

**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
TRANSPORT DEPARTMENT, AUTORICKSHAW & TAXI UNIT  
VIU, BURARI, DELHI**

**No.**

**Dated:**

**APPLICATION CUM RECEIPT FOR REGSITRATION OF VEHICLE UNDER  
POLICY AND SCHEME FOR REGULATING VEHICLES(SCHOOL CABS)  
USED TO TRANSPORT SCHOOL CHILDREN**

I \_\_\_\_\_ (name of the Regd. Owner) son of \_\_\_\_\_  
(name of the Father) R/O \_\_\_\_\_ am the registered owner  
of vehicle no. \_\_\_\_\_ bearing chassis  
no. \_\_\_\_\_ engine no. \_\_\_\_\_. I am submitting following  
documents for registration of the above mentioned vehicle under policy and scheme  
for regulating vehicles (school cabs) used to transport school children. The life of  
the vehicle is reckoned from the date of initial registration and is not exceeding 15  
yrs.

1. NCRB Report (Rs. 10/-) from NCRB Office (in original)
2. NOC from Financer (if the vehicle hypothecated) (in original)
3. Copy of Registration Certificate (self attested photocopy)
4. An Affidavit from the Registered Owner stating that there is no challan /  
court case pending against the concerned vehicle.

Yours faithfully,

**Applicant**

This receipt is valid upto 45 days from the date of application.

**Receipt Clerk**

## PUBLIC NOTICE

In order to regulate the Private Vehicles engaged in transport of school children, Govt. of Delhi has decided to allow these vehicle for registration as a transport vehicle and grant contract carriage permit subject to the provision of policy and scheme for regulating vehicles (school cabs) used to transport school children.

For this purpose an application in Performa given below is required to be submitted alongwith the documents listed in the Performa in the office of MLO (AR / Taxi) only.

The details of the scheme including the documents required conditions of registration / fitness, permit and the fees / taxes applicable can be had from the office of MLO, AR & Taxi, VIU Burari or by visiting the website of the Department at [www.delhitpt.nic.in](http://www.delhitpt.nic.in) and forms can also be down loaded.

All Pvt. Vehicles owners whose vehicles are engaged in transport of school children are required to apply to the MLO AR & Taxi Unit Burari accompanied with requisite documents and get their vehicles registered up to 01.01.08 failing which action including impounding of vehicles illegally plying would be taken.

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## **PROCEDURE**

1. The scheme will be administered centrally from the zonal Office Burari. The Motor Licensing Officer (MLO / AR & Taxi), Burari will be the Registering Authority / Asstt. Secretary (STA) for the purpose. Thus, the registration, grant of fitness and grant of permit will be done through a single office.
  
2. For existing vehicles that seek registration under this scheme, the owner of the private vehicle shall make an application on a prescribed format to the MLO / AR & Taxi Unit, VIU Burari (only) with following documents:-
  - a. NCRB Report (Rs. 10/-) from NCRB Office (in original)
  - b. NOC from Financer (if the vehicle hypothecated) (in original)
  - c. Copy of Registration Certificate (self attested photocopy)
  - d. An Affidavit from the Registered Owner stating that there is no challan / court case pending against the concerned vehicle.

MLO / AR & Taxi shall inspect the vehicle to ensure that all the particulars including engine number, chassis number etc. reflected in the RC are in order. Once this is done, the applicant will be given an acknowledgment for his/her application, by the MLO / AR & Taxi. The complete registration record in manual form with NOC will, then, on the request of MLO, AR & Taxi be transferred within a week to the MLO, AR & Taxi, Burari for necessary registration as school cab.

3. Before the transfer of the file to Burari, MLO / AR & Taxi will secure into the registration database at his end the fact of transfer to convert the vehicle into school cab, so that no further transactions against that vehicle take place at that zonal office except with the prior approval of the Jt. Commission (Ops.), Departmental of Transport of Govt. of NCT of Delhi.

4. The applicant, after ensuring that his vehicle, is duly fitted with approved speed governor if applicable and other fitments required as per the approved scheme shall produce the vehicle at the VIU Burari for inspection and grant of fitness in accordance. Thereupon, the vehicle will be registered by MLO / AR & Taxi, Burari in the DL 1K series and a local contract carriage permit granted after completion of the codal formalities and payment of relevant fees.
5. For those who wish to enroll with a new vehicle which complies with the features of the approved scheme, they may also apply directly to the MLO / AR & Taxi, Burari. Upon compliance with the codal formalities for registration including fitness, payment of the relevant dues, the vehicle will be registered in the DL 1 K series and be granted a local contract carriage permit.
6. The registration certificate to be issued will be the paper certificate or smart card RC.
7. The registration numbers from 1 to 100 shall not be allotted.
8. The life of the vehicle shall be reckoned from the date of initial registration and shall not exceed 15 years.
9. Taxes & fees etc. (as enclosed)