Online Issuance of PUC Certificate

(User Manual)

Ver 1.0

Transport Division

National Informatics Centre, HQ

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Brief about application

This is a role-based application developed to have close watch on the functionality of PUC centres across the country by Transport Authority. This role-based application is being made available to PUC Centres, RTO and State Transport authorities.

Various roles in this application are:

1. PUC User : This is the role given to PUC centres registered under each RTO

2. RTO User : This role is at RTO level in each state

3. State Admin : Role is at state level Transport authority

What users at various levels can do?

1. PUC User

User can register themself under any RTO. After the approval by RTO official with RTO role, PUC User can start using the system. Following are the activities that PUC User can do:

1.1 Registration

After approval by the respective RTO, he/she can perform following activities, after logging-in the system with the registered user id and password

1.2 Logging-in into the system
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1.6 Logout

1.1 Registration

➢ Visit the PUC website.

➢ Click on *Register New PUC User* as shown in **Figure 1**

Figure 1

Screen shown in **Figure 2** will appear

➢ Fill the details(State, Office, PUC Centre Name, PUC Centre Address, PUC Authorised Person, Mobile Number, Email Id, User Name, Password, Confirm Password, Enter Verification Code) properly and then Click *Register* button.

Figure 2

➢ After successful Registration, screen as shown in **Figure 3** will appear, showing message of successful registration.

Figure 3

This user has to **wait for the approval by the respective RTO** . **Once approved** by the RTO, PUC Centre **can start using the application**.

On Approval, confirmation SMS and mail will also be received by the user at the registered mobile number and email id.

After this PUC User can logged-in into the system, with the user id and password entered at the time of registration

1.2 Logging-in into the system by PUC User

On the home screen of the system, after giving valid credentials (user id and password), Click **Login.**

Figure 4

1.3 Issue PUC

After successful login, screen as shown in **Figure 5** will appear

Figure 5

➢ Click on **Issue PUC** as shown in **Figure 5, screen**

➢ Enter Registration number of vehicle. The system will try to search the information of vehicle in Vahan database then in National Repository (NR) of Vehicles Information and finally in the information from local repository (*in case vehicle has been issued PUC using the current system*).

➢ If information is available in any of the system, then it will display the details of vehicle, as shown in **Figure 6**

Figure 6

➢ If system is unable to get information, then click on the button ***Register new vehicle*** as shown in **Figure 7**

Figure 7

➢ On clicking ***Register New Vehicle***, screen shown in **Figure 8**, will be displayed and after entering the information and clicking on Submit button, control will be taken to Issue PUC screen as shown in **Figure 6**

Figure 8

➢ Enter the required details for issuing PUC. System will also fetch some standard information like PUC duration, Fee from the system (*which will be updated by the State Administrator*) as shown in **Figure 9**, if it is there otherwise Centre Person can enter directly as shown in **Figure 10**.

Figure 9

Figure 10

> In case Vehicle has been issued PUC using the existing system, then system will display previous information as shown in **Figure 11** else Previous information will be Blank as shown in **Figure 12**.

Figure 11

Figure 12

> System also has provision to upload the picture Vehicle while getting examined for pollution parameters as shown in **Figure 13**.

Figure 13

> On Submit, confirmation screen as shown in **Figure 14** will appear.

Figure 14

➢ On clicking *Print*, print preview of the certificate will be displayed as shown in **Figure 15**.

Figure 15

1.4 Reports section

Click on **Reports** in Menu of home page, which will be displayed after successful logging-in into the system. In this section PUC User can

1.4.1 Reprint PUC Certificate

➢ User will *enter vehicle number* and click *PUC Details button* in the screen shown in **Figure 16**. which will be displayed by clicking Reprint PUC sub menu under Reports menu
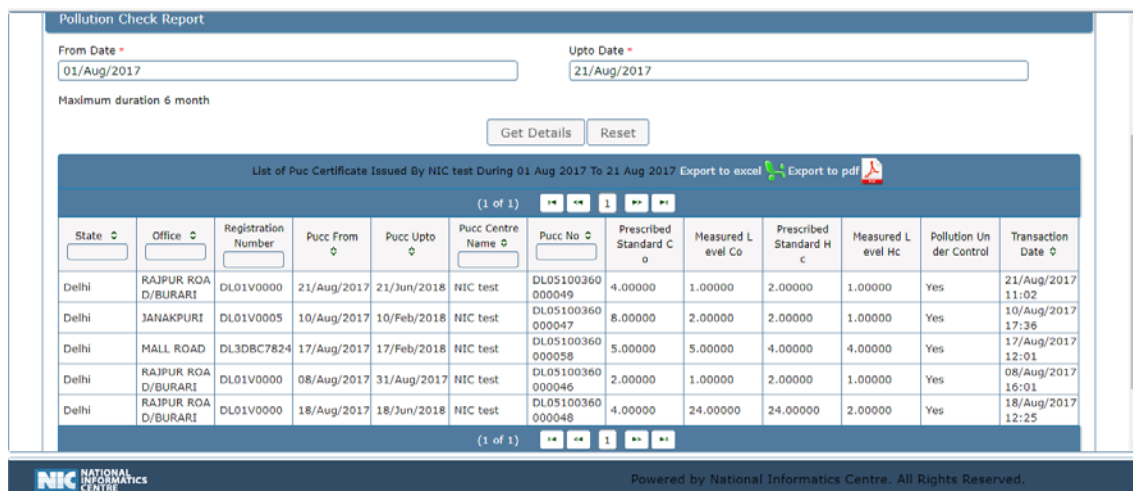
Figure 16

➢ In case any details of PUC issued are found in the system, the all details will be displayed as shown in **Figure 13**. Print can be taken as per instructions stated earlier.

1.4.2 List of PUC Certificate Issued[1]

This option is used to have the report of all PUC issued during the selected period.
On clicking this option in Reports menu, the page for entering duration[2] (**From and To date**), will be displayed. After *entering the date* and clicking on **Get Details**, will display all the PUC issued during the selected period as shown in **Figure 17**.
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Figure 17

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[1] All report can be exported to excel and pdf format

[2] Maximum duration allowed is 6months

1.5 Edit Profile

This section helps PUC User to their Personal details and change the password.

1.5.1 Edit Personal Details

➢ Click on Edit Personal Details sub menu under Edit Profile Menu. Screen as shown in Figure 18, will be displayed containing existing details.

➢ After updating the details, click on *Update* button.

Figure 18

1.5.2 Change Password

PUC user can change password from this page, as shown in **Figure 19**, which will appear after clicking on the menu.

Figure 19

1.6 Logout

This option is used to logout of the system after completing the activities assigned for PUC user.

2. RTO User

These are the users, already registered in the Vahan system[3] with respect to various RTOs in the respective states. No separate registration is required. User Id and password assigned in vahan system is being used to logging-in the system

    2.1 Approve PUC User

PUC user registered in section 1.1, are being approved by RTO User, after which PUC user can start using the system. After approval by the respective RTO, he/she can perform following activities, after logging-in the system with the registered user id and password

    2.2 Reports
        2.2.1   Display PUC User
               Under this section PUC user registered under the respective RTO, will be displayed here. From here PUC Users can be made Inactive also. After this action they won't be able to use the system.
        2.2.2   List of PUC certificate Issued
   2.3 Logout

After logging-in into the system from the home screen as RTO User with vahan credentials from the screen **Figure 1**, screen shown in **Figure 20** is displayed
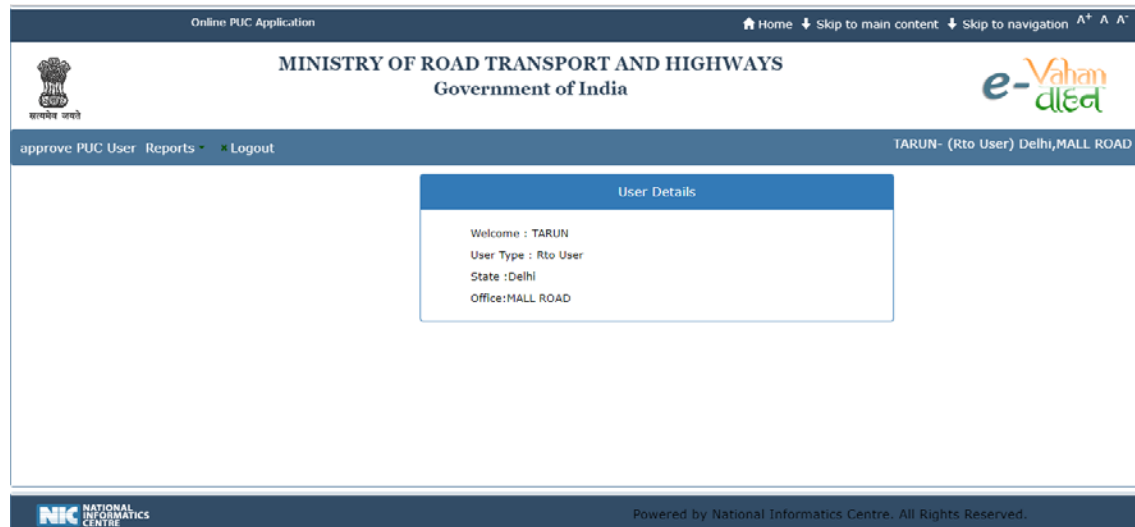

Figure 20

2.1 Approve PUC User

This this page RTO user verify details and approve/Reject PUC user registered under the respective RTOas shown in **Figure 21**. User can select single or multiple records. After Approval user will get SMS and mail on the registered mobile number and email.

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[3] RTO User has to be given rights to use the system. This will be done by RTO admin in Vahan 4 system.

Figure 21

2.2 Reports

2.2.1 Display PUC User

List of PUC Centres as shown in **Figure 22**, under logged-in RTO jurisdiction can be taken out.

Figure 22

2.2.2 List of PUC Certificate Issued

This option is used to have the report of all PUC issued during the selected period, as shown in **Figure 23**.

RTO User can take out the list of PUC issued by All PUC Centres or a particular one under their jurisdiction.

On clicking this option in Reports menu, the page for selection RTO and entering duration[4] (**From and To date**), will be displayed. After ***entering the date*** and clicking on **Get Details**, will display all the PUC issued during the selected period as shown in **Figure 23**

Figure 23

➢ Click on Count, Complete detailed list of PUC certificates will be displayed as shown in **Figure 24**

Figure 24

2.3 Logout

This option is used to logout of the system after completing the activities assigned for RTO user.

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[4] Maximum duration allowed is 1month

3. State Admin User

These are the users, already registered in the Vahan system with respect to various states in the country. No separate registration is required. User Id and password assigned in vahan system is being used to logging-in the system

3.1 PUC Duration

In this page user, state administrator can Enter/Edit standard PUC related parameters like duration, fees etc for a particular vehicle type and fuel type as per the guidelines of the respective State Transport authority. This information is used to calculate Upto date while issuing PUC Certificate.

3.2 Reports

3.2.1   Display PUC User

Under this section PUC user registered under the all or particular RTO in the respective states, will be displayed here.

3.2.2   List of PUC certificate Issued

State Admin can take out the list of PUC issued by PUC Centres (All or Particular) in All RTOs or of a particular RTO, under their jurisdiction.

3.3 Logout

After logging-in into the system from the home screen as RTO User with vahan credentials from the screen **Figure 1**, screen shown in **Figure 25** is displayed
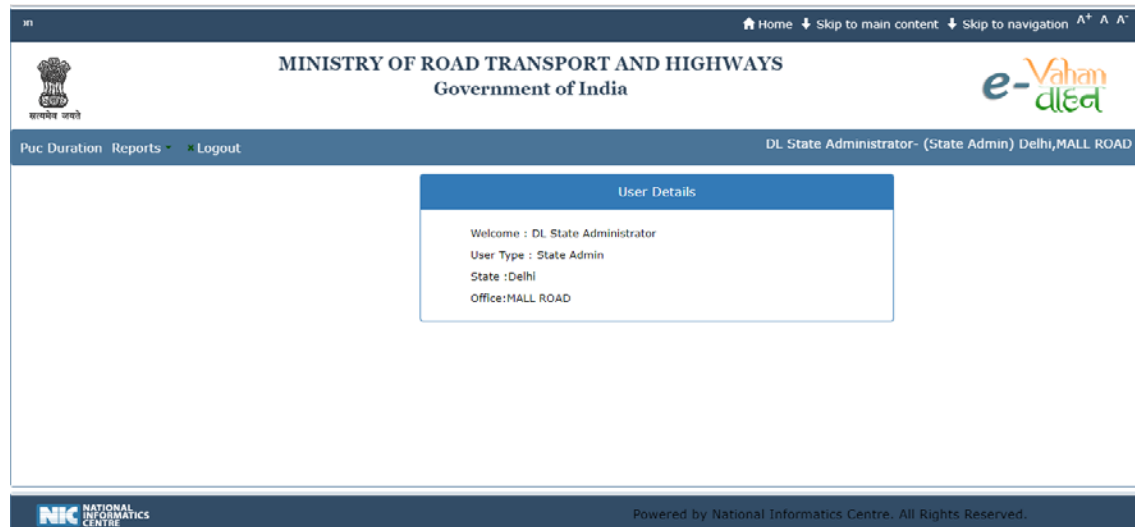

Figure 25

3.1 Add/Edit/Delete PUC Parameters

In this page user, can Enter/Edit standard PUC related parameters like duration, fees etc for a particular vehicle type and fuel type as per the guidelines of the respective State Transport authority, as shown in **Figure 26**. This information is used to calculate Upto date while issuing PUC Certificate.

Figure 26

➢ On clicking **View/Edit Duration** Tab, screen shown in **Figure 27**, will be displayed.

Figure 27

➢ On clicking **Delete Duration** Tab, screen shown in **Figure 28**, will be displayed.

Figure 28

3.2 Reports

3.2.1 Display PUC User

List of approved PUC Centres in All RTOs or particular one can be taken out from this option, shown in **Figure 29**. This list also has the provision to get exported to Excel and pdf.

Figure 29

3.2.2 List of PUC Certificate Issued

State Admin can take out the list of PUC issued by PUC Centres (All or Particular) in All RTOs or of a particular RTO, under their jurisdiction.

On clicking this option in Reports menu, the page for selection RTO , PUC Centre and entering duration[5] (**From and To date**), will be displayed. After *entering the date* and clicking on **Get Details**, will display summary of all the PUC issued during the selected period as shown in **Figure 30**.

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[5] Maximum duration allowed is 1month

Figure 30

➤ On Clicking the count, detailed list as shown in **Figure 31** will be displayed.

Figure 31

3.3 Logout

This option is used to logout of the system after completing the activities assigned for State Admin user.