generator.aspx?enc=CO5eylRMy2fR46UgDu005dEDM64u5PR7W00Yy9gneds+>. The page header includes the text "परिवहन विभाग" and "TRANSPORT DEPARTMENT Government of Bihar" along with the date "Wednesday, April 17, 2019" and contact information "Phone : (612) 2233333" and "Change to: INR". The main content area is titled "New PUC Establishment License Login Through OTP (One Time Password)". It features a "Mobile No\*" input field containing "7903494899", a "Generate OTP" button, and a red message: "\*OTP Sent to your mobile number (OTP is valid for 2 minutes only)". Below this is an "OTP\*" input field and "Submit" and "Cancel" buttons.

After Successful authentication of Mobile No. User may proceed for desired Application as mentioned in next section:

### 3. Applicant details:

After Successful authentication of Mobile No. User may proceed for desired Application, as mentioned below.



FORM LTC A  
[RULE 163 E(1) + 163 (7)]  
FORM OF APPLICATION FOR LICENSE TO ESTABLISH MOTOR VEHICLE POLLUTION TESTING STATION

Applicant Details Applicant Address Enclosure Details

Full Name \*

Kumar Enter middle name Shrivaj

Father / Husband's Name\* Mobile Number Email ID

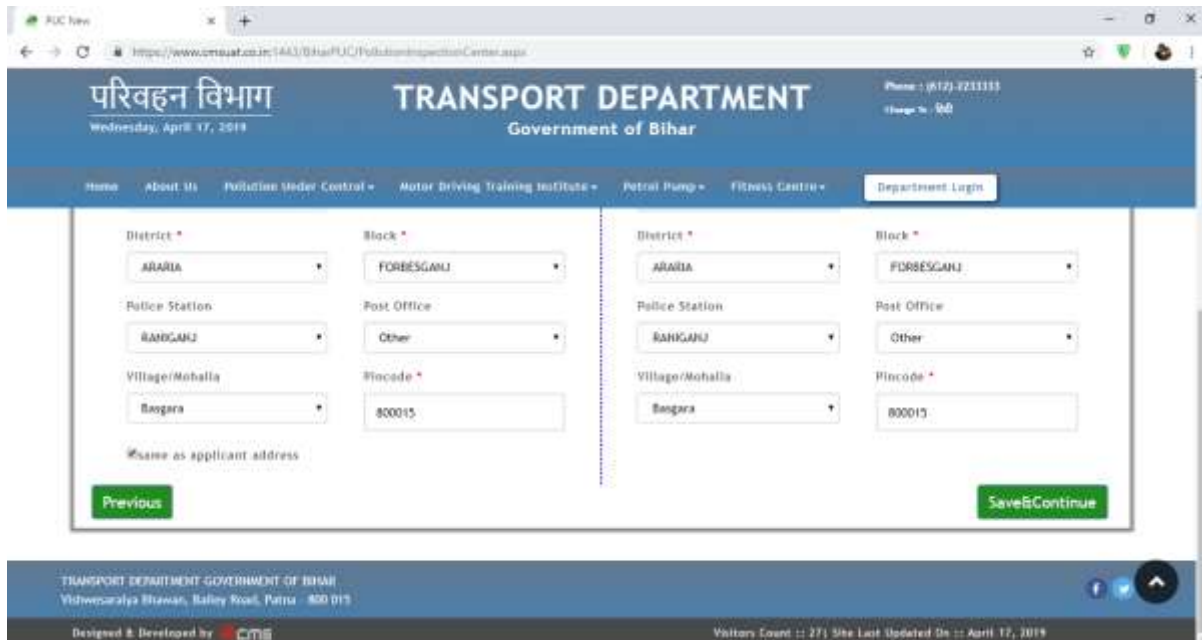
ABC 7900494699 kumar\_shrivaj@cns.co.in

Save&Continue

In This section user needs to update their Personal details, After filling all the details user needs to click on “**Save & Continue**” and he/she will be on the next page.

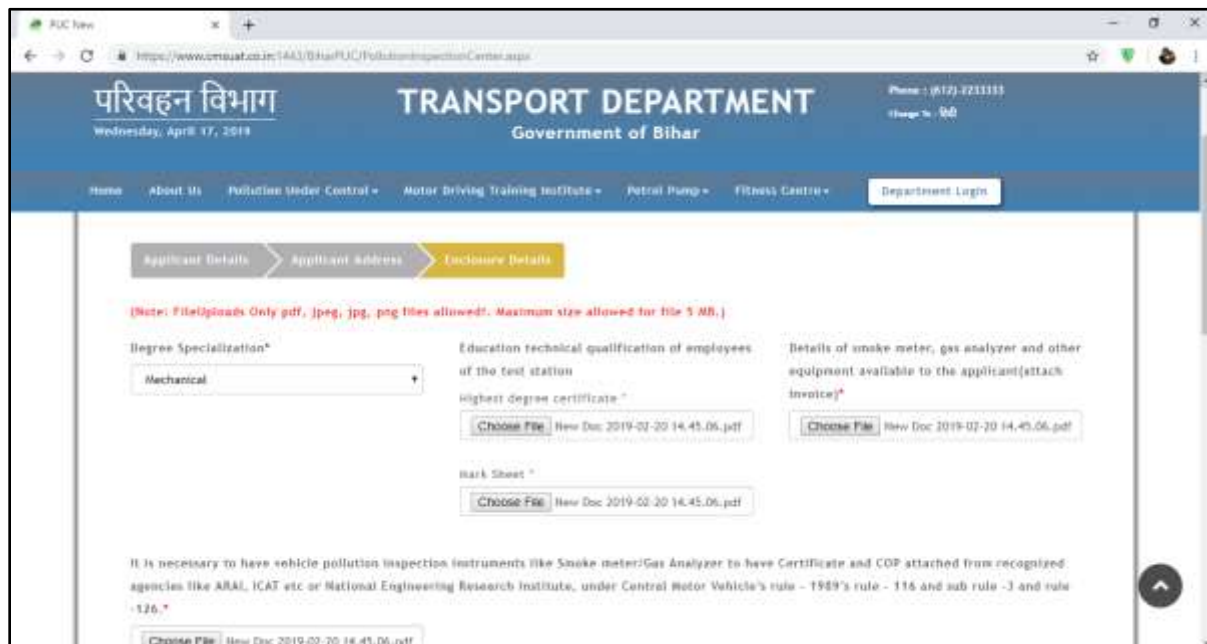
In the Next page user will move to next level of Applicant Address as shown in next image.

#### 4. Applicant Address:

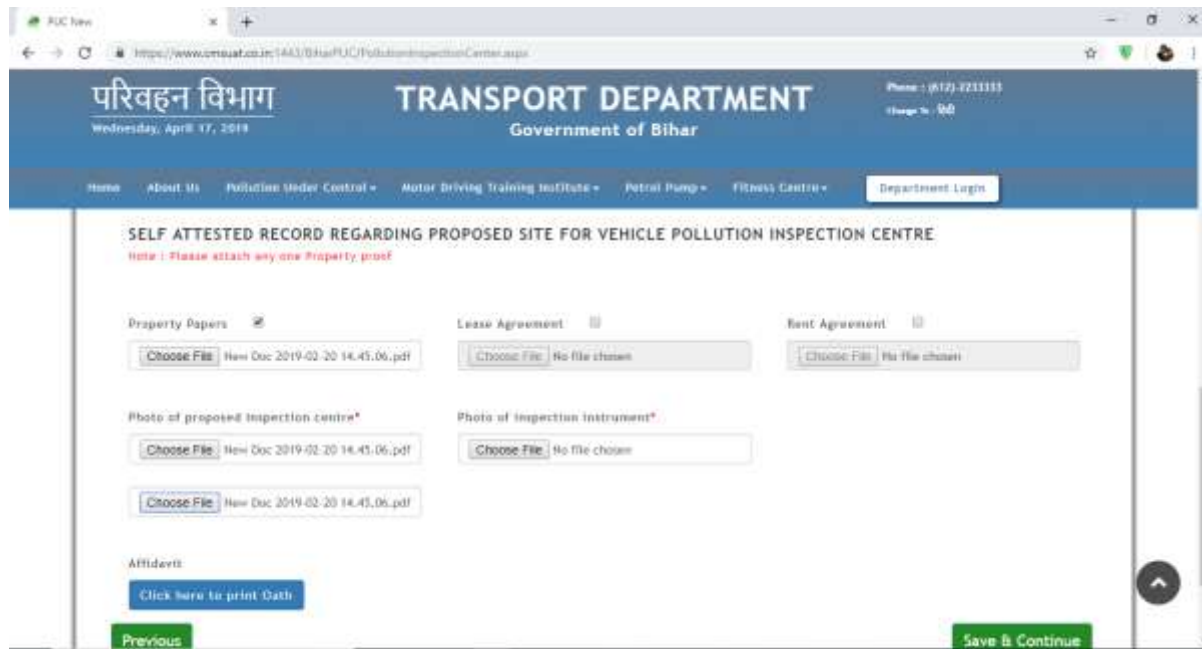


After fulfilment of Address, details then click on the “Save & Continue”. Then after in next screen user needs to upload the self-attested Documents as shown in Next image.

#### 5. Enclosures details :







The screenshot shows a web browser window displaying the Transport Department website. The page title is "TRANSPORT DEPARTMENT Government of Bihar". The main heading is "SELF ATTESTED RECORD REGARDING PROPOSED SITE FOR VEHICLE POLLUTION INSPECTION CENTRE". Below the heading, there is a note: "Note : Please attach any one Property proof". The form contains several sections with "Choose File" buttons: "Property Papers" (with a file named "New Doc 2019-02-20 14:45:06.pdf"), "Lease Agreement" (No file chosen), "Rent Agreement" (No file chosen), "Photo of proposed inspection centre\*" (with a file named "New Doc 2019-02-20 14:45:06.pdf"), and "Photo of inspection instrument\*" (No file chosen). At the bottom, there is a "Click here to print Oath" button and a "Save & Continue" button.

After uploading all documents, user needs to click on “Click Here for Print Oath” for downloading and printing for self-attest. Which need to upload for final submission of Application to Certifying Authority for final approval and certification.

## 5.1 Documents are required for PUC Testing Centre

### Following Documents required for establishment of New / Renewal of Pollution Testing Centre

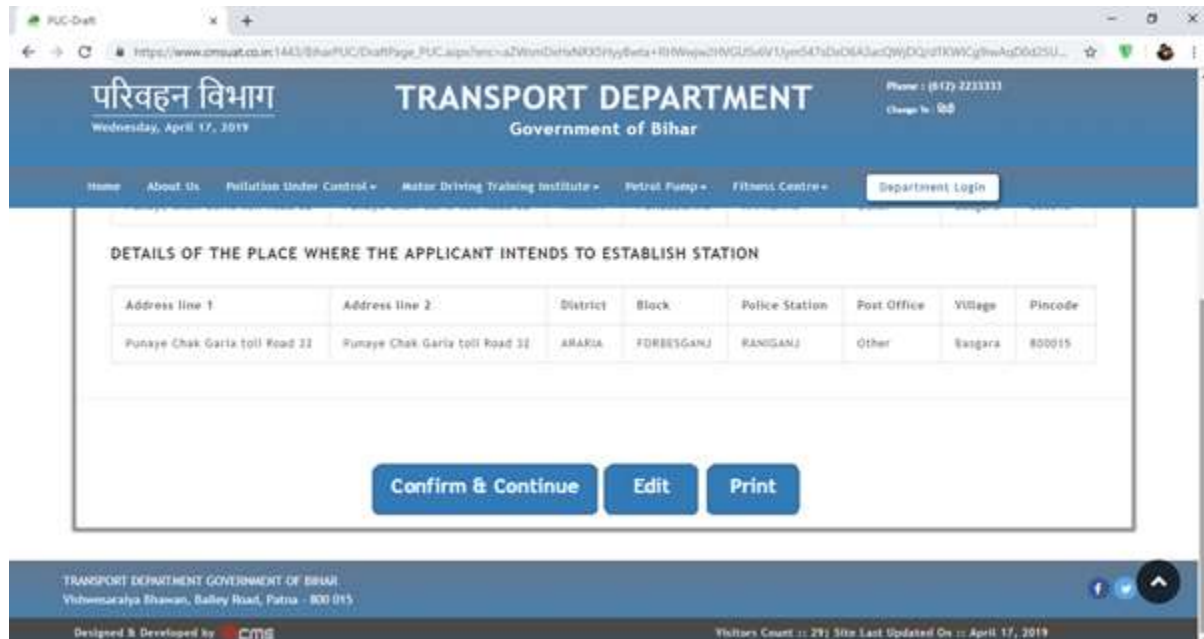
- PAN Card as identity proof
- Three (03) Months of Bank Statement
- Technical Degree of Resources (Mechanical / Electrical / Automobile's Degree / Diploma) with Certificate or mark sheet.
- Rent Agreement/Lease agreement of land / land municipal receipt (In Case of Owned), where opening the testing center as address proof.
- Photo of Shop / Centre, where establishing the Testing Centre.
- Prescriptive Oath letter
- Oath letter of Deployed regular technical employee at the Testing Center

**Note: All Documents must be self-attested.**

After uploading required documents, user needs to click on “Save & Continue”.



After Clicking on “**Save & Continue**”, system will show the contents filled by you for your verification.



At the bottom of the screen, there is three buttons:

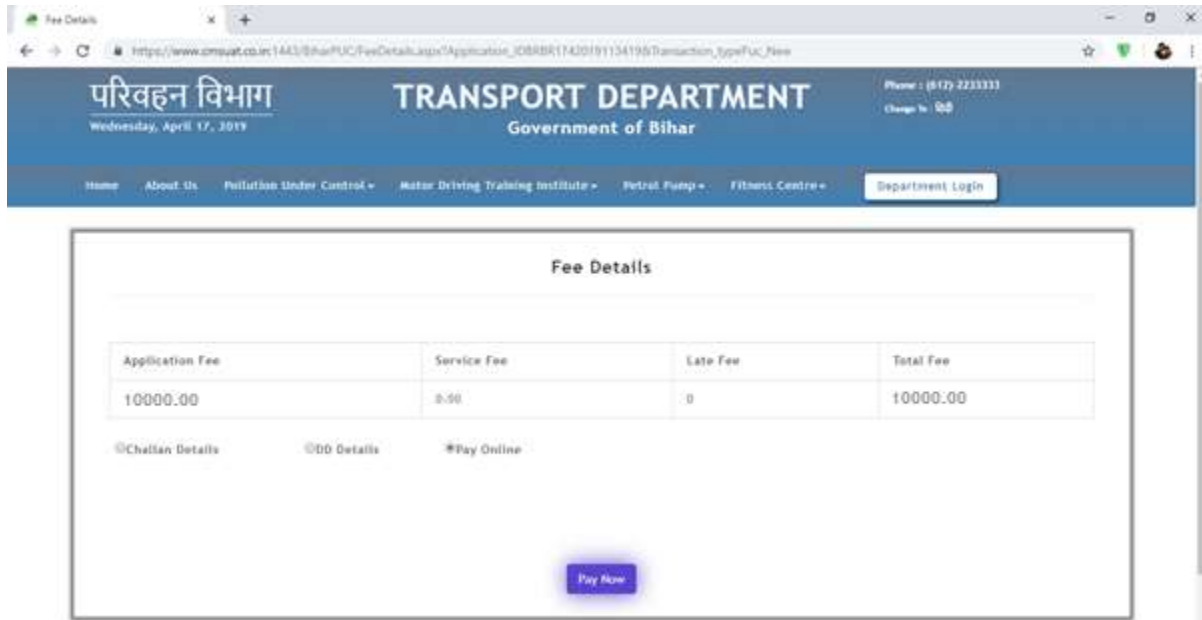


- i. **Save Draft** – Click on this if you need to Save the details and submit later.
- ii. **Edit** – Click on this if any correction/ modifications required.
- iii. **Print** – Click on this for Print Application for self-Attest, which need to upload for final process

After Printing, system will redirect for payment of applicable fee as per Acts and Rules.

As Shown on Next Screen:

## 6. Fee Details:



Now, the Pay option will come to make payment, click on “**Pay Now**” after choosing your preferred method for payment after verifying Fee Particular according to Acts and rules.



After clicking on Pay Now option fee particulars will show, now again you need to click on “**Pay Now**” option.

After Clicking on Pay Now, you will be directed to OGRAS website to make payment as shown below image:

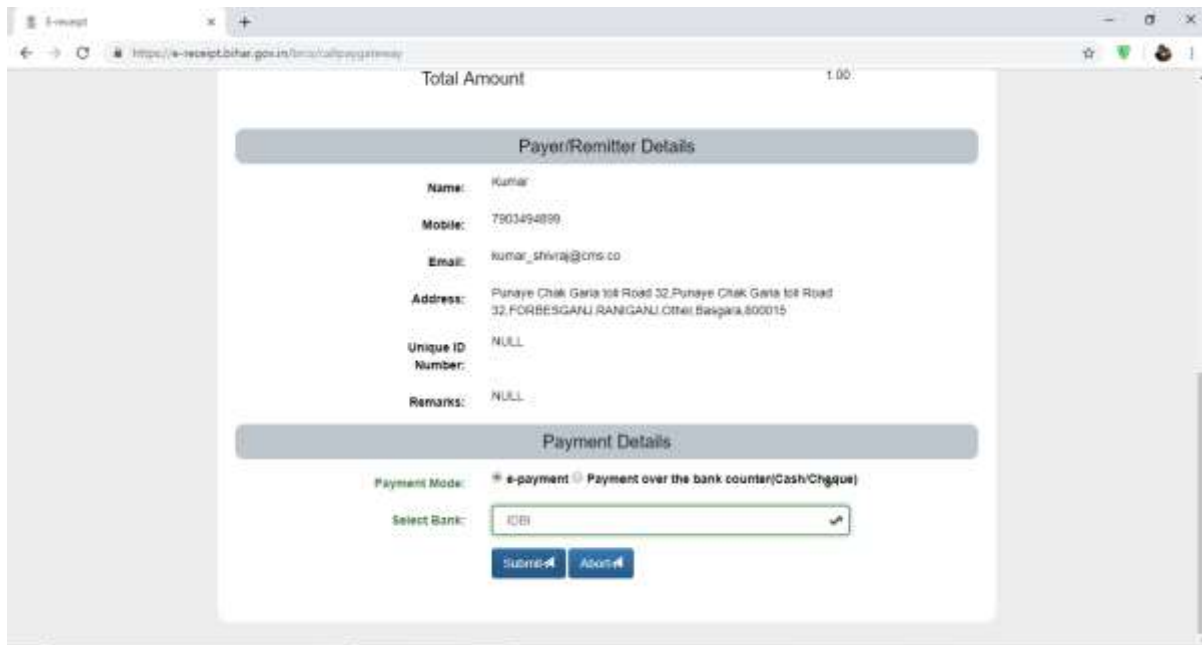


The screenshot shows the OGRAS website interface. At the top, there is a header with the text "Online Government Receipt Account System" and "Finance Department, Government of Bihar". Below this, there is a navigation bar with "Make Payment" and "Sign Out" buttons. The main content area is titled "Department Details" and contains the following information:

Department:	Transport Department
District:	Patna
Office:	Headquarter-Patna
Treasury:	Patna Nirman Bhawan
Payment Head:	Vehicle Tax
Scheme Name:	Receipts from Pollution Under Control centres
Period Year:	Year: [dropdown] Period: [dropdown]

Below the Department Details section, there is a section titled "Account Details" which is currently empty.

In this screen, we need to select financial year and service bank and click on “Submit” as shown in below image.



The screenshot shows the OGRAS website interface with the "Total Amount" displayed as 1.00. The main content area is titled "Payer/Remitter Details" and contains the following information:

Name:	Kumar
Mobile:	7503454899
Email:	kumar_shivraj@cms.co
Address:	Punaye Chak Gara 104 Road 32,Punaye Chak Gara 104 Road 32, FORBESGANJ, RANIGANJ, Other Baspara,800015
Unique ID Number:	NULL
Remarks:	NULL

Below the Payer/Remitter Details section, there is a section titled "Payment Details" which contains the following information:

Payment Mode:	<input checked="" type="radio"/> e-payment <input type="radio"/> Payment over the bank counter(Cash/Chqque)
Select Bank:	ICBI

At the bottom of the Payment Details section, there are two buttons: "Submit" and "Abort".

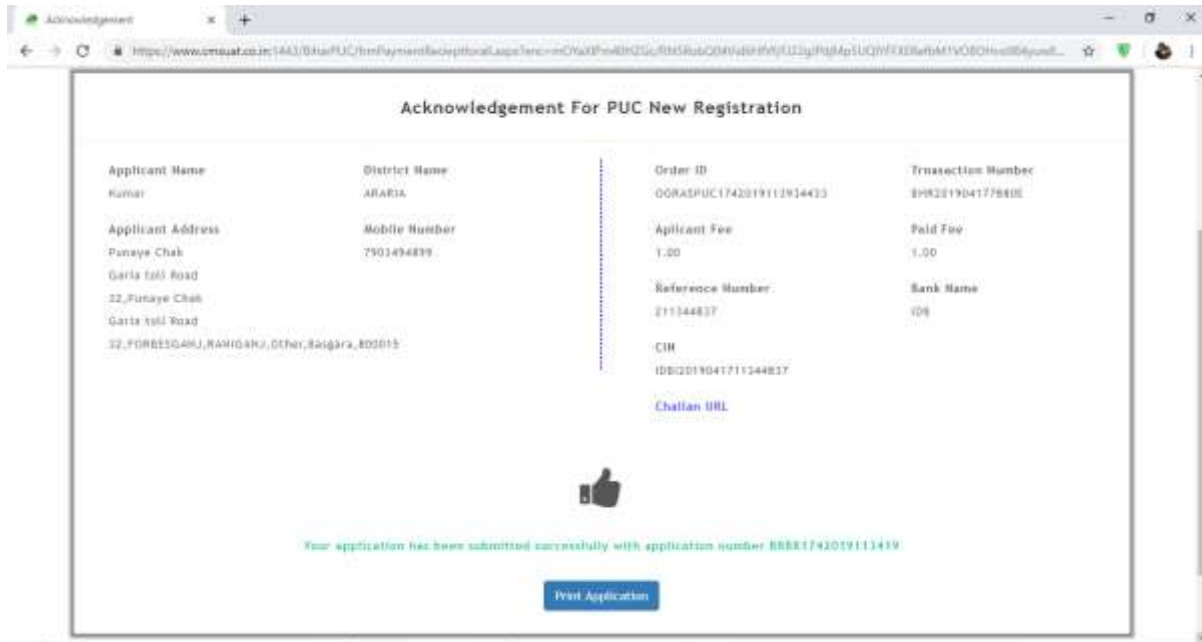
After submission, Bank Screen will appear, as shown in below image:



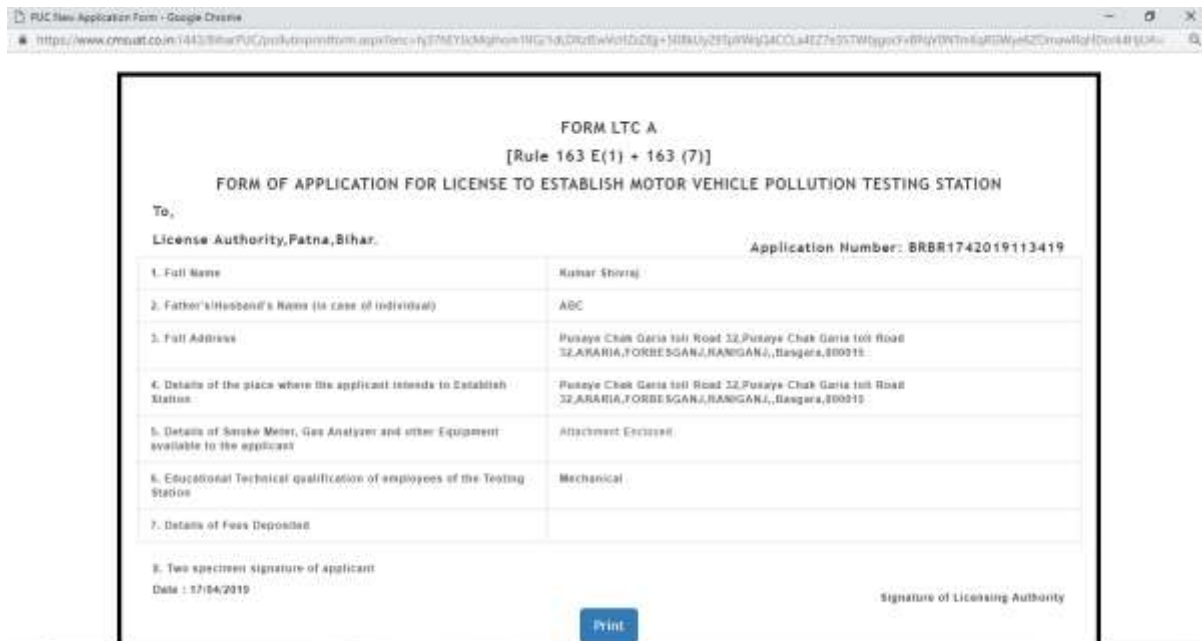
After clicking on Submit button your paying details will be shown on your bank website in case you are making payment through net banking as shown above.



After your payment is successful you will get the payment confirmation details as shown above.



Now after the successful payment you will get the Acknowledgement as shown above and Now you can print your application by clicking on print button as Shown Below:



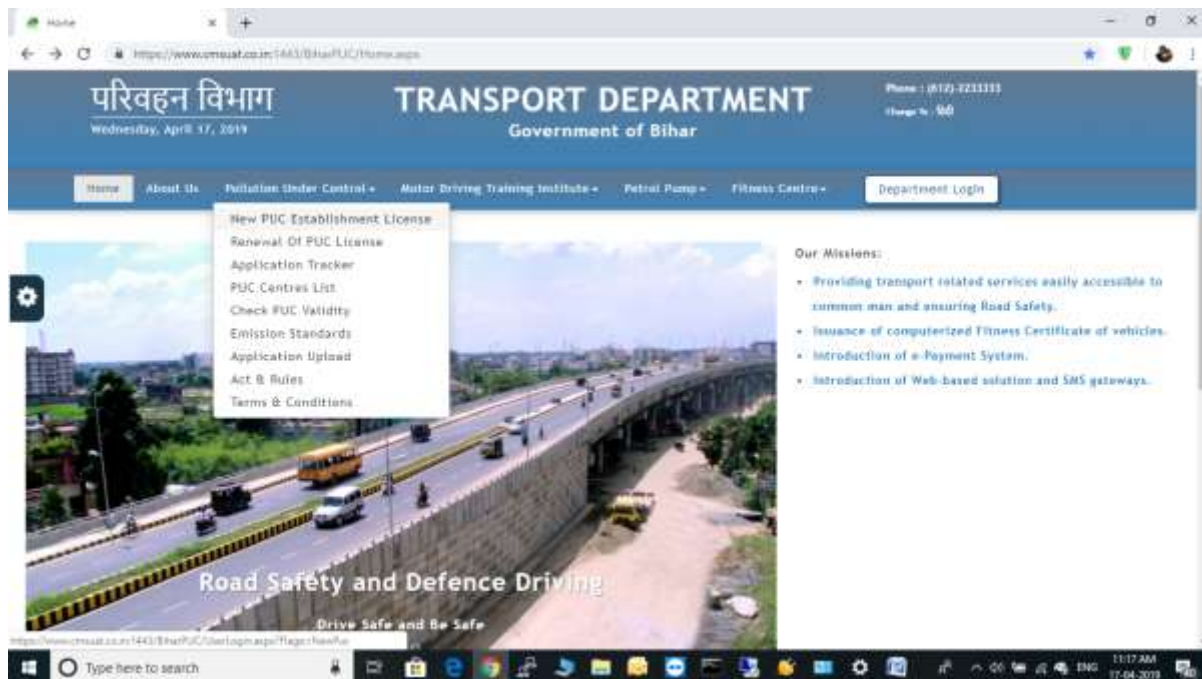
## 7. File Upload:

After Payment, user need to upload two documents:

- i. Self-Attested Application Form, which was Printer after successful Payment.
- ii. Self-Attested Oath

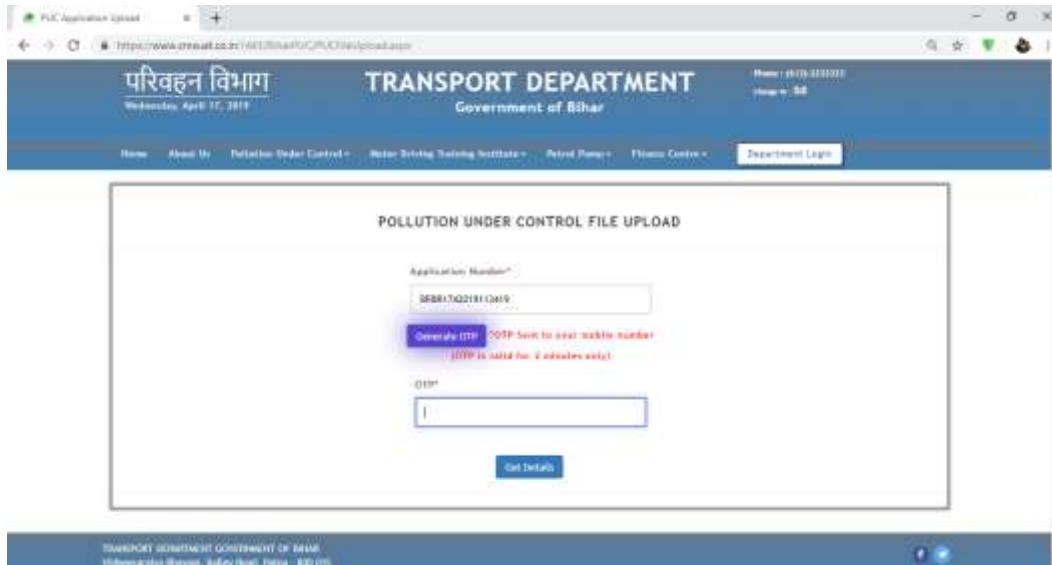
Process for the same is shown below:

To upload these documents open the Home page and click on **“Pollution Under Control”** tab and click on **“Application Upload”**.

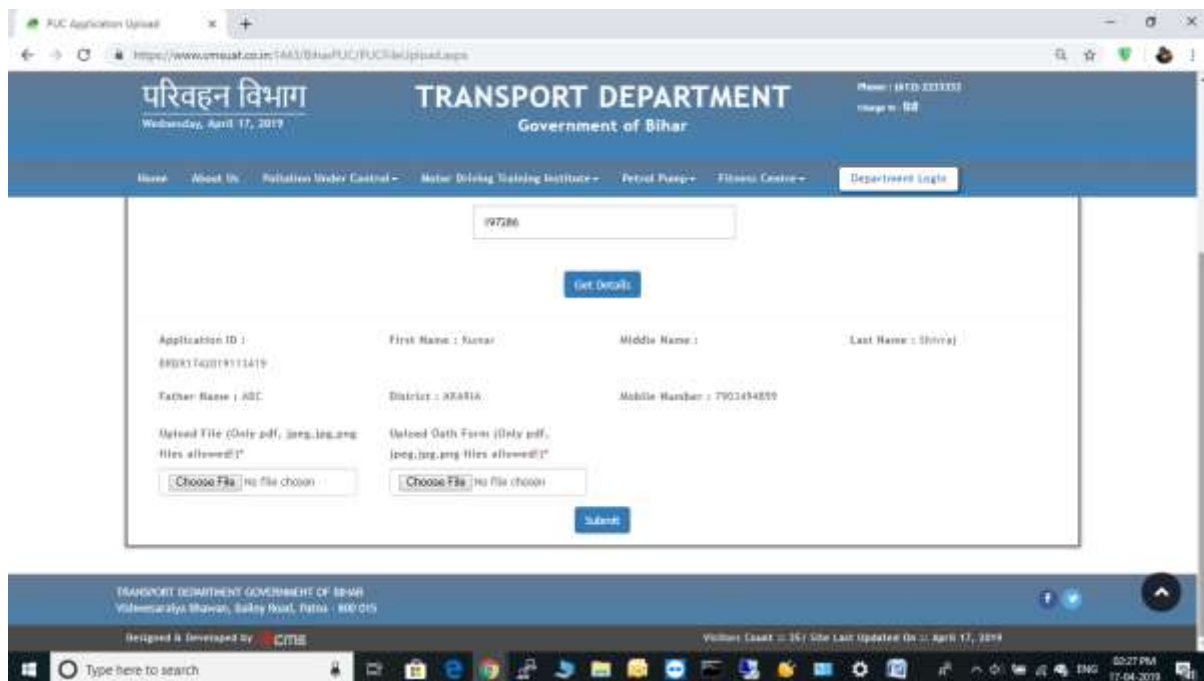


After Clicking on **“Application upload”** , user need to verify their Application no. through OTP authentication sent on registered mobile no.





After Successful Authentication user need to upload both documents as shown in below image.



After uploading required documents user need to Click on “Submit” for final submission of Application.



## 8. Checking Application Status:

For Checking the Application user need to go to home page and click on “Application Tracker” as shown below:

