



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director,  
Bus Bhavan, Mushirabad, Hyd-624,

No.TL7/688(2)/2011-MED.

Date: 06.01.2012.

**Circular No. 03/2012, Dated: 06.01.2012.**

Sub:- Registration:- Registration of new vehicles at districts – Guide lines for registration – Issued – Reg.

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Corporation planned for procurement of 4000 buses during each financial year of 2011-12 & 2012-13. Thereby registration activity increased. But Transport department is unable to cope up with our demand for registration, since on an average 20 buses are produced for registration on each working day. As a result unregistered vehicles are getting accumulated to an extent of 100 vehicles on any day and hence losing the precious vehicle days. After examining the problem of accumulation of so many unregistered vehicles as well as the limitation on the part of Transport department at Hyderabad in registering all the vehicles on day to day basis the Transport Commissioner has given permission for registering APSRTC vehicles at districts also.

In this connection the procedure to be followed for transfer of vehicle data from C&B section and registrations at Regions is as follows:

- > Every new vehicle is having Temporary Registration number (TR no.).
- > After fabrication of buses C&B section shall transfer the vehicles TR data to the respective districts as per plan.
- > On transferring the TR data the same shall be communicated to the respective Region through the mail ID of the concerned RMs.
- > All the new vehicles will have to be dispatched to the depots with the following documents:
  - > Chassis Sale Invoice (Original)
  - > Bus Body Sale Invoice (Original)
  - > Seating Layout.

- Weighment Voucher
  - Trade Certificate (Form -17) by the body fabricator.
  - Form -22 A Part-II by the body fabricator
  - Workshop Certificate by the body fabricator.
  - Sale Certificate (Form – 21) by the chassis manufacturer two copies.
  - Form – 22 & 22 A Part-I by chassis manufacturer (Certificate of compliance with Pollution Standards, Safety Standards of Components and Road Worthiness).
  - Form-20 Application for registration of motor vehicle.
  - Form-20 Check slip.
  - Tax Receipt
  - TR (Original)
  - Form – CFA for fitness Certificate.
- Form – 20 shall be signed by the authorised signatory at the Regional office.
- The following amounts have to be paid for registration as follows:
- Registration fees - Rs. 800/-
  - F C - Rs. 560/-
  - Total - Rs 1360/-
- If the TR validity is expired for every month, Rs 25/- has to be paid, since the TR validity period is only one month.

Regional Managers have to ensure to send the drivers as and when informed by C&B section either over phone or on receipt of vehicle data transfer details through mail and register the vehicles duly submitting the above documents along with the requisite amounts.

If there is any problem in registration of vehicles at the respective Regions for want of data transfer the details of such vehicle i.e. TR No. (Temporary Registration No), shall be ensured to keep in PMS (Problem Monitory System) of the concerned RTO office with the help of DBA(Data Base Administrator) besides intimating the same to C&B section with TR No. & TP No. (Temporary Permit No) through the mail ID [cmecb@apsrtc.gov.in](mailto:cmecb@apsrtc.gov.in) for further follow up at Deputy Transport Commissioner / Hyderabad.

If the vehicles are deployed for special operations those buses also to be registered at the respective Districts and after completion of the special operations the buses shall be redirected to parent depot. While transferring the special operation vehicles or regular vehicles to other regions, No Objection Certificate (NOC) has to be obtained from the RTA (where vehicle is registered) onto the RTA where the vehicle is going to be operated. Procedure for obtaining the NOC is as follows:

- Filled in and duly signed Form – 28 – application and grant of no-objection certificate and check slip has to be submitted to the RTA.
- An amount of Rs 50/- shall be paid for obtaining the certificate.

After registration of vehicles the registration particulars shall be retransmitted to CME(C&B) in the following format through mail ID [cmecb@aps.tc.gov.in](mailto:cmecb@aps.tc.gov.in):

Sl No	Depot	Type of Veh.	TR No.	TP No.	Registration No	Remarks

Therefore all Regional Managers are requested to ensure registration activity is completed for new vehicles without loss of time.

Please acknowledge receipt of the circular.

  
**VICE-CHAIRMAN &  
MANAGING DIRECTOR**

To  
All Depot Managers.

Copy to: Dir.(V&S) for information  
Copy to: All Executive Directors for information  
Copy to: All HODs and Regional Managers for information  
Copy to: All Dy.CMEs/DyCTMs/WMs/COSs/Dy.CAOs for information  
Copy to: Principal, TA/HPT & ZSTCs  
Copy to: PO (Training)-10 copies  
Copy to: All Maintenance In charges and Traffic In charges for information & necessary action.