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**REQUEST FOR PROPOSAL**  
**FOR**  
**SCANNING AND DATA ENTRY**  
**OF LEGACY DATA OF DRIVING**  
**LICENCES, CONDUCTOR**  
**LICENCES, TAX, PERMITS AND**  
**REGISTRATION OF VEHICLES**  
**IN HARYANA**

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## **Disclaimer**

All information contained in this Request for Proposal (RFP) document provided / clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the preparation of this RFP document, the interested bidders shall satisfy themselves that the document is complete in all respects. Exhaustive information is not intended. Interested bidders are required to make their own enquiries and satisfy themselves wherever required. Intimation of discrepancy, if any, should be given to the office of Transport Commissioner, Haryana (TC) immediately. If no intimation is received by the said office by the date mentioned in the document, it shall be deemed that the RFP document is complete in all respects and the bidders are satisfied that the RFP Document is complete in all respects.

The TC reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever. TC also reserves the right to withhold or withdraw the process at any stage with intimation to all who submit the RFP application. Right to change/modify/amend any or all of the provisions of this RFP document lies with TC. Such changes would be communicated to the bidders.

Neither TC, nor his employees and associates will have any liability to any prospective respondent, interested to apply or any other person under the law of contract, to the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the assignment, the information and any other information supplied by or on behalf of TC, or their employees and consortiums or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of the RFP process is confidential to TC and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

## Definitions

1. “**Applicable Law**” means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.
2. “**Client**” means the Transport Department, Haryana through Transport Commissioner, Haryana.
3. “**Contract Price**” means the price payable to the successful bidder under the Contract for the complete and proper performance of its contractual obligations.
4. “**Contract**” means the Contract signed by the parties (Client and Vendor) along with the entire documentation specified in the RFP.
5. “**Day**” means Calendar day.
6. “**Department**” means Transport Department, Haryana.
7. “**Digitization**” means Preparation of documents for scanning/photography, Scanning/photography, Conversion of all documents to JPEG format, Indexing and Retrieval -ready entry into Document Management System & Data Entry in specified format in Annexure-I and Annexure-II for porting of the digitized data to Vahan & Sarathi System.
8. “**Document Management System**” means scanning/photography of the documents, indexing and retrieval – ready entry into Document Management System of scanned images on key parameters for future use.
9. “**Government**” means the State Government of Haryana.
10. “**Project Implementation Schedule**” means the schedule submitted by the vendor.
11. “**Record**” means details of registration of one motor vehicle in the Register of Motor Vehicles (Form 24), Register of Driving Licence (Form 10) and Register of Conductor Licence, respectively.

12. “Vendor” means the selected bidder with whom the contract is signed by the client.

## Abbreviations and Acronyms

The following abbreviations and acronyms have been used in this document.

Sr. No.	Abbreviation/ Acronym	Description
1	CL	Conductor Licence
2	DCR	Daily Collection Register
3	DL	Driving Licence
4	DMS	Document Management System
5	EMD	Earnest Money Deposit
6	LA	Licensing Authority
7.	NIC	National Informatics Centre
8.	NR	National Register
9.	PSU	Public Sector Undertaking
10.	RA	Registering Authority
11.	RC	Registration Certificate (of vehicle)
12.	RTA	Secretary, Regional Transport Authority/ies-cum-Registering/Licensing Authority
13.	SDM	Sub Divisional Officer (Civil)-cum-Registering/Licensing Authority
14.	TC	Transport Commissioner, Haryana

### GENERAL INFORMATION

Tender Fees	:	Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Bankers cheque from a Nationalized Bank in favour of Transport Commissioner, Haryana.
Contract Period	:	18 Months
Earnest Money Deposit	:	Rs. 10,00,000/- (Rupees Ten Lakhs only) by way of Demand Draft/Banker's Cheque drawn in favour of Transport Commissioner, Haryana.
Availability of Tender Document	:	Office of Transport Commissioner, Haryana, 30 Bays Building, 2 <sup>nd</sup> Floor, Sector-17, Chandigarh.
Date, Time & Location for Pre-bid Meeting	:	12/11/2013
Date of Time for submission of Bid	:	25/11/2013
Date & Time for Opening of Technical Bid	:	02/12/2013
Date & Time for Opening of Financial Bid	:	Will be intimated later

## **Section - 1**

### **Introduction**

The Transport Commissioner, Haryana (TC) is computerizing its systems in a phased manner. It is planned to have a Document Management System (DMS) in place and digitize the Legacy Data pertaining to issue of Driving Licences, issue of Conductor Licences, registration of Motor Vehicles, Tax, Permits, etc. available in the offices of Secretary, Regional Transport Authorities (RTA), Sub Divisional Officers (Civil ) (SDM) and Transport Commissioner (TC).

A Solution Provider is required to undertake the work of Digitization and Document Management System (DMS).

Through this document TC wishes to address the needs of the Digitization and DMS at RTA/SDM/TC offices and invite an open tender from bidders, having expertise in this field to submit a proposal based on the scope of work in this bid document.



## 1. Scope of Work

1.1 The scope of work will entail the following :-

i) The vendor shall carry out the digitization process by Scanning/Photography of the record pertaining to registration of motor vehicles contained in Form 24, issue of Driving Licences contained in Form 10 and issue of conductor licences contained in the register of Conductor Licences to JPEG format, Indexing and Retrieval-ready entry into Document Management System, and Data Entry in specified format in Annexure-I and Annexure –II for porting of the digitized data to Vahan & Sarathi system.

The vendor shall arrange requisite hardware including scanners/cameras, storage devices and desktops etc. and the requisite web enabled data entry software to carry out the digitization and verification of the documents in consultation with TC.

The vendor shall carry out data entry in English only. Wherever the document is in any other language, the same shall be transcribed by the vendor in English language.

ii) Only Scanning/Photography is to be done of the Daily Collection Register (DCR), Permit register and Tax register. The data will be provided in the DMS.

iii) The Scanning/Photography work will be done in the premises of respective RTA/SDM/TC offices, where space and electricity, as available, shall be provided by RTA/SDM/ TC. The bidder shall arrange the required manpower, furniture, power backup and other things for the Scanning/Photography work.

iv) TC, or any person authorized by him will carry out quality checks periodically.

v) The accepted digitized records shall have to be ported to the server at each RTA/SDM/TC office. Besides, the records shall also have to be ported to the central server at head office of the department at Chandigarh.

vi) The Data entry shall be done by vendor at his own premises but shall be property of TC.

- vii) The vendor shall have to hand over the application software alongwith source code, licence and technical documents to TC, to maintain, archive, retrieve and manage the digitized documents and scanned documents.
- viii) The vendor shall provide DMS as per requirements of TC. The DMC shall broadly have following functional capabilities :-
  - a) Secure Web enabled solution with backend database server compatible with Microsoft SQL server and Post GRE SQL servers, to store, retrieve, search, access, maintain and manage the digitized/scanned document with appropriate access control mechanisms in a secured manner.
  - b) Provision for Role/User based authorization.
  - c) Provision for allowing data entry and uploading of scanned documents to particular role/User.
  - d) Provision of correction/Updation linking of scanned pages of register.
  - e) Facility to Query on combination of key parameters.
  - f) Take print out of selective scanned pages based on search on key parameters.
  - g) Security audited by CERT-IN certified auditor.

ix) The vendor shall provide the service of scanning/imaging and handholding at all the RTA/SDM/TC offices in the State.

The list of offices is at Annexure-III.

1.2 The number of records to be scanned and digitized is approximately 35 lac.

The number of pages to be scanned only is approximately 10 lac.

The number of records/pages may vary, and any additional work shall be compensated at the contract price.

1.3 Broadly, activities identified are as follows:

**1. 3.1 Digitization (Scanning/Photography, indexing and retrieval - ready entry into DMS and Data Entry)**

- a) Preparation for scanning/photography of the Registers of Driving Licences (Form 10), Registers of Motor Vehicles (Form 24) and Registers of Conductor Licences at each RTA/SDM/TC office for digitization.
- b) Digitizing the pages as per their sequence/classification and appropriate achievable as per DMS.
- c) Data entry in the specified formats (Annexure-I and Annexure-II).
- d) Ensure quality control measures for clear image, missing pages, skewness, tilted images, black bands, inverted images, mismatch in physical & electronic file etc.
- e) Storing of the image in jpeg (colour) format with a min. of 600 dpi resolution on a server in a database with proper indexing.
- f) Provide, install and configure data entry software and the necessary web enabled DMS software to store, retrieve, search, access, maintain and manage the digitized documents with appropriate access control mechanisms in a secured manner, as per requirement of TC, at each TC/SDM/RTA office and centrally for entire State of TC office. The data entry software and DMS should have provision to upload and update incremental data in future. The vendor shall customize the DMS for integration with website of the department for servers and role based access over internet and intra net by authenticated users created for department officers.
- g) Post capture activities including handing over of the registers and other documents provided by the RTA/SDM/TC office, in safe and sound condition.
- h) Imparting training to the staff of each RTA/SDM/TC office to use the

DMS and other application software system provided by the vendor to retrieve documents quickly and efficiently in future.

**1.3.2 Document Management System (Scanning/Photography and indexing & retrieval - ready entry of scanned image into DMS)**

- a) Preparation of DCR/Permit register/Tax register for scanning/photography at each RTA/SDM/TC office.
- b) Scanning/photography of the pages as per their sequence.
- c) Activities mentioned at d), e), f), g) and h) of clause 1.3.1.

## **Section - 2**

### **Invitation for Bids and instructions to Bidders**

#### **2.1 Invitation for Bids**

This invitation for bids is for digitization and design & implementation of DMS. The tender document can be procured from the office of Transport Commissioner, Haryana, 30 Bays Building, Second Floor, Sector 17, Chandigarh by paying a fee of Rs. 10,000/- in the form of Demand Draft/Banker's Cheque in favour of Transport Commissioner, Haryana payable at Chandigarh. The tender document can be downloaded from the website of the department ([haryanatransport.gov.in](http://haryanatransport.gov.in)). Failure to furnish the tender fee would result in rejection of the bid.

#### **2.2 Eligibility Criteria**

The companies/firms/cooperative societies duly incorporated/registered and fulfilling the following conditions shall be eligible to submit bids:-

2.2.1 The bidder's turnover should not be less than Rs. 5 crores per annum during 2009-10, 2010-11 and 2011-12.

2.2.2 The bidder should have experience of executing atleast two projects of data entry related projects each with a minimum value of Rs. 50 lakhs, during last five years in any Govt. department/PSU/Board/Corporation.

2.2.3 The bidder should be ISO 9001:2000 certified for Document Management and related services.

2.2.4 The Bidder should not have been blacklisted by any Central/ State Government Department/Public Sector Undertaking/Organization. If the vendor is blacklisted during the implementation of contract, the TC may decide what action is to be taken against vendor.

#### **2.3 Pre-bid Meeting**

A pre-bid meeting will be held in the office of Transport Commissioner, Haryana, 30 Bays Building, Second Floor, Sector-17, Chandigarh, with the prospective bidders. Only those parties who have deposited the tender fee will be allowed to take part in pre-bid meeting.

## **2.4 Technical Bid**

2.4.1 The bidder should strictly adhere to the format of the technical bid as specified in Form-1 of the bid document. No price schedule should be indicated in the Technical Bid and it shall only be quoted in the Financial Bid.

2.4.2 Documents to be attached with the Technical Bid :-

- 2.4.2.1 Certificate of incorporation/registration of the bidder.
- 2.4.2.2 Certificate of Chartered Accountant for turnover of the bidder during 2009-10, 2010-11 and 2011-12 alongwith complete Balance Sheets for these years.
- 2.4.2.3 Copy of work order and certificate of satisfactory performance, of two data entry related projects each with a minimum value of Rs. 50 lakhs from the organization for whom the bidder has worked, during last five years, in Govt. department/ PSU/Board/Corporation.
- 2.4.2.4 Copy of ISO – 2000 certificate for Document Management and related services.
- 2.4.2.5 Undertaking by the bidder regarding not having been blacklisted by any Central/State Government Department/PSU/Organization.
- 2.4.2.6 Authorization Certificate by Competent Authority in favour of the authorized signatory for the purpose of submitting the bids etc.

## **2.5 Financial Bid**

- 2.5.1 The Bidder should strictly adhere to the format of the Financial Bid as specified in Form-2 of the bid document.
- 2.5.2 The rate must be quoted both in words and figures. In case of difference in the rate quoted in words and figures, the lower of the two shall be taken as the bid.
- 2.5.3 Quotation should be clear and legible. There should not be any overtyping or overwriting in the bid. There should not be any cuttings in the bid. If required, photocopy of Form-2 may be used in the event of cutting/overwriting/overtyping.
- 2.5.4 Prices quoted by the bidder shall be fixed and no variation will be allowed under any circumstances.

## **2.6 Bid Price**

### **2.6.1 Rates in the Financial Bid**

- 2.6.1.1 The bidder shall quote the rate in clear terms.
- 2.6.1.2 The rate quoted shall be per successful entry of digitization.
- 2.6.1.3 The rate for DMS shall be 20% of the rate quoted for per entry of Digitization.
- 2.6.1.4 The rate quoted shall be exclusive of all taxes/duties/levies etc.
- 2.6.1.5 The service tax will be deducted by the TC from the payment made to the vendor and deposited in the concerned office.

### **2.6.2 Conditional Bid**

No conditional bid shall be entertained and the same is liable to be rejected straightway.

## **2.7 Contract Period**

The period of contract shall be 18 months, starting from the date of signing of the Agreement.

## **2.8 Earnest Money Deposit (EMD)**

### **2.8.1 Earnest Money Deposit (EMD)**

The bidder shall furnish, as part of its bid, an EMD in the form of Demand Draft / Bankers' Cheque drawn in favour of Transport Commissioner, Haryana for an amount of Rs. **Ten lakhs (Rs 10,00,000/-)** payable at **Chandigarh**.

### **2.8.2 Discharge of EMD of Unsuccessful Bidders**

The EMD of unsuccessful bidders will be discharged / returned as promptly as possible but not later than 60 days after the expiration of the period of bid validity prescribed in the tender document.

### **2.8.3 Discharge of EMD of Selected Bidder**

The selected bidder's EMD will be adjusted against the performance guarantee upon signing of the Contract.

### **2.8.4 Forfeiture of EMD**

The EMD shall be forfeited if the successful bidder fails to sign the Contract in the time prescribed in the letter of offer.

## **2.9 Period of Validity of Bids**

Bids shall remain valid for 120 days after the date of opening of the financial bids.

## **2.10 Address for Submission of Bids**

The technical and financial bids shall be submitted at the following address:  
Office of Transport Commissioner, Haryana, 30 Bays Building, 2<sup>nd</sup> Floor, Sector 17-B, Chandigarh-160 017.

## **2.11 Sealing and Marking of Bids**

The Technical Bid shall be placed in sealed envelope clearly super scribing 'Technical Bid'. The Financial Bid shall be placed in a separate sealed envelope



clearly super scribing “Financial Bid”.

## **2.12 Rejection of Bid**

2.12.1 The bid has to be submitted in the form of printed document. The bids submitted by Telex, fax or email shall not be entertained.

2.12.2 Bidders who submit their bids shall be deemed to have read, understood and accepted the instructions, forms, terms & conditions of the tender document. Failure to furnish all information required by the tender document or submission of a bid not responsive to the tender document in every respect will be at the bidder’s risk and may result in rejection of the bid.

## **2.13 Last date for Submission of Bids in the Event of Holidays**

In the event of the specified date for the submission of bids being declared a holiday then the bids will be received up to the appointed time on the next working day.

## **2.14 Extension of Last date for Submission**

The TC may, at own discretion, extend the deadline for submission of bids in which case all rights and obligations of the department and bidders previously subject to the deadline, will thereafter be subject to the deadline as extended.

## **2.15 Late Bids**

Any bid received by the TC after the deadline for submission of bids will be summarily rejected and returned unopened to the bidder. The TC shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

## **2.16 Opening of Bids**

### **2.16.1 Opening of Technical Bids**

The Technical Bids will be opened in the presence of the representatives of bidders who choose to attend, in the office of Transport Commissioner, Haryana, 30 Bays Building, Second Floor, Sector-17, Chandigarh. The bidders' representatives who are present shall sign a register evidencing their attendance.

In the event of the specified date of bid opening being declared a holiday the bids shall be opened at the appointed time and location on the next working day.

### **2.16.2 Opening of Financial Bids**

Financial Bids will be opened after evaluation of the technical bids. Financial Bids of only those bidders will be opened who qualify in the technical bid's evaluation.

## **2.17 Right to accept or reject any Bid or all Bids**

The TC reserves the right to accept or reject any bid, and to annul the bidding process or reject all bids at any time before the contract is awarded.

## **2.18 Signing of Agreement and Starting the Execution**

2.18.1 The successful bidder shall sign the Agreement with the period specified in the letter of offer issued by TC.

2.18.2 The Agreement shall be signed on all the pages by the person(s) duly authorized to bind the bidder to the contract.

2.18.3 The vendor shall start the execution of the work within a period of 15 days from the date of signing of the Agreement.

2.18.4 The incidental expenses of execution of agreement shall be borne by the selected bidder.

2.18.5 The vendor shall submit the detailed Project Implementation Schedule to the department before signing of the Agreement.

## **2.19 Penalty for Late Start of Execution**

In case the vendor fails to start the execution of the project within 15 days from the date of signing of the Agreement, a penalty @ Rs. 5,000/- per day shall be imposed by the TC. The penalty shall be imposed @Rs.10,000/- per day if the execution is not started within 30 days from the date of signing of the agreement.

## **2.20 Performance Security**

Within 15 working days of the receipt of letter of offer from the TC, the selected bidder shall furnish the performance security of Rs. **30,00,000/- (Rupees Thirty Lakhs only)** in accordance with the Conditions of Contract, in the form of Bank Guarantee or Demand Draft or Bankers' Cheque, drawn in favour of Transport Commissioner, Haryana, payable at Chandigarh. The EMD submitted by the selected bidder shall be adjusted against this amount.

## **2.21 Termination of Contract**

2.21.1 **Termination for Default :** The TC may, without prejudice, to any other remedy for breach of contract, by written notice sent to the vendor, terminate the contract in whole or in part if:

- a) the vendor fails to deliver any or all of the obligations within the time period(s) specified in the contract or any extension thereof granted by the TC.
- b) the vendor fails to perform any other obligation(s) under the contract.

2.21.2 **Termination for Insolvency, Dissolution etc:** The Client may at any time terminate the contract by giving written notice to the vendor without

compensation to the vendor, if the vendor becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to the Client.

2.21.3 **Termination for Convenience:** The Client reserves the right to terminate, by prior written notice, the whole or part of the contract. The notice of termination shall specify that termination be for Client's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

## 2.22 **No Claim Certificate**

The vendor shall not be entitled to make any claim, whatsoever, against the Client under or by virtue of or arising out of this contract nor shall the Client entertain or consider any such claim after the vendor shall have signed a "no claim" certificate in favour of the Client in such forms as shall be required by the Client after the works are finally accepted.

## 2.23 **Suspension**

The Client may on a written notice of suspension, suspend all payments to the vendor under the contract, if the vendor fails to perform any of its obligations under this contract, provided that such notice of suspension shall specify the nature of the failure and shall request the vendor to remedy such failure within a specified period from the date of issue of such notice of suspension. However, in case of gross violations of the contract by the vendor, the requirement of prior notice can be dispensed with.

## **2.24 Rights to Data**

TC shall retain all rights, title and interest in and to any and all data, entered or generated by the vendor for TC pursuant to this agreement and any modifications thereto or works derived there from. All scanned documents shall remain the property of TC. The vendor shall not use it under any circumstances for any purpose other than as authorized by TC.

## **2.25 Schedule of Payments and Penalty**

2.25.1 The data uploading in data entry software and DMS of each TC/SDM/RTA office as well as TC office shall start as soon as the vendor starts submitting data for verification and payment.

2.25.2 The request(s) for payment by the vendor shall be made to the TC/RTA/SDM in writing accompanied by the details of the work executed, supported with evidence of accomplishment of the item wise work for which payment is being claimed. The vendor shall submit data registerwise and upload it at concerned TC/SDM/RTA office for checking and verification in the data entry software.

2.25.3 Payment for scanning/data entry work done under the contract shall be made on monthly basis by RTA/SDM/TC office on receipt of bill from the vendor, subject to statutory, other deductions and penalties & damages, if any, leviable and recoverable under the contract, for the work done as per agreed terms.

2.25.4 In case of errors, penalty shall be imposed on the vendor as under:

- a) Up to 5 % errors per batch (1 Batch = 1000 entries)- The vendor shall be required to re-enter the erroneous entries. No penalty shall be imposed. Payment shall not be made to the vendor for the re-entered data.
- b) In case of more than 5% errors per batch - The entire batch shall be

cancelled by the TC/ RTA/SDM. The vendor will be required to re-enter the whole lot without payment of any re-entry charges. Additional penalty of 5% of the order value for that particular lot shall be levied.

- c) In case of more than 10% errors per batch- The vendor shall have to re-enter all data and shall be subject to a penalty of 20% of the order value for that particular batch.
- d) In case the number of such batches as mentioned in clauses (b) and (c) above, are more than 50, the entire contract may be subject to either or all of the following:-
  - a) Termination of the contract by TC.
  - b) Evoking of the performance guarantee by TC.
  - c) Cancellation of the work order and getting the job done through alternate sources at the cost and risk of defaulting vendor by TC.

2.25.5 The work will be completed by the vendor as per the following schedule:-

- i) During first 90 days from the date of signing of agreement – 5% of total Digitization and DMS work.
- ii) During period of every subsequent 90 days – 20% of the total Digitization and DMS work.

The total work for this purpose will be as mentioned in clause 1.2 of Section 1.

2.25.6 If the vendor fails to execute the work under contract as per the above time schedule, the TC may take any or all of the following actions:-

- a) A penalty @ 0.5% of the total value of unfinished work as per the above schedule per day shall be imposed on the vendor, subject to a maximum of 40% of the total cost of unfinished work. The penalty shall also be liable to be recovered from the Performance Guarantee.

- b) Terminate the contract without giving any notice and get the work executed at the cost and responsibility of the vendor.

## **2.26 Confidentiality**

The vendor and its personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract, business or operations without the prior written consent of TC.

## **2.27 Force Majeure**

- 2.27.1 Notwithstanding the conditions of the bid, the vendor shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 2.27.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the TC either in its sovereign or contractual capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes.
- 2.27.3 If a Force Majeure situation arises, the vendor shall promptly notify the TC, in writing, of such conditions and the cause thereof. Unless otherwise directed by the TC in writing, the vendor shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 2.27.4 The TC may terminate this contract, by giving a written notice of minimum 30 days to the vendor, if as a result of Force Majeure, the vendor being unable to perform a material portion of the services for a period of more

than 60 days.

## **2.28 Arbitration and Jurisdiction**

In the event of any dispute relating to the terms and conditions, which could not be solved amicably by the parties, the parties may refer the matter to Principal Secretary/Additional Chief Secretary to Govt. Haryana, Transport Department.

All legal proceedings shall lie to the jurisdiction of courts situated in Chandigarh.

## **2.29 Fraud and Corruption**

In pursuance (pursuance) of this policy, TC,

- i) Defines, for the purposes of this provision, the terms set forth as follows:-
  - a. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of TC or any other official, by any personnel of the bidder.
  - b. “Fraudulent practice” means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of TC, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the TC, of the benefits of free and open competition;
  - c. “Unfair trade practices” means supply of services different from what is ordered on.
  - d. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- ii) TC will reject a proposal for award, if he determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- iii) TC will declare a bidder ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time he determines that the



bidder has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

### **2.30 Amendment of Tender Document**

TC may modify the RFP document by amending, modifying and/or supplementing the same, at any time before the closing of bids, for any reason.

All such amendments shall be binding on the bidders without any further act or deed on TC's part. In the event of any amendment, TC reserves the right to extend the deadline for the submission of the bids in order to allow prospective bidders reasonable time in which to take the amendment into account while preparing their bids.

## **Section - 3**

### **Objectives, Scope and Functional Requirements of the System**

#### **3.1 Objectives of the Proposed System**

By implementing the above system, TC also wishes to:-

- a) Provide various G2C, G2B & G2G services through National Register (NR) & State Registers (SR).
- b) Reduce information dissemination time.
- c) Minimize the communication delay by implementing Information Technology.
- d) Make data available for analysis & decision making at the appropriate time.
- e) Introduce faster & efficient consolidation and generation of information.
- f) Reduce manual communication and information delays.
- g) Bring transparency in day-to-day operations in TC/RTA/SDM offices.

#### **3.2 Outline of the task**

The following activities need to be carried out:

##### **3.2.1. Scanning & Data Entry:**

3.2.1.1 Marking of page numbers on all the valid pages of the registers, handed over by TC/SDM/RTA.

3.2.1.2 Attaching a checklist in a proforma in consultation with TC, showing register number, total number of pages, number of pages not legible, number of torn pages etc. and handing over a receipt to TC/SDM/RTA.

3.2.1.3 Scanning/imaging of documents as per the requirements of the Department. TC/RTA/SDM will identify the documents which need to be scanned.

3.2.1.4 Placing scanned/ captured files in a JPEG (color) format (min. 600 dpi) so as to act as input for document management system, to

be developed and provided by the vendor to facilitate retrieval & validation of data.

- 3.2.1.5 Data Entry in specified format in Annexure-I and Annexure-II for porting of the digitized data to Vahan & Sarathi System.
- 3.2.1.6 Providing soft copy of scanned records/documents to TC/SDM/RTA on good quality long lasting DVD.
- 3.2.1.7 Installing data entry software on one computer in the TC/SDM/RTA for checking and verification of search digitized by the department.
- 3.2.1.8 Submitting data of all the TC/SDM/RTA offices and upload it centrally also in single database at TC office.
- 3.2.1.9 Installing data entry software on computers at TC office for checking and verification of data entered for entire State.

### **3.3 Document Completeness Means**

#### **3.3.1 Page Level**

- 3.3.1.1 Each valid (non-blank) side of the document should be converted into an equivalent image.
- 3.3.1.2 Complete area of the paper should be visible in the image including contents, dates (whether typed or hand written), signatures, thumb impressions, page numbering and noting along with page numbering.

#### **3.3.2 File Level**

- 3.3.2.1 Each page/image shall be stored as one single/multi-page file (In case of data related to one registration No./licence No. existing on more than one pages, all such pages shall form one multi-page file).
- 3.3.2.2 File name should be a combination of RTA/SDM/TC office Code, Data Type Code (RC/DL/CL/DCR/Permit Tax), Registration/Licence Number and Page Number without spaces.

### **3.4 Paper Document after Digitizing**

After completion of the digitizing process, the following issues must be addressed:

#### **3.4.1 Document Level Completion**

3.4.1.1 No page from the original register/record should be missing.

3.4.1.2 Pages from the record should not be torn.

#### **3.4.2 Batch Level Completion**

3.4.2.1 No register/record should be missing from the original batch.

3.4.2.2 Batch should not contain register/record from any other batch.

3.4.2.3 All the registers/record in the batch should be arranged in the order that is exactly same as the original order.

3.4.2.4 Each batch should be tied properly.

3.4.2.5 Each batch should be handed over to the concerned authorities after the job is over.

#### **3.4.3 Image Quality**

3.4.3.1 Image should be vertically oriented and should be without any tilt/skew.

3.4.3.2 Image should not have any shear.

3.4.3.3 Image should not contain black borders.

3.4.3.4 Image quality should be a minimum of 600 dpi resolution.

#### **3.4.4 Indexing**

Each file image shall be indexed on:

3.4.4.1 Registering Authority, Registration No. of vehicle, Date of registration of vehicle and, Name of present owner of vehicle or such other parameters as decided by TC, in the case of registration of vehicles.

3.4.4.2 Licensing Authority, Driving Licence number/Conductor Licence number, name of the Licensee and Date of issue/renewal or such

other parameters as decided by TC, in case of driving/conductor licences.

3.4.4.3 RA/LA, Date receipt book No./receipt No. in case of DCR, or such other parameters as decided by TC.

3.4.4.4 RA/LA, Date, vehicle registration No. , receipt book No. and receipt No. in case of tax register or such other parameters as decided by TC.

3.4.4.5 RTA and Registration No. of the vehicle in case of Permit register or such other parameters as decided by TC.

### 3.4.5 Storage of the Scanned Images

The vendor shall be responsible for the storage of all data in external medium preferably DVD/HDD. A copy of scanned images shall be given to the concerned RTA/SDM/TC office in DVD where as the complete scanned images of all the record shall also be transferred/stored into the server of the department at Chandigarh.

## 3.5 Software Specifications

Digitizing software should have the following capabilities as required for the digitization of documents:

3.5.1 Supports high-resolution true colour imaging.

3.5.2 Image Processing Software to provide at least the following image processing features:

- a) Black border removal without any image details loss.
- b) De-skewing without any image details loss.

3.5.3 Blank page removal.

3.5.4 Image indexing including reconciliation for document index and page numbers.

3.5.5 Digitization software should ensure compatibility to application software.

3.5.6 Application software should have the following capabilities as required for the retrieval of documents.

- a) Security and password based restricted nature of access to various files of various categories.
- b) The retrieval software must show total pages in a file and current page number.
- c) Facility to print a particular page or pages and to rotate a page.
- d) Software should have the capability to attach any additional information as necessary on the server.

### **3.6 Digitization Setup**

3.6.1 The vendor can have more than one setup as per the requirement of the work.

3.6.2 Each setup will consist of exclusive physical infrastructure and manpower.

3.6.3 Any foreign material required for the said work shall be obtained at own risk and responsibility of the vendor. No help or extra charge will be made for this.

3.6.4 For the said work if extra electric points are required, the vendor shall, fit such points on his own and shall remove them as soon as the said work is completed.

### **3.7 Security and Access Control**

Adequate security features should be embedded into the proposed system to protect it from unauthorized access to documents, data or other critical information.

### **3.8 Support / inputs to be provided by the Department**

3.8.1 Department will not provide any hardware, stationery or consumables

etc. The vendor will have to arrange all the above mentioned things or any other item required in fulfilling the obligations as per the scope of work.

- 3.8.2 Once the vendor digitizes the records, the department shall carry out quality checks as required.
- 3.8.3 TC/RTA/SDM will provide the registers/record to the vendor for the purpose of digitization/scanning as per the scope of work.
- 3.8.4 Department will constitute a core team to address issues raised by the vendor during the contract period.
- 3.8.5 TC or officials nominated by him will validate the quantity and quality of pages scanned and data entry.
- 3.8.6 Electricity supply as per availability will be provided to the vendor to setup the scanning work and the charges of the power will be borne by the Department. For extra supply requirements/power back up, if any, the vendor will have to arrange for himself.

### **3.9 The final outputs that will be required of the vendor**

- 3.9.1 Scanned/digitized pages for each document as given by TC/RTA/SDM.
- 3.9.2 Organizing these files into a format and order, so as to act as an efficient input for document management system.
- 3.9.3 Document Management System capable of storing and retrieval of the scanned pages.
- 3.9.4 Application software for validation of data entered in Annexure-I and Annexure-II to be capable of displaying the scanned image of the data entered in Annexure-I and Annexure-II.

### **3.10 Digitized Document**

- 3.10.1 All images of the digitized document shall be stored in a single/multi

page file as per clause 3.3.2.1 to be stored in folders at register level.

3.10.2 Images corresponding to a batch shall be stored in a single directory.

### 3.11 Deliverables

a)	Web enabled DMS software.
b)	User/Technical Manuals of DMS.
c)	Software Design Document of DMS.
d)	Source Code of DMS.
e)	Security certificate of DMS for CERT.
f)	Web enabled Data Entry software.
g)	User/Technical Manuals of Data entry software
h)	Software Design Document of Data entry software
i)	Source Code of Data entry software
j)	Data entered in Annexure-I and Annexure-II in DVD/HDD
k)	All Scanned files linked with database to be used as backend for DMs in DVD/HDD
l)	System Software with licences for the digitization work.

### 3.12 Inspection and Authentications

3.12.1 No staff of the Department will be made available for the said work except for handing over and taking back the documents. The entire verification of record will be done randomly and batch wise by the TC/RTA/SDM. The vendor has to make a thorough verification of the quality at his own level.

3.12.2 Absolute care must be taken to avoid errors and Data Redundancy & blanks. Penalty will be imposed for errors as per clause 2.25 of Section 2.



3.12.3 The authorized staff of the RTA/SDM/TC office will only hand over documents to the vendor. All processing like making document dust free, unpinning, pinning, page numbering etc. will be done by the vendor.

3.12.4 Digital files of all the documents shall be transferred to RTA/SDM/TC office server, in consultation with TC.

3.12.5 The vendor shall submit monthly progress report to TC/RTA/SDM, as required by TC.

### **3.13 Papers to be digitized**

3.13.1 Page size may vary. These documents need to be digitized into the imaging software.

3.13.2 Some pages of the documents may contain useful information on the both sides whereas some other may be blank on the backside.

### **3.14 Scanner Capabilities**

The scanner should have the following capabilities:

- a) Automatic black border removal.
- b) Advanced image processing for Noise removal without loss of image details.
- c) De-skewing without loss of image details.
- d) Blank Page removal.
- e) Image file compression as per industry standards.

**Form – 1**  
**Technical Bid**

To

The Transport Commissioner,  
Haryana, 30 Bays Building,  
Second Floor, Sector 17,  
Chandigarh.

**Sub: Data Entry and Scanning of RC, DL, CL records and other documents of RTA/  
SDM/TC office, Haryana.**

Dear Sir,

1. Having examined the Bid document, I/We, the undersigned, in conformity with the said bid document, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
2. We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from TC.
3. We agree to execute an agreement in the form to be communicated by TC, within time prescribed after notification of the acceptance of this proposal.
4. Unless and until a formal agreement is prepared and executed, this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
5. As security for the due performance of the undertaking and obligation of bid we submit herewith a Demand Draft/Banker's cheque of \_\_\_\_\_ (nationalized bank) bearing No. \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of Transport Commissioner, Haryana for an amount of **Rs. 10,00,000/- (Rupees Ten Lakhs only) payable at Chandigarh.**
6. We would like to clearly state that we qualify for this work as our organization meets all the Eligibility and other criteria as per tender document. The details are as under:-

<b>Sr. No.</b>	<b>Eligibility Criteria</b>	<b>Compliance</b>	<b>Documents Attached</b>
i)	The bidder should be a company/firm/ co-operative society, duly incorporated/registered.	Yes/No	
ii)	The bidder's turnover should not be less than Rs. 5 crores (Rupees five crores) per annum during 2009-10, 2010-11 and 2011-12.	Yes/No	
iii)	Bidder should have experience of executing atleast two related data entry projects each with a minimum value of Rs. 50 lakhs during last five years in any Govt. deptt./PSU/Board/Corporation.	Yes/No	
iv)	Bidder should be ISO 9001:2000 certified for Document Management and related services.	Yes/No	
v)	Bidder should not have been blacklisted by any Central / State Government department/Public Sector Undertaking/Organization.	Yes/No	

7. The following documents are enclosed :-

- (i) Certificate of incorporation/registration of the bidder.
- (ii) Certificate of Chartered Accountant for turnover of the bidder during 2009-10, 2010-11 and 2011-12 alongwith complete Balance Sheets for these years.
- (iii) Copy of work order and certificate of satisfactory performance, of two data entry related projects each with a minimum value of Rs. 50 lakhs from the Govt. deptt./PSU/Board/Corporation for whom the bidder has worked.
- (iv) Copy of ISO – 2000 certificate for Document Management and related services.
- (v) Undertaking by the bidder regarding not having been blacklisted by any Central/State Government Department/PSU/Organization.
- (vi) Authorization Certificate by Competent Authority in favour of the authorized signatory for the purpose of submitting the bids.
- (vii) Copy of the RFP duly signed on all pages by the authorized signatory.

We understand that if the details given in support of claims made above are found to be untenable or unverifiable, or both, our bid may be rejected without any reference to us. We understand that TC is not obliged to inform us of the reasons of rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2013

Signature

(Seal)

In the capacity of

\_\_\_\_\_

Duly authorized to sign bids for and on behalf of:

\_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

**Form-2**  
**Financial Bid**

To,  
The Transport Commissioner,  
Haryana, 30 Bays Building,  
Second Floor, Sector 17,  
Chandigarh.

Sir,  
Having examined the Request for Proposal Document, I, the undersigned, who is the authorized signatory, offer to work as solution provider as mentioned in the scope of the work. Our rates will be as under:-

Sr. No	Description of Item	Rate inclusive of all taxes/duties/levies for every successful entry	
		Rate in Figures	Rate in Words
1	Digitization ( <u>Scanning/Photography, indexing and retrieval - ready entry into DMS and Data Entry</u> )	Rs.	Rupees

Note :- The service tax will be deducted by the Transport Commissioner from the payment made to the vendor and deposited in the concerned office.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Signature of the bidder with Seal  
(Authorized Signatory)

Name of the Authorized Signatory \_\_\_\_\_

Designation:- \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone No, Mobile No.:- \_\_\_\_\_

Name of the bidder company/firm/society \_\_\_\_\_

## Form - 3

### FORMAT FOR PERFORMANCE BANK GUARANTEE

(On Non-Judicial Stamp Paper)

To

The Transport Commissioner,  
Haryana, 30 Bays Building,  
Second Floor, Sector 17,  
Chandigarh.

(hereinafter called TC which expression shall unless repugnant to the subject or context include its successors and assigns)

#### Whereas

- A. \_\_\_\_\_ (hereinafter called 'vendor') has undertaken to execute the project of Digitization and DMS in the State of Haryana.
- B. The Agreement to be signed requires the vendor to furnish a Performance Security to the TC in a sum of Rs. 30 lakhs for due and faithful performance of its obligations, under and in accordance with the Agreement, during the contract period.
- C. We \_\_\_\_\_ through our branch at \_\_\_\_\_ (the Bank) have agreed to furnish this Bank Guarantee by way of Performance Security.

Now, therefore, the Guarantor (Bank) hereby, unconditionally and irrevocably, guarantees and affirms as follows :-

- 1) We, the Bank, agree to indemnify and keep indemnified the TC from time to time to the extent of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the TC by reason of any breach or breaches by the vendor and to unconditionally pay the amount claimed by the TC on demand and without demand to the extend aforesaid.
- 2) \_\_\_\_\_ We, \_\_\_\_\_ the Bank further agree that the TC shall be the sole judge of and as to whether the said vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damages, expenses caused to or suffered by or that may be caused to or suffered by that may be caused to or suffered by the TC on account thereof and the decision of the TC that the said vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the TC from time shall be final and binding on us.

- 3) We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the TC under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the vendor and accordingly discharges this Guarantee subject, however, that the TC shall have no claim under the Guarantee after 90 (Ninety) days from the date of expiry of the contract period.
  
- 4) The TC shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to TC and the said Bank shall not be released from its liability under these presents by any exercise by the TC of the liberty with reference to the matters aforesaid or by reason of time being given to the said vendor or any other forbearance, act or omission on the part of the TC or any indulgence by the TC to the said vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.
  
- 5) We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the TC in writing and agree that any change in the Constitution of the said vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from \_\_\_\_\_ on whose behalf this guarantee is issued.

In presence of WITNESS For and on behalf of (the bank)

I. \_\_\_Signature

2. \_\_\_\_\_Name & Designation

Authorization No.

Date and Place

Bank Seal

The above guarantee is accepted by the Transport Commissioner Haryana,

NOTES

**FOR PROPRIETARY CONCERNS**

Shri.....S/o..... and resident of.....carrying on business under the name and style of..... at..... (Hereinafter called "Vendor" which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

**FOR PARTNERSHIP CONCERNS**

M/s.\_\_\_\_\_, a partnership firm with its office (hereinafter called "Vendor" which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

1) Shri \_\_\_\_\_ S/o\_\_\_\_\_

2) Shri \_\_\_\_\_ S/o\_\_\_\_\_

**FOR COMPANIES**

M/s.\_\_\_\_\_, a Company registered under the Companies Act 1956, and having its registered office in the State of (hereinafter called "the said Vendor" which expression shall unless the context requires otherwise include its administrators, successors and assigns).



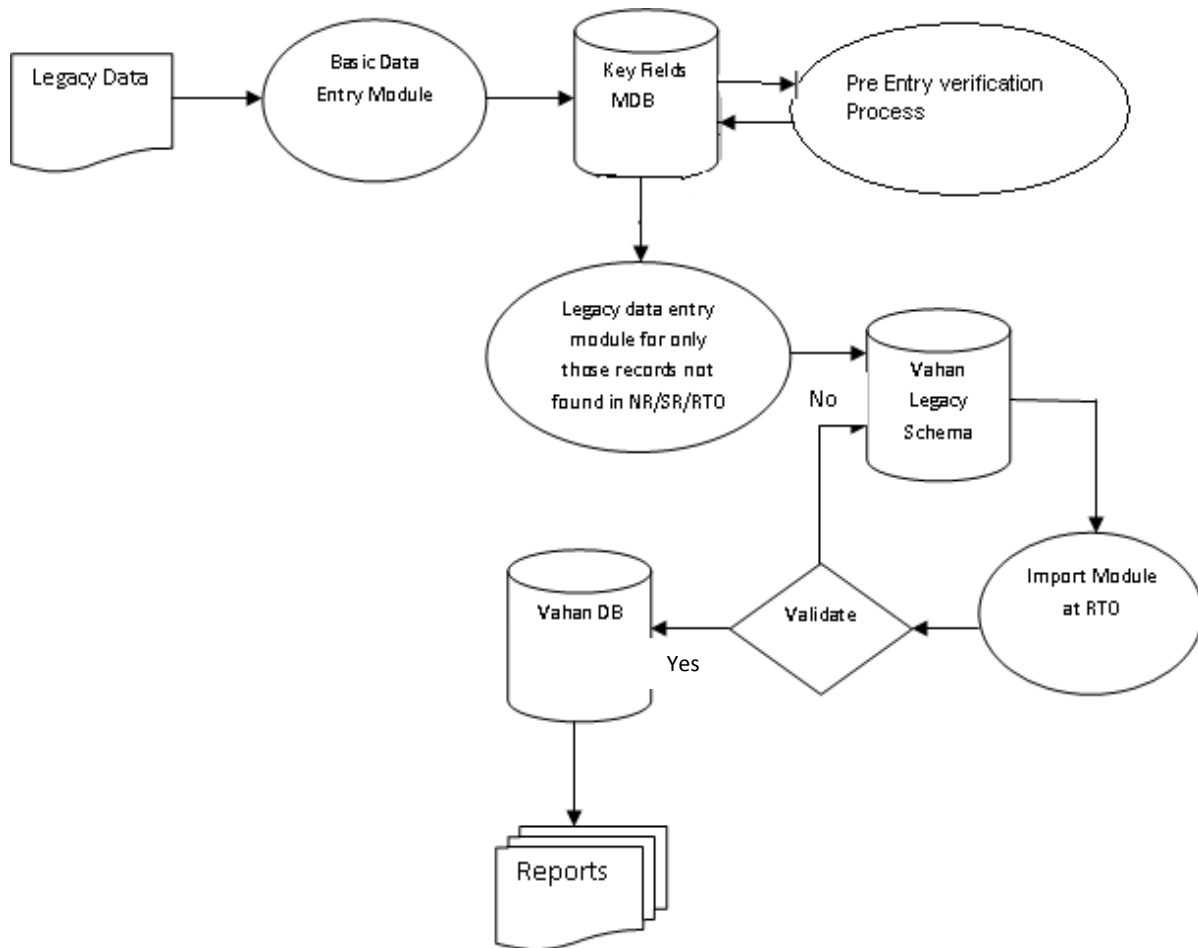
## Annexure – I

### RC Legacy Data Porting into VAHAN (Structure & Process)

The detailed structures, procedure to be followed, roles and responsibilities of various stake holders are as under :-

1. The vendor shall make available the DL legacy data in the structure and format as specified in Schedule. DL Legacy- Common Structures. The data should be made available in the standard database SQL Server.
2. The detailed Activity/Process shall be as under :-

#### RC LEGACY DATA PORTING- PROCESS FLOW DIAGRAM



3. However, where the DLs data is already available in Sarathi. The procedure in section **IV: DL Legacy Data Entry- Pre-entry** shall be followed.

4. Activity & Responsibility Chart

S.No.	Activity	Responsibility
1.	Defining Structure for Vahan legacy Key-Fields Data Entry & Verification to avoid duplicity of data	NIC
2.	Vahan legacy Key-Fields Data Entry	Vendor
3.	Software for VAHAN legacy Key-Fields Data Entry	Vendor
4.	Pre-Entry Verification process	RTO through Agency
5.	Decision on whether to verify with National Register or Vahan	NIC and TC
6.	Software for Pre-Entry Verification	NIC
7.	Standard Data Structures for VAHAN legacy Data and sharing of master data of respective	NIC
8.	Detailed Data Entry as per SDM/RTA Schedule (Including Entry, Validations, check Lists, backup, making corrections until 100% error free.)	Vendor
9.	Software for Detailed entry , check lists etc.	Vendor
10.	Software for porting from Vahan Legacy Data to VAHAN Legacy tables	NIC
11.	Software for generation of Report on Rejected Cases	NIC
12.	Porting data from Vahan Legacy Data to VAHAN Legacy tables (Using Software provided by NIC)	TC/SDM/RTA with the help of Vendor
13.	Generation of Reports on Rejected Cases	TC/SDM/RTA with the help of Vendor
14.	Updation of Vahan Legacy Data with corrected data in case of rejected Records	Vendor

## 5. VAHAN Legacy Data Entry – Pre-entry Verification

The following process shall be followed for pre-entry to avoid duplicity of data being entered. Initially, for this purpose, the basic data shall be submitted in the following structure:

Table : VAHAN LEGACY VERIFY

SNo	Field Name	Field Type	Length	Description
1.	REGN_NO	VARCHAR	10	Vehicle Registration Number
2.	CHASI_NO	VARCHAR	30	Vehicle Chassis Number
3.	REGN_DT	DATE		Date of Registration
4.	O_NAME	VARCHAR	35	Owner Name
5.	F_NAME	VARCHAR	35	Father Name
6.	OP_DT	DATE		Date of Entry
7.	VERIFY_DT	Date &Time		Verification Date &Time
8	VERIFY_BY	VARCHAR	30	Verification officer Name
9.	SRCH_ON	Char	3	Search Done (NR/SR/RTO)
10.	VERIFY_STATUS	Char	1	Verify Result (Y / N)
11.	REASON	VARCHAR	100	Reason for not verified
12.	RTO_CD	NUMBER	3	Code of Registration Authority
13.	STATE_CD	VARCHAR	2	Code of state

**Vahan legacy Key-Fields entry Process:**

Initially, the agency should enter the following details in to the VAHAN LEGACY VERIFY table structure. The table shall have more columns but the agency is required to enter details of following columns only.

S. No	Field Name
1.	REGN_NO
2.	CHASI_NO
3.	REGN_DT
4.	O_NAME
5.	F_NAME
6.	OP_DT
7.	RTO_CD
8.	STATE_CD

The table with above data shall be submitted for verification process. ACCESS MDB can be used for storing the data and suitable/standard file name convention shall should be used. The filename should indicate the SDM/RTA Code ( SDM/RTA Code will be provided by NIC state Unit) , Year i.e HR011967.mdb etc.

**Verification Utility :**

The verification shall be done at the state headquarter against National Register or State Register if already the data is ported to National Register or State Register, otherwise against the VAHAN database in the SDM/RTA office. The decision on verification to be done against SR/NR or VAHAN database will be decided depending upon the local situation by the department & NIC.

The software for verification process will be provided by NIC. The Verification process shall read each record from the input and verifies for the existence of the record with the given Vehicle Registration Number in SR/NR or VAHAN (as per the local customization option) and updates the record in the input table with the result “Y” if found, otherwise updates with “N” with reason for not verification.

The verification process shall update the input record with the following details.

----- If the record found -----

SNo	Field Name
7.	VERIFY_DT
8	VERIFY_BY
9.	SRCH_ON
10.	VERIFY_STATUS
11.	REASON

6. RC Legacy Records - Detailed Data Entry Process :

- a. In case of states/SDM/RTA where Pre-entry Verification step is followed :

For all the cases of Vehicle Registration Nos. for which the verification process returned as “Not Found ” (i.e VERIFY STATUS =“N”) only , the vendor shall capture /enter the detailed data of those vehicles. For those cases where the VERIFY STATUS =”Y” the vendor shall not enter the data.

- b. The software for the detailed entry and associated work is the sole responsibility of the vendor. However the following activities are also part of data entry task.
- i) Vendor will scan FORM-24 ( Motor Vehicle Register) and enter data as per FORM-24.
  - ii) Generate Daily Work Progress Reports and make it available to the department.

- iii) Generation of check Lists
- iv) Comparing the Data check lists with actual source of data entry and tabulation of mismatches, if any.
- v) Correcting the wrongly entered data wherever mistakes are found.
- vi) Certifying that the check lists are generated and verified and found to be at par with the actual data.

The Specifications and structures for the data items to be captured in detailed entry is specified in the Schedule.

#### 7 RC Legacy Data Porting to VAHAN :

- a. After the Detailed data entry is done, the vendor shall make it available to local SDM/RTA office in the schema as per schedule. The vendor shall provide account and password details of the OS level Administrator and Database administrator accounts of the machine where the data is copied ( other than vahan database) in SDM/RTA office to the SDM/RTA or his/her designated official. The SDM/RTA (or the designated official) shall change the passwords so that the control is with SDM/RTA office and also should record the accounts and password details in a safe place.
- b. NIC shall make available the module in Vahan software for porting data into VAHAN database.
- c. The data shall be ported into the legacy tables of VAHAN. After necessary approval only, data will be moved in VAHAN mainstream tables.
- d. The module for Porting Legacy Data in Vahan software
  - i) Shall apply some minimum data quality checks and all successful records shall be inserted into VAHAN Database schema legacy tables as per schedule and failed records shall not be ported into VAHAN.

- ii) Shall maintain a status of data porting into IMPORT DATA STATUS table of VAHAN.
- iii) Shall provide option to generate a report (list) of the Rejected Records.
- iv) The vendor shall make use of the Rejected List Report and update the data again into the RC Legacy porting schema tables.
- v) The module in vahan software shall process the updated records also and apply the porting process.

In case the data is ported into legacy tables, NIC shall provide a module within VAHAN Software for editing the legacy data subsequently on case-by-case basis (as and when a vehicle owner comes for a transaction) and put through an approval process by the Registration Authority and then it shall be pushed to the actual VAHAN tables.

## Schedule

### RC LEGACY DATA - COMMON STRUCTURES FOR PORTING TO VAHAN

#### DATABASE NAME: RCLEGACY

**Table:-L\_VEH\_OWNER**

Description:- Provide information about Vehicle and Owner details.

Column Name	Data Type	Length	Allow Nulls	Description
VEH_NO	VARCHAR	10	N	Vehicle Registration Number
DT_REGN	DATE		N	Registration Date
NAME	VARCHAR	35	N	Owner Name
F_NAME	VARCHAR	35	Y	Father Name
T_ADD1	VARCHAR	35	N	Address
T_ADD2	VARCHAR	35	N	Address
T_CITY	VARCHAR	30	N	City
T_PINCODE	VARCHAR	6	N	Pin Code
P_ADD1	VARCHAR	35	N	Permanent Address
P_ADD2	VARCHAR	35	N	Permanent Address
P_CITY	VARCHAR	30	N	Permanent City
P_PINCODE	VARCHAR	6	N	Pin Code
OWN_CODE	DECIMAL	2	N	Ownership Code
OWNER_SR	DECIMAL	2	N	Owner Serial Number
R_TYPE	VARCHAR	1	N	Registration Type
VEH_CLASS	NUMBER	3	N	Vehicle Class



MAKER	NUMBER	3	N	Maker
MODEL	VARCHAR	30	N	Maker Model
NO_CYL	NUMBER	2	N	Number of Cylinder
HP	NUMBER	8,2	N	Horse Power
SEAT_CAP	NUMBER	3	N	Seating Capacity
STAND_CAP	NUMBER	3	N	Standing Capacity
UNLDEN_WT	NUMBER	6	N	Unloaded Weight
LADEN_WT	NUMBER	6	Y	Laden Weight
FUEL	NUMBER	2	N	Fuel Code
CHASIS_NO	VARCHAR	30	N	Chassis Number
ENGINE_NO	VARCHAR	30	N	Engine Number
BODY_TYPE	VARCHAR	3	N	Body Type
COLOR	VARCHAR	15	N	Color
MANU_MONTH	NUMBER	2	Y	Manufacturing Month
MANU_YEAR	NUMBER	4	Y	Manufacturing Year
FITNESS_DATE	DATE		N	Fitness Date
DEALER_CODE	NUMBER	3	N	Dealer Code
TAX_OPT	VARCHAR	1	N	Tax Option (Enter 'L' for Life Time,'O' for One Time, 'Y' for Yearly, 'Q' For Quarterly,'M' for Monthly)
ATAX_OPT	VARCHAR	1	Y	Additional Tax Option (Enter 'L' for Life Time,'O' for One Time, 'Y' for Yearly, 'Q' For Quarterly,'M' for Monthly)
VEH_TYPE	VARCHAR	3	Y	Private Commercial ( Enter 'PV' for Private (VEH_CLASS < 51),'PS'

				for Passenger ( VEH_CLASS > 50 and VEH_CLASS < 101), 'GD' for Goods ( For VEH_CLASS > 100 and VEH_CLASS < 151) , 'SP' for Construction Equipment ( FOE VEH_CLASS > 150)
PAN_NO	VARCHAR	10	Y	PAN Number
SALE_AMOUNT	NUMBER	9,0	Y	Sale Amount
DEAL_CD	VARCHAR	8	Y	Operator Code
OP_DATE	DATE		Y	Transaction Date
PURCHASE_DATE	DATE		Y	Purchase Date
WHEELBASE	NUMBER	6	Y	Wheelbase
CUBIC_CAPACITY	NUMBER	8,2	Y	Cubic Capacity
RECEPT_NO	VARCHAR	11	Y	Receipt Number
FLOOR_AREA	NUMBER	7,3	Y	Floor Area
HEIGHT	NUMBER	5	Y	Height
LENGTH	NUMBER	5	Y	Length
WIDTH	NUMBER	5	Y	Width
AC_FITTED	CHAR	1	N	'Y' for AC fitted , 'N' for Non-AC fitted
AUDIO_FITTED	CHAR	1	N	'Y' for AC fitted , 'N' for Non-AC fitted
VIDEO_FITTED	CHAR	1	N	'Y' for AC fitted , 'N' for Non-AC fitted
VCH_PURCHASE_AS	CHAR	1	Y	( Enter 'B' if purchased as body and 'C' if purchased as chassis)

VEHICLE_CATG	CHAR	3	Y	LMV,MMV,HMV,LGV,MGV or HGV
SLEEPER_CAP	NUMBER	2	Y	Sleeper capacity
TYRE_FAXLE	VARCHAR	16	Y	Front Axle Tyre Size
TYRE_RAXLE	VARCHAR	16	Y	Rear Axle Tyre Size
TYRE_OAXLE	VARCHAR	16	Y	Other Axle Tyre Size
TYRE_TAXLE	VARCHAR	16	Y	Tandem Axle Tyre Size
WT_FAXLE	NUMBER	6	Y	Weight of Front Axle
WT_RAXLE	NUMBER	6	Y	Weight of Rear Axle
WT_OAXLE	NUMBER	6	Y	Weight of Other Axle
WT_TAXLE	NUMBER	6	Y	Weight of Tandem Axle
CO_CODE	VARCHAR	2	Y	Insurance Company Code
INS_TYPE	NUMBER	1	Y	Insurance Type
INS_FROM	DATE		Y	Insurance From
INS_TO	DATE		Y	Insurance To
COVER_NO	VARCHAR	25	Y	Policy Number
TAX_FROM	DATE		Y	Tax Clear From
TAX_UPTO	DATE		Y	Tax Clear UPTO
ISS_AUTH	VARCHAR	10	Y	Issuing Authority
REMARK	VARCHAR	50	Y	Remark if any
KIT_MFG_CODE	NUMBER	2	N	Kit manufacturing code
KIT_TYPE_CODE	NUMBER	2	N	Kit Type code
KIT_WKSHOP_CODE	NUMBER	2	N	Kit workshop code

KIT_NO	VARCHAR	10	N	Kit Number
KIT_FITM_DT	DATE		N	Kit Fitment Date
HYDRO_TEST_DT	DATE		N	Kit Hydro Test Date
TC_LETTER_NO	VARCHAR	30	N	Approval Letter Number
TC_LETTER_DT	DATE		N	Approval Letter Date
STATE_CODE	VARCHAR	2	N	NOC Issued to State Name (If NOC issued to Vehicle)
RTO_NAME	VARCHAR	25	N	RTO Name ( Name of RTO For which NOC issued to vehicle)
NCBR_REFNO	VARCHAR	20	Y	NCBR REFERENCE No.
NOC_DATE	DATE		N	Date of NOC Issued
DISP_NO	VARCHAR	15	Y	Dispatch Number
NOC_NO	VARCHAR	30	Y	NOC Number
APPL_NO	VARCHAR	17	Y	Application Number
PURPOSE	VARCHAR	100	Y	Purpose Of NOC
ENTRY_DATE	DATE		N	Entry Date
OLD_VEH_NO	VARCHAR	10	N	Old Vehicle Registration Number(If vehicle coming from other RTO )
OLD_REG_AUTH	VARCHAR	15	Y	Old Registration Authority ( Parent RTO)
OLD_STATE	VARCHAR	2	Y	Old State ( Parent State)
OLD_NCRB_REF	VARCHAR	15	Y	NCRB Reference Number ( NCRB reference for NOC issued from parent RTO)
OLD_CONFIRM_	VARCHAR	15	Y	Confirm Reference (Conformation

REFER				reference Number)
OLD_NOC_NO	VARCHAR	30	Y	NOC Number ( NOC number of NOC issued from parent RTO)
Old_NOC_DT	DATE		N	NOC Date ( NOC date of N OC issued from Parent RTO)
TMP_REGN_AUTH	VARCHAR	25	Y	Registration Authority Name
TMP_ADD1	VARCHAR	30	Y	Address
TMP_ADD2	VARCHAR	30	Y	Address
TMP_ADD3	VARCHAR	30	Y	Address
TMP_STATE_CODE	VARCHAR	2	Y	State Code
TMP_REGN_DT	DATE		Y	Temporary Registration Date
TMP_VEH_NO	VARCHAR	12	Y	Temporary Registration Number
TMP_DEALER	VARCHAR	35	Y	Dealer Name
TMP_D_ADD1	VARCHAR	30	Y	Dealer Address
TMP_D_ADD2	VARCHAR	30	Y	Dealer Address
TMP_D_ADD3	VARCHAR	30	Y	Dealer Address
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- VEH\_NO**

**CHASI\_NO is unique**

**Enter fields in red color in case vehicle having temporary registration details**

**Enter fields in green color in case vehicle is coming for registration after obtaining NOC from other district or state.**

**Table:- L\_TRAILER**

Description:- Provide technical information about Trailer.

Column Name	Data Type	Length	Allow Nulls	Description
VEH_NO	VARCHAR	10	N	Vehicle Registration Number
CHASI_NO	VARCHAR	30	N	Chassis Number
BODY_TYPE	VARCHAR	3	Y	Body Type
LADEN_WT	NUMBER	6	Y	Laden Weight
UNLADEN_WT	NUMBER	6	Y	Unladen Weight
TYRE_FAXLE	VARCHAR	16	Y	Front Axle
TYRE_RAXLE	VARCHAR	16	Y	Rear Axle
TYRE_OAXLE	VARCHAR	16	Y	Other axle
TYRE_TAXLE	VARCHAR	16	Y	T Axle
WT_FAXLE	NUMBER	6	Y	Weight Front Axle
WT_RAXLE	NUMBER	6	Y	Weight Rear Axle
WT_OAXLE	NUMBER	6	Y	Weight Other Axle
WT_TAXLE	NUMBER	6	Y	Weight T Axle
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- CHASI\_NO**

**Table Name:- L\_CYL\_DTLS**

Description:- Provide information of cylinder details for Retro Fitting

Column Name	Data Type	Length	Allow Nulls	Description
VEH_NO	VARCHAR	10	N	Registration Number
CYL_NO	VARCHAR	15	N	Cylinder Number
FITMENT_DT	DATE		N	Fitment Date
DEAL_CD	VARCHAR	8	N	Operator code
OP_DT	DATE		N	Operation Date
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- VEH\_NO+CYL\_NO**

**Table:- L\_FINANCER**

Description:- This table Store/Provide information about the Hypothecation details of vehicle.

Column Name	Data Type	Length	Allow Nulls	Description
S_NO	NUMBER	4	N	Serial Number for Hypothecation(Per Vehicle)  If vehicle having two hypothecation records enter 1 and 2 for two rows)
VEH_NO	VARCHAR	10	N	Registration Number
HP_TYPE	VARCHAR	2	N	Hypothecation Type (LA – For Leas Agreement, HP – HIRE-PURCHASE,HT-

				Hypothecation)
F_NAME	VARCHAR	35	N	Financer Name
F_ADD1	VARCHAR	30	N	Financer Address
F_ADD2	VARCHAR	30	N	Financer Address
F_ADD3	VARCHAR	30	Y	Financer Address
H_FROMDT	DATE		N	Hypothecation From Date
DEAL_CD	VARCHAR	8	N	Operator Code
OP_DT	DATE		N	Transaction Date
RCPT_NO	VARCHAR	11	Y	Receipt Number
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- S\_NO\_VEH\_NO**

**Table:- L\_FINANCER\_HIST**

Description:- This table Store previous entry of hypothecation in case of its termination.

Column Name	Data Type	Length	Allow Nulls	Description
S_NO	NUMBER	4	N	Serial Number for Hypothecation(Per Vehicle)  If vehicle having two hypothecation records enter 1 and 2 for two rows)
VEH_NO	VARCHAR	10	N	Vehicle Registration Number
HP_TYPE	VARCHAR	2	Y	Hypothecation Type (LA – For Leas Agreement, HP – HIRE-PURCHASE,HT-



				Hypothecation)
F_NAME	VARCHAR	35	N	Financer Name
F_ADD1	VARCHAR	30	Y	Financer Address
F_ADD2	VARCHAR	30	Y	Financer Address
F_ADD3	VARCHAR	30	Y	Financer Address
H_FROMDT	DATE		Y	Hypothecation From Date
H_TODT	DATE		Y	Hypothecation To Date
H_TER_DT	DATE		Y	Termination Date
DEAL_CD	VARCHAR	8	Y	Operator Code
OP_DT	DATE		N	Transaction Date
HPA_DEAL	VARCHAR	8	Y	Hypothecation Addition Operator
HPA_OPDT	DATE		Y	Hypothecation Addition Date
RCPT_NO	VARCHAR	11	Y	Receipt Number
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	DECIMAL	3	N	RTO Code

**Primary Key:- S\_NO\_VEH\_NO**

**Index Used:- Nil**

**Table:- L\_PRE\_OWNER**

Description:- This table Store/Provide information of Previous Owner history in case of Transfer.

Column Name	Data Type	Length	Allow Nulls	Description
VEH_NO	VARCHAR	10	N	Vehicle Registration Number

NAME	VARCHAR	35	N	Owner Name
F_NAME	VARCHAR	35	Y	Father Name
T_ADD1	VARCHAR	35	Y	Owner Address
T_ADD2	VARCHAR	35	Y	Owner Address
T_CITY	VARCHAR	30	Y	City
T_PINCODE	VARCHAR	6	Y	Pin Code
P_ADD1	VARCHAR	35	Y	Permanent Address
P_ADD2	VARCHAR	35	Y	Permanent Address
P_CITY	VARCHAR	30	Y	Permanent City
P_PINCODE	VARCHAR	6	Y	Pin Code
OWNER_CODE	NUMBER	2	Y	Owner Code
OWNER_CTG	NUMBER	1	Y	Owner Category
OWNER_SR	NUMBER	2	Y	Owner Serial Number
OWN_DT_FROM	DATE		Y	OwnerShip Date From
OWN_DT_UPTO	DATE		Y	Ownership Date Upto
SALE_DATE	DATE		Y	Sale Date
TRNSF_DATE	DATE		N	Transfer Date
PAN_NO	VARCHAR	10	Y	PAN Number
SALE_AMT	NUMBER	9,0	Y	Sale Amount
REASON	VARCHAR	50	Y	Reason
DEAL_CD	VARCHAR	8	Y	Operator Code
OP_DT	DATE		Y	Transaction Date
RCPT_NO	VARCHAR	11	Y	Receipt Number
PURPOSE	VARCHAR	20	Y	Purpose

STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- VEH\_NO+NAME +TRNSF\_DT**

**Index Used:- Nil**

**Table Name:-L\_ ADDRESS\_HIST**

Description:- This table Store History of old address in case of change of address.

Column Name	Data Type	Length	Allow Nulls	Description
VEH_NO	VARCHAR	10	N	Registration Number
T_ADD1	VARCHAR	35	N	Current Address
T_ADD2	VARCHAR	35	Y	Current Address
T_CITY	VARCHAR	30	Y	City
T_PINCODE	VARCHAR	6	Y	Pin Code
NAME	VARCHAR	35	N	Owner Name
FROM_DT	DATE		N	From Date
TO_DT	DATE		N	TO Date
DEAL_CD	VARCHAR	8	N	Operator Code
OP_DT	DATE		Y	Transaction Date
P_ADD1	VARCHAR	35	Y	Permanent Address
P_ADD2	VARCHAR	35	Y	Permanent Address
P_CITY	VARCHAR	30	Y	Permanent City
P_PINCODE	VARCHAR	6	Y	Pin Code
RCPT_NO	VARCHAR	11	Y	Receipt Number

STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- VEH\_NO+ TO\_DT**

**Table:- L\_DUP\_RC**

Description:- This table Store/Provide information about Duplicate Registration Certificate details.

Column Name	Data Type	Length	Allow Nulls	Description
RECP_NO	VARCHAR	11	N	Receipt Number
VEH_NO	VARCHAR	10	N	Vehicle Registration Number
REASON	VARCHAR	25	N	Reason(LOST,TORN or Others)
FIR_NUM	VARCHAR	25	Y	FIR Number (ENTER in case of Lost)
FIR_DATE	DATE		Y	FIR Date (ENTER in case of Lost)
POLICE_STAT	VARCHAR	35	Y	Police Station Name (ENTER in case of Lost)
DEAL_CD	VARCHAR	8	N	Operator Code
DEAL_DT	DATE		N	Transaction Date
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- RECP\_NO**

**Index Used:- Nil**

**Table:- L\_PERMIT\_BACK**

Description:- This table Stores the Backlogs information related to Passenger Permit.

Column Name	Data Type	Length	Allow Nulls	Description
PERMIT_NO	VARCHAR	25	N	Permit Number
VEH_NO	VARCHAR	10	N	Vehicle Registration Number
ISSUE_DATE	DATE		Y	Issue Date
VALID_FR	DATE		N	Valid From
VALID_TO	DATE		N	Valid To
PERMIT_TYPE	NUMBER	3,0	N	Permit Type(Code)
PERMIT_SUBTYPE	NUMBER	2,0	Y	Permit Sub Type
ROUT_CTG	VARCHAR	1	Y	Route Category
PMT_ACTION	VARCHAR	3	Y	Permit Action
RCPT_NO	VARCHAR	11	Y	Receipt Number
PMT_CATG	NUMBER	2,0	Y	Permit Category
START_POINT	VARCHAR	30	Y	Start Point
DOMAIN_CODE	NUMERIC	2,0	Y	Domain Code
ROUTE_CODE	NUMBER	3,0	Y	Route Code
ROUTE_LENGTH	NUMBER	4,0	Y	Route Length
NUMERIC_OF_TRIPS	NUMBER	2,0	Y	Number of Trips
GOODS_TO_CARRY	VARCHAR	40	Y	Goods to Carry
JORNEY_PURPOSE	VARCHAR	25	Y	Purpose of Journey

PARKING	VARCHAR	25	Y	Parking
OTHER_REGION	VARCHAR	20	Y	Other Region
OTHER_REGION_ROUT	VARCHAR	40	Y	Other Region Route
APPL_NO	VARCHAR	10	Y	Application Number
REPLACE_DATE	DATE		Y	Replacement Date
PMT_STATUS	VARCHAR	3	Y	Permit Status
DEAL_CODE	VARCHAR	8	Y	Operator Code
OP_DATE	DATE		Y	Transaction Date
ARTO	VARCHAR	7	Y	ARTO Name
SERVICE_TYPE	VARCHAR	1	Y	Service Type
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- PERMIT\_NO**

**Index Used:- Nil**

**Table Name:- L\_GOODS\_PERMIT\_BACK**

Description:- This table Stores backlogs information of Goods Permit Details.

Column Name	Data Type	Length	Allow Nulls	Description
PERMIT_NO	VARCHAR	25	N	Permit Number
VEH_NO	VARCHAR	10	N	Vehicle Registration Number
ISSUE_DATE	DATETIME		Y	Issue Date
VALID_FR	DATETIME		N	Valid From Date

VALID_TO	DATETIME		N	Valid To Date
RCPT_NO	VARCHAR	11	Y	Receipt Number
PERMIT_TYPE	NUMERIC	3,0	N	Permit Type Code
REGION_CODE	NUMERIC	2,0	N	Region Code
GOODS_TO_CARRY	VARCHAR	40	N	Goods To Carry
PMT_ACTION	VARCHAR	3	Y	Permit Action
DEAL_CODE	VARCHAR	8	N	Operator Code
OP_DATE	DATETIME		N	Transaction Date
PMT_STATUS	VARCHAR	3	Y	Permit Status
VEH_REPLACE_ON	DATETIME		Y	Vehicle Replace on Date
ARTO	VARCHAR	7	Y	ARTO Name
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMERIC	3	N	RTO Code

**Primary Key:- PERMIT\_NO**

**Index Used:- Nil**

**Table Name:-IMPORT\_DATA\_STATUS**

Description:- This table Store information of data porting status.

Column Name	Data Type	Length	Allow Nulls	Description
REGN_NO	VARCHAR	10	N	Registration Number
FLAG	CHAR	1	N	FLAG ( 'R' for Rejection cases and 'I' for porting Successfully)
REASON	VARCHAR	50	Y	Reason for Rejection

DEAL_CD	VARCHAR	8	N	Operator Code
OP_DT	DATE		N	Transaction Date
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- REGN\_NO**

**Table Name:-L\_VEHICLE\_BACKLOG\_IMAGE**

Description:- This table Stores Scan image of Fom24 and Form 20.

Column Name	Data Type	Length	Allow Nulls	Description
REGN_NO	VARCHAR	10	N	Vehicle Registration Number
FLAG	CHAR	1	N	Flag to check porting status
FORM24	BLOB		Y	Store scan image of FORM24
FORM20	BLOB		Y	Store scan image of FORM20
DEAL_CD	VARCHAR	8	N	Operator Code
OP_DT	DATE		N	Transaction Date
STATE_CD	VARCHAR	2	N	State Code
RTO_CD	NUMBER	3	N	RTO Code

**Primary Key:- REGN\_NO**



Note :--

The following master tables will be shared with vendor :-

OWCODE – For ownership of vehicle owner

REGN\_TYPE – Registration Type ( e.g.. ‘N’ for New Vehicle )

VHCLASS\_CD – For Vehicle Class master

MAKER – For Manufacturer of Vehicle

BD\_TYPE – For Body Type of Vehicle

DEALER – For Vehicle Dealers

KIT\_MFG – For Retrofitting Kit Manufacturer

KIT\_TYPE - For Retrofitting Kit Type

KIT\_WORKSHOP – For Retrofitting Kit Workshop

Fuel – For Fuel

ICCODE – For Insurance Company Code

PMT\_MAST – For Permit master

PMT\_CATEGORY – For Permit Category

ROUTE\_MAST – Master table for Routes in case of Route Permit.

ROUTE\_STAGE – For stages of route..

DOMAIN- For domain in case of Area permit

SERVICE\_TYPE – For service type ( Deluxe, AC etc)

The following fields shall be mapped with master tables as mentioned below :-

OWN\_CODE - Enter code as per OWCODE table.

R\_TYPE - Enter Code as per REGN\_TYPE

VEH\_CLASS - Enter code as per VHCLASS\_CD table.

MAKER - Enter code as per MAKER table.

BODY\_TYPE - Enter code as per BD\_TYPE table.

DEALER\_CODE - Enter code as per DEALER master table.

DEAL\_CD - Enter 'OLD'

KIT\_MFG\_CODE – Enter code as per KIT\_MFG table

KIT\_TYPE\_CODE – Enter code as per KIT\_TYPE table

KIT\_WKSHOP\_CODE – Enter code as per KIT\_WORKSHOP table

STATE\_CD - Enter 'MH' in case of Maharashtra

FUEL - Enter Code for Fuel Master

CO\_CODE- Enter Code from ICCODE

PERMIT\_TYPE – Enter code from PMT\_MAST

PERMIT\_SUBTYPE – Enter Code from PERMIT\_CATEGORY

PMT\_CATG – Route or Area Permit

DOMAIN\_CODE – Enter Code from DOMAIN

ROUTE\_CODE - Enter code from ROUTE\_MAST

SERVICE\_TYPE- Enter code from SERVICE\_TYPE

REGION\_CODE –Enter Code from

RTO\_CD - Enter code as per ARTO table

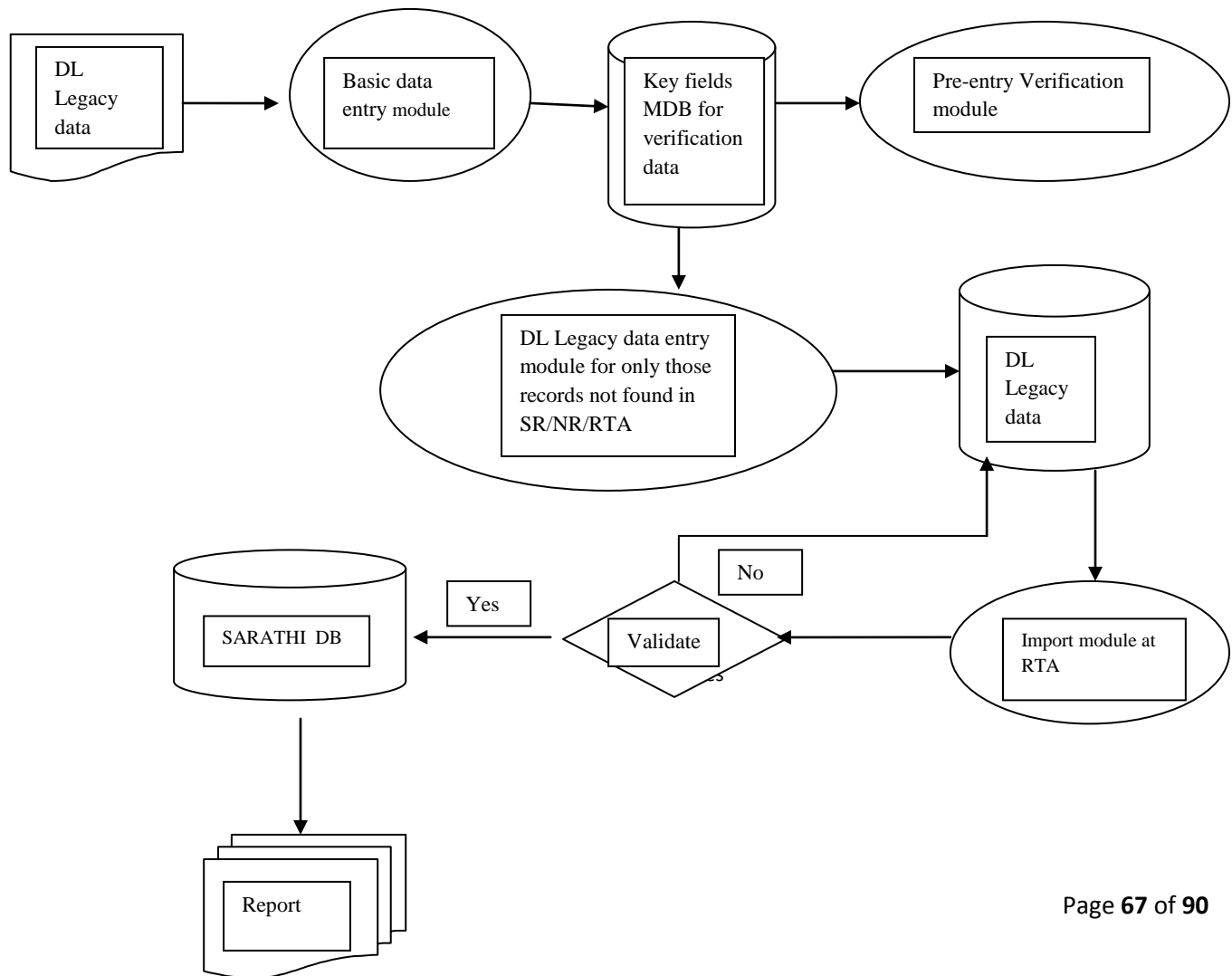
## Annexure-II

### Driving Licence Legacy Data Porting into Sarathi-Structure & Process

The detailed structures, procedure to be followed, roles and responsibilities of various stake holders are as under :-

1. The vendor shall make available the DL legacy data in the structure and format as specified in Schedule. DL Legacy- Common Structures. The data should be made available in the standard database SQL Server.
2. The detailed Activity/Process shall be as under :-

#### DL LEGACY DATA PORTING- PROCESS FLOW DIAGRAM



3. However, where the DLs data is already available in Sarathi. The procedure in section **IV: DL Legacy Data Entry- Pre-entry** shall be followed.

**4. Activity & Responsibility Chart**

S.No.	Activity	Responsibility	Remarks
1.	Defining Structure for DL legacy Key-Fields Data Entry & verification	NIC	
2.	DL legacy Key-Fields Data Entry	Vendor	
3.	Software for DL legacy Key-Fields Data Entry	Vendor	
4.	Pre-Entry Verification process	SDM/RTA through Vendor	
5.	Decision on whether to verify with NR or Sarathi	NIC and TC	
6.	Software for Pre-Entry Verification	NIC	
7.	Standard Data Structures for DL legacy	NIC	
8.	Detailed Data Entry as per Schedule	Vendor	Including Entry, Validations, check Lists, backup, making corrections until 100% error free.
9.	Software for Detailed entry, check lists etc.	Vendor	
10.	Software for porting from DL Legacy Data to Sarathi Legacy tables	NIC	
11.	Software for generation of Report on Rejected Cases	NIC	

12.	Porting data from DL Legacy Data to Sarathi Legacy tables	SDM/RTA with the help from vendor	Using Software provided by NIC
13.	Generation of Reports on Rejected Cases	SDM/RTA with the help from vendor	
14.	Updation of DL Legacy Data schema with corrected data in case of rejected Records	Vendor	

## 5. DL Legacy Data Entry- Pre-entry Verification

The following process shall be followed for pre-entry verification to avoid duplicity of data being entered:

Initially, for this purpose, the basic data shall be submitted in the following structure : (Ref Table 4 DLLeg PreEntry of Annexure-2).

**Table : DLLeg\_PreEntry**

S.No.	Field Name	Field Type	Length	Description
1.	Entrydt	Date & Time	Date Time	Date of Entry
2.	RtoCode	Char	5	RTO_Code from where Data is captured/sent
3.	DINo_org	Char	35	DL number (Original DL no.)
4.	Ola_in	Char	5	OLA code (code of the OLA that has issued the DL in question)
5.	DOB_in	Date	Date	Date of birth
6.	VerifyDt	Date & Time	Date Time	Verification Date & Time
7.	Srch_On	Char	3	Search Done (NR/SR/RTO)
8.	VerifyStatus	Char	1	Verify Result (Y/N)
9.	DL Name	Char	40	DL Holder Name
10.	DL_FhName	Char	40	DL holder Father Name
11.	Dlno_scosta	Char	16	DL No. in SCOSTA Format (inSR/NR/RTO)
12.	RTo_Dest	Char	5	RTO code in SR/NR/RTO
13.	Ola_Dest	Char	5	OLA Code in SR/NR/RTO

14.	*Dob_tgt	Date		Date of birth at Target (in SR/NR/RTO)
15.	*remarks	Varchar	Varchar 20	Regd. Inconsistencies etc. in SR/NR/RTO wrt verified record/data

\* Items are added to the original in Ver 1.1.

**DL legacy Key-Fields entry Process :**

Initially, the vendor shall enter the following details in to the **DLLeg\_PreEntry** table structure. The table shall have more columns but the vendor is required to enter details of following columns only.

Data Item	Date of Entry	RTO_Code from where Data is captured/sent	DL number (Original DL no.)	OLA code (code of the OLA that has issued the DL in question)	Date of birth
Field Name	EntryDt	RtoCode	DINo_org	Ola_in	DOB_in

The table with above data shall be submitted for verification process. ACCESS MDB can be used for storing the data and suitable/standard filename convention should be used. The filename should indicate the RTOCode, Year i.e. HR011967. Mdb etc.

**Verification Utility :**

The verification shall be done at the State headquarter against NR or SR the data is already ported to NR/SR, otherwise against the Sarathi database in the RTO office.

The software for verification process shall be provided by NIC.

The Verification process shall read each record from the input and verifies for the existence of the record with the given DL No. in SR/NR or Sarathi (as per the local customization option) and updates the record in the input table with the result “Y” if found, otherwise updates with “N”.

The verification process shall update the input record with the following details :

-----If the record found-----

Verify Date	Search Done NR/SR/RTO	Verify Result (Y/N)	DL Holder Name	DL holder Father Name	Scosta DL No	DOB2	RTO code_2	OLA Code
Verify Dt	Srch_On	Verify Status	DL Name	DL_Fh Name	Dino_sco sta	Dob_Dest	RTo_De st	Ola_De st

## 6. DL Legacy Licences - Detailed Data Entry Process :

- a) In case of SDM/RTA where **Pre-entry Verification step is followed:**

For all the cases of DL Nos. for which the verification process returned as “**Not Found**” (i.e. Verifystatus+”N”) only, the vendor shall capture/enter the detailed data of those DLs. For those cases where the Verifystatus+”Y” the vendor shall not enter the data.

- b) The software for the detailed entry (DLLegDetailsEntry module) and associated works is the sole responsibility of the vendor. However the following activities are also part of data entry task.
- i) Daily Work Progress Reports
  - ii) Generation of check Lists
  - iii) Comparing the Data check lists with actual source of data entry and tabulation of mismatches if any.
  - iv) Correcting the wrongly entered data wherever entry mistakes are found.
  - v) Certifying that the check lists are generated and verified and found to be at par with the actual data.

The Specifications and structures for the data items to be captured in detailed entry is specified in schedule.

## 7. DL Legacy Data Proting to Sarathi :

- a) After the Detailed data entry is done, the vendor shall make available the data in Database table formats (as per the names and structure provided by NIC (refer schedule) at the local SDM/RTA office system. The vendor

shall provide account and password details of the OS level Administrator and Database administrator accounts of the machine where the data is copied in SDM/RTA office to the SDM/RTA or his/her designated official. The SDM/RTA (or the designated official) shall change the passwords so that the control is with SDM/RTA office and also shall record the accounts and password details in a safe place.

- b) NIC shall make available the software (“**DLLegacyDataPorting**”) to the department. Transport Department shall make use of this software to port the data into Sarathi.
- c) The data can be ported directly into the Licence tables in Sarathi or into the legacy tables in Sarathi.
- d) The **DLLegacyDataPorting** Software/utility
  - i) Shall apply some minimum data quality checks and all successful records shall be inserted into Sarathi Database schema (either to the active licence tables or to the legacy tables) and failed records should not be ported into Sarathi.
  - ii) Shall maintain a log (“portstat”) on the status of porting into Sarathi.
  - iii) The above log (“portstat”) will be maintained in a table in Sarathi database.
  - iv) Shall provide option to generate a report (list) of the Rejected Records.
  - v) The vendor shall make use of the Rejected List Report and update the data again into the DL Legacy porting schema tables.



- vi) The **DLLegacyDataPorting** software shall process the updated records also and apply the porting process.
  
- e) In case the data is ported into legacy tables, NIC shall provide a module (DL Legacy Edit) within Sarathi software for editing the legacy data subsequently on case-by-case basis (as and when a candidate comes for a transaction) and put through an approval process by the SDM/RTA and then it shall be pushed to the actual licence tables.

## Schedule

### DL LEGACY DATA-COMMON STRUCTURES FOR PORTING TO SARATHI

#### DATABASE NAME : DLLEGACY

#### General Note :

1. All Date type columns will be having the format mm/dd/yyyy only unless explicitly mentioned otherwise.
2. PHOTO : Photo size should be maintained in the ratio (width x height=1:1:33).
3. SIGNATURE : Signature size should be maintained in the ratio (width x height+4:1).
4. The length of the Endorsement Number string is 22 characters. The format is “AABBB/PPP/YYYYYYY/XXXX” and is defined with the following details.
  - ❖ AA representing State Code (Left justified Alpha numeric like “AP” or “KA” or “TN” or “DL” etc).
  - ❖ BBB representing Area Code of SDM/RTA in the State (Left justified Alpha numeric like “22” or “08” or “71Z”).
  - ❖ PPP representing the Type of Endorsement of Licence like “AED” or “CAD” or “RDL” or “DDL”.
  - ❖ YYYYYYY representing seven digit Numeric number depicting the running serial number of the endorsement. (Like “0001234” or “0000012” but not like “12”).
  - ❖ XXXX representing the Year of endorsement to the Licence like “1993” or “2003”.
  - ❖ The slashes (“/”) are used as standard SEPERATOR between each component.

As an example HR07/RDL/0123456/2003” represents an endorsement on renewal of a driving licence from State of Haryana and SDM/RTA office having area code as 07 in the year 2003 with a endorsement serial number 123456.

5. The length of the Licence Number string is 18 characters. The format is “AABBB/YYYY/XXXXXXX” and is defined with the following details.

- ❖ AA representing State Code (Left justified Alpha numeric like “AP” or “KA” or “TN” or “DL” etc)
- ❖ BBB representing Area Code of SDM/RTA in the State (Left justified Alpha numeric like “22” or “08” or “71Z”.
- ❖ YYYY representing the year of first issue.
- ❖ XXXXXXX representing seven digit numeric number depicting the running serial number (Like “0001234” or “0000012” but not like “12”).

As an example HR12/2007/0123456” represents a licence number of driving licence from State of Haryana and SDM/RTA office having area code as 12 in the year 2007 with a running serial number 123456.

6. All the licence details and personal details of the licensee are to be filled in.

**1. TABLE : LICENCES (To store the main details of licence)**

S. NO	COLUMN NAME	DATA TYPE (in reference to Oracle 8i)	WIDTH	DESCRIPTION	DATE FORMAT OR SPECIAL NOTES	SAMPLE DATA (SOME EXAMPLES)	OF	MANDATORY AND CONSTRAINTS
1	LICENCETYPE	Char	1	Type of the licence Wheather LL or DL	“L” for Learner Licence or “D” for Driving Licence	<b>D</b>		NOT NULL
2	OLACODE	Char	5	Code of Original Licencing Authority (OLA) where the DL/LL was issued first	<b>Refer “Master Codes followed by Sarathi” (OLA-MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>	<b>AP12</b>		NOT NULL
3	LICNO	Char	18	Licence Number	In case of Driving licence, the SCOSTA format is followed i.e. “Oladcode”+”/”+ Year+”/”Serial Number	<b>AP12/2006/0007865</b> <b>For DL.</b>		NOT NULL
4	OLDLICNO	Varchar2	35	Old Licence number	Licence number of DL in pre SCOSTA format	<b>P/DL/06/2077</b>		Can be Null
5	FIRSTNAME	Varchar2	17	First Name of the Licencee	Some special characters as Space and full stop are only allowed other than alphabet.	<ol style="list-style-type: none"> <li>1. <b>A.P.J. ABDUL</b></li> <li>2. <b>MD. GOUSUDDI N</b></li> <li>3. <b>DE SOUJA</b></li> <li>2. <b>JAGADAM A PRASAD</b></li> <li>4. <b>RAMA SHARAN</b></li> </ol>		NOT NULL
6	MIDDELNAME	Varchar2	6	Middle Name of the licencee	No Special characters allowed	<ol style="list-style-type: none"> <li>1. <b>KUMAR</b></li> <li>3. <b>REDDY</b></li> <li>4. <b>DEVI</b></li> <li>5. <b>RAINA</b></li> <li>6. <b>KALAM</b></li> </ol>		Can be Null
7	LASTNAME	Varchar2	17	Last Name of the licence	Some special character as	<ol style="list-style-type: none"> <li>1. <b>ALAHABA D WALA</b></li> </ol>		Can be Null

					Space and full stop are only allowed other than alphabet.	<b>2. MAHALA XMI</b> <b>3. SANGMA</b> <b>4. KUCHIBH ATLA</b> <b>5. FREDERIC-MARYLAND</b>	
8	FULLNAME	Varchar2	40	Full Name of the licencee	As available prior to SCOSTA without Apostrophes		NOT NULL
9	DOB	Date		Date of Birth of the licencee	In 'mm/dd/yyyy' format		Can be Null
10	GENDER	Small int		Gender of the licencee 0- Not specified 1- Male 2- Female 3- netural	Set the value to 0,1,2,3 on null		Can be Null
11	SWD_FULL_NAME	Varchar2	40	Full name of Father or Husband of the licencee	Without Aprostrophes		NOT NULL
12	SWD_FNAME	Varchar2	17	First Name of Father/Husband of the licencee	Some special characters as Space and full stop are only allowed other than alphabet.		Can be Null
13	SWD_MNAME	Varchar2	6	Middle Name of Father/Husband of the licencee			Can be Null
14	SWD_LNAME	Varchar2	17	Last Name of Father/Husband of the licencee	Some special characters as Space and full stop are only allowed other than alphabet.	<b>Comma not be accepted only space, full stop allowed.</b>	Can be Null
15	SWDRELATION	Char	1	How is the Licence Holder related to the one whose name was mentioned against column SWD_FULL_NAME	Values in: 'S' for Son, 'W' for Wife, 'D' for Daughter and 'G' for Guardian		Can be Null
16	QUALCD	Smallint		Qualification Code of the licencee	<b>Refer "Master Codes followed by Sarathi" (QUALMAST) in the link</b>		Can be Null

					<a href="http://sarathi.nic.in">http://sarathi.nic.in</a>	
17	PERM_ADDRESS1	Varchar2	50	Permanent Address of the licencee		NOT NULL
18	PERM_ADDRESS2	Varchar2	50	-DO-		Can be Null
19	PERM_ADDRESS3	Varchar2	50	-DO-		Can be Null
20	PERM_PIN	Varchar2	6	Pin Code as per Permanent Address		Can be Null
21	PHONE_NO	Varchar2	15	Phone Number AS PART OF Permanent address		Can be Null
22	TADDRESS1	Varchar2	50	Temporary address of the licencee		Can be Null
23	TADDRESS2	Varchar2	50	-Do_		Can be Null
24	TADDRESS3	Varchar2	50	-Do_		Can be Null
25	TPIN	Varchar2	6	Pin Code as per Temporary address		Can be Null
26	TPHONE	Varchar2	15	Office phone number		Can be Null
27	EMAIL_ID	Varchar2	30	Email id		Can be Null
28	MOBILENO	Varchar2	15	Mobile/cell phone no. of the licencee		Can be Null
29	IDMARK1	Varchar2	50	First Identification Mark of the licencee		Can be Null
30	IDMARK2	Varchar2	50	Second Identificaion Mark of the Licencee		Can be Null
31	BLOOD_GROUP	Varchar2	10	Blood group of the licencee	Allowed list of Values : unknown A+,B+,AB+,O+ ,A-,B-, AB-,O-	Can be Null
32	PHOTO	Blob		The photo Image of the licencee in binary format		Can be Null
33	DATE_PHOTO	Date		Date when the licencee's photo was captured	In 'mm/dd/yyyy' format	Can be Null
34	SIGNATURE	Blob		Signature Image		<b>Signature Image</b> Can be

				of the licencee in binary format.		from.JPEG file format converted in to Binary Format (Blob)	Null
35	DATE_SIGN	Date		Date when the licencee's signature was captured	In 'mm/dd/yyyy' format		Can be Null
36	RIGHT_THUMB	Blob		Licencee's Left Thumb Impression Image		Right Thumb Image from .JPEG file format converted in to Binary Format (Blob)	Can be Null
37	LEFT_THUMB	Blob		Licencee's Left Thumb Impression Image		Left Thumb Image from .JPEG file format converted in to Binary Format (Blob)	Can be Null
38	DATE_THUMB	Date		Date when licencee's thumb impression was Captured	In 'mm/dd/yyyy' format		Can be Null
39	NATIONALITY	Varchar2	3	Country code indicating the Citizenship of the licencee	Refer "Master Codes followed by Sarathi" (NATIONS) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a>		Can be Null
40	BIRTHPLACE	Varchar2	50	Birth Place of the licencee			Can be Null
41	LICISSUEDDT	Date		Licence first issued date	In 'mm/dd/yyyy' format		NOT NULL
42	LICISSUEAUTH	Varchar2	16	Authority who issued the Licence first	Refer "Master Codes followed by Sarathi" (OLA-MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a>		Can be Null
43	LICISSUEDESIG	Varchar2	20	Designation of the officer who issued the Licence	Like : SDM/RTA,MV I		Can be Null
44	TR_VALDFRDT	Date		Licence Valid FROM date for Transport Category	In 'mm/dd/yyyy' format		Can be Null
45	TR_VALDFTO	Date		Licence Valid	In		Can be

	_DT			UPTO date for Transport Category	'mm/dd/yyyy' format		Null
46	NT_VALDFR_DT	Date		Valid FROM date for <b>Non-Transport</b> Licence	In 'mm/dd/yyyy' format		NOT NULL
47	NT_VALDTO_DT	Date		Licence Valid UPTO date for <b>Non-Transport</b> Category	In 'mm/dd/yyyy' format		NOT NULL
48	HZ_VALDFR_DT	Date		Licence Valid FROM date for driving Vehicles carrying Hazardous material	In 'mm/dd/yyyy' format		Can be Null
49	HZ_VALDTO_DT	Date		Licence Valid To date for driving Vehicles carrying Hazardous material	In 'mm/dd/yyyy' format		Can be Null
50	HL_VALDFR_DT	Date		Licence valid from date for driving in hill region	In 'mm/dd/yyyy' format		Can be Null
51	HL_VALDTO_DT			Licence valid up to date for driving in hill region	In 'mm/dd/yyyy' format		Can be Null
52	ENDORSENO	Varchar2	22	Latest Endorsement Number that happened after issue of the licensee	<b>Refer above General Note (4) for details.</b>		Can be Null
53	ENDORSE_ AUTH	Varchar2	16	Latest Endorsed Authority	<b>Refer "Master Codes followed by Sarathi" (OLA-MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>		Can be Null
54	ENDORSE_DT	Date		Date of latest endorsement	In 'mm/dd/yyyy' format		Can be Null
55	INVCRG_NO	Varchar2	13	Vehicle Registration number on which an invalid person was tested for competence and licenced to drive.	<b>Refer "Master Codes followed by Sarathi" (OLA-MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>		Can be Null



56	AUTH_NO	Char	10	First Authorization number for issue of badge.			Can be Null
57	AUTH_ISSAUTH	Varchar2	16	Authorization issue authority	Refer "Master Codes followed by Sarathi" (OLA-MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a>		Can be Null
58	AUTH_DT	Date		Authorization issue date	In 'mm/dd/yyyy' format		Can be Null
59	AUTH_COV	Char	6	Class of vehicle code for which this authorization is issued	Refer "Master Codes followed by Sarathi" (VEHICLE CLASS) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a>		Can be Null
60	REMARKS	Varchar2	50	Remarks, if any as part of Licence			Can be Null
61	TOPSTRING	Varchar2	20		If a duplicate was issued earlier, set the value to 'Duplicate'.  If it was also renewed after issuing duplicate licence, set the value to 'Duplicate & Renewed'.		Can be Null
62	FIRSTAID_CERTIFICATE_NO	Varchar2	20	First aid Certificate number		Can be Null	
63	FIRSTAIDCERTIFICATE_ISSDT	Date		First aid Certificate issue date	Date Format 'mm/dd/yyyy'	Can be Null	
64	FIRSTAID_ENROLLNO	Varchar2	20	First aid enrollment number		Can be Null	
65	FIRSTAID_ENROLLDT	Date		First aid enrollment date	Date Format 'mm/dd/yyyy'	Can be Null	

66	FIRSTAID_T RG_INSTITU TE	Varchar Valid FROM date for Non- Transport Licence Valid FROM date for Non- Transport Licence	50	First aid training institute name		Can be Null	
67	HAZ_CERTIS SBY	VARCHA R	50	DRIVING SCHOOL CODE (FOR HAZARDOUS/H ILL)			
68	HAZ_CERTIS SDT	DATE		CERTIFICATE ISSUE DATE			
69	HAZ_CERTV ALDFR_DT	DATE		CERTIFICATE VALIDITY FROM DATE			
70	HAZ_CERTV ALDTO_DT	DATE		CERTIFICATE VALIDITY UPTO			
71	HAZ_CERT_I SSPLACE	VARCHA R	30	PLACE OF ISSUE OF THE CERTIFICATE			
72	HAZ_LANG	VARCHA R	50	LANGUAGES KNOWN			
73	HAZ_ENG_K NOWN	CHAR	1				
74	HAZ_ENDOR SENO	VARCHA R	22	ENDORESMEN T NO. WITH WHICH PERMITTED			
75	HAZ_ISSDT	DATE		DATE OF ISSUE OF PERMISSION FOR HAZARDOUS			
76	HAZ_ISSAUT H	CHAR	16	ISSUE AUTHORITY FOR HAZARDOUS			
77	HAZ_CERTIF CATENO	VARCHA R	15	CERTIFICATE NUMBER			
78	PORT_STAT US	CHAR	1	Status of Porting	The DL Poring software (given by NIC) shall update this field		

**2. Table : COVDETAILS (Data table to store the details of various classes of Vehicles Licences to a Driving Licences)**

	COLUMN NAME	TYPE	WIDTH	DESCRIPTION	DATA FORMAT	MANDATORY AND CONSTRAINTS
1	LIC_TYPE	Char	1	Licence type whether 'LL' or 'DL'	Values in ('LL', 'DL')	NOT NULL
2	OLA_CD	Char	5	Ola code	<b>Refer "Master Codes followed by Sarathi" (OLA.MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>	NOT NULL
3	LICNO	Char	18	Licence number		NOT NULL
4	COVCD	Number	(5,0)	Class of Vehicle code	<b>Refer "Master Codes followed by Sarathi" (VEHICLE CLASS) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>	NOT NULL
5	BADGENO	Char	10	Badge number		Can be Null
6	BADGEISSUEDT	Date		Date on which the badge was tested	Date Format 'mm/dd/yyyy'	Can be Null
7	BADGEISSUEAUTH	Varchar	16	Badge issuing authority	<b>Refer "Master Codes followed by Sarathi" (OLA.MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>	Can be Null
8	STATUS	Char	1	Status of the COV as part of Licences	Status V-valid S-suspended D-disqualific	Can be Null
9	ISSDT	Date		Date of issue for the class of vehicle	Date format Mm/dd/yyyy	Not Null
10	ISSAUTH	Char	16	Issuing authority	<b>Refer "Master Codes followed by Sarathi"</b>	Can be Null

					<b>(OLA.MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a></b>	
11	ENDORSE_NO	Varchar2	22	Endorsement number		Can be Null
12	IMVNAME	Varchar2	20	Name of the MVI who conducted the test and declared to have passed		Can be Null
13	IMVDESIG	Char	20	Designation of the officer who has tested		Can be Null
14	VREGNO	Varchar2	13	Registration number of vehicle on which test conducted		Null in case of LL but not in case of DL
15	TESTDT	Date		Date of test	Date Format Mm/dd/yyyy	Can be Null
16	LATEST_TRCD	Number	(5,0)	Latest transaction code		Can be Null
17	ENDORSE_DT	Date		Date of latest endorsement	Date formate Mm/dd/yyyy	Can be Null
18	DSNAME	Varchar2	50	Driving School		Null

### 3. Table : IDP Details

	COLUMN NAME	TYPE	WIDTH	DESCRIPTION	DATA FORMAT	MANDATORY AND CONSTRAINTS
1	OLA_CD	Char	5	Ola code	Refer “Master Codes followed by Sarathi” (OLA-MASTER) in the link <a href="http://sarathi.nic.in">http://sarathi.nic.in</a>	NOT NULL
2	LICNO	Char	18	Driving Licence number (in SCOSTA format preferably) for which an IDP was issued		NOT NULL
3	VISANO	Varchar2	20	DL holders Visa number		Can be Null
4	PASSPORTNO	Var	20	Passport number of the DL holder		Can be Null
5	IDPNO	Char	20	International Driving Licence permit number		Can be Null
6	IDISSDT	Date		IDP Issued date		Can be Null
7	IDDVAL_FR_DT	Date		IDP valid from date		Can be Null
8	IDPVAL_TO_DT	Date		IDP till date		Can be Null
9	IDPISS_AUTHORITY	VarChar	16	IDP Issuing Authority		Can be Null
10	IDP_COVGRD_CD	CHAR	2	IDP class of vehicle grade code	Refer “Master Codes followed by Sarathi” (IDPCOVS) in <a href="http://sarathi.nic.in">http://sarathi.nic.in</a>	Cannot be Null

**4. Table : DI Leg\_PreEntry \*item are added to the original in Ver 1.1.**

S.No.	Field Name	Field Type	Length	Description
1	Entrydt	Date & Time	DateTime	Date of Entry
2	RtoCode	Char	5	SDM/RTA_Code from where Data is captured/sent
3	DINo_org	Char	35	DL number (Original DL no.)
4	Ola_in	Char	5	OLA code (code of the OLA that has issued the DL in question)
5	DOB_in	Date	Date	Date of birth
6	VerifyDt	Date & Time	DateTime	Verification Date & Time
7	Srch_On	Char	3	Search Done NR/SR/RTO
8	VerifyStatus	Char	1	Verify Result (Y/N)
9	DLName	Char	40	DL Holder Name
10	DL_FhName	Char	40	DL holder Father Name
11	Dlno_scosta	Char	16	DL No. in SCOSTA Format (in SR/NR/RTO)
12	RTo_Dest	Char	5	SDM/RTA code in SR/NR/SDM/RTA
13	Ola_Dest	Char	5	OLA Code in SR/NR/SDM/RTA
14	*Dob_tgt	Date		Date of birth at Target (in SR/NR/SDM/RTA)
15	*remarks	Varchar	Varchar20	Regd. Inconsistencies etc. in SR/NR/SDM/RTA wrt verified record/data

## 5. Table : PORTSTAT

- The record is inserted at the time of Data porting to Sarathi.
- The table with name as “PORTSTAT\_SARATHI” with same structure need to be maintained in Sarathi Also

S.No.	Field Name	Field Type	Length	Description	Constraints
1	Lic_type	Char	1	Licence Type (L->LL, D->DL)	Not Null
2	Ola_cd	Char	5	OLACode of the Licence (First issued)	Not Null
3	Licno	Char	35	DL number (Original DL no.)	Not Null
4	Port_remarks	Varchar2	255	Message during Exception in case of Rejection etc.	
5	Errorcode	Number	3	ErrorCode (During Porting Process), if any	
6	LAST_PROC_DT	Date	Date	Last process Date (Porting time)	Not Null

## Annexure - III

### LOCATIONS OF RTA/SDM/TC OFFICES

District	Name of the Authority	Office Telephone No.
Ambala	SDO(C) Ambala	0171-2530350
	SDO(C) Naraingarh	01734-284008
	SDO(C) Barara	01731-286711
	Secy. RTA Ambala	0171-2645051
Bhiwani	SDO(C) Bhiwani	01664-242101
	SDO(C) Siwani	01255-277222
	SDO(C) Loharu	01252-258227
	SDO(C) Dadri	01250-220053
	SDO(C) Tosham	01253-258352
	Secy. RTA, Bhiwani	01664-252800
Fatehabad	SDO(C) Fatehabad	01667-230011
	SDO(C) Tohana	01692-230280
	SDO(C) Ratia	01697-251700
	Secy. RTA, Fatehabad	01667-226388
Faridabad	SDO(C) Ballabgarh	0129-2304500
	SDO(C) Faridabad	0129-2227868
	Secy. RTA, Faridabad	0129-2285777
Gurgaon	SDO(C) Gurgaon North	0124-2321808
	SDO(C) Gurgaon South	0124-2225042
	SDO(C) Pataudi	0124-2672900
	Secy. RTA, Gurgaon	0124-2224444
Hisar	SDO(C) Hisar	01662-232798
	SDO(C) Hansi	01663-254074
	SDO(C) Barwala	01693-242211
	Secy. RTA, Hisar	01662-233929
Jhajjar	SDO(C) Bahadurgarh	01276-230306
	SDO(C) Jhajjar	01251-252002
	SDO(C) Beri	01251-220999
	Secy. RTA, Jhajjar at Bahadurgarh	01276-230811
Jind	SDO(C) Jind	01681-245930
	SDO(C) Narwana	01684-240130
	SDO(C) Safidon	01686-262050
	Secy. RTA, Jind	01681-249670



Karnal	SDO(C) Karnal	0184-2267701
	SDO(C) Assandh	01749-278334
	SDO(C) Indri	0184-2383700
	Secy. RTA, Karnal	0184-2251600
Kaithal	SDO(C) Kaithal	01746-234220
	SDO(C) Guhla	01743-221234
	Secy. RTA, Kaithal	01746-227456
Kurukshetra	SDO(C) Pehowa	01741-220448
	SDO(C) Shahabad	01744-242908
	SDO(C) Thanesar	01744-220032
	Secy. RTA, Kurukshetra	01744-225723
Mewat	SDO(C) Ferozepur Zirkha	01268-277222
	SDO(C) Nuh	01267-271201
	Secy. RTA, Nuh	
Mahendargarh	SDO(C) Narnaul	01282-251153
	SDO(C) Mahendergarh	01285-220228
	Secy. RTA, Mahendargarh at Narnaul	01282-255107
Palwal	SDO(C) Palwal	01275-252700
	SDO(C) Hodal	01275-235836
	SDO(C) Hathin	01275-261480
	Secy. RTA, Palwal	
Panchkula	SDO(C) Panchkula	0172-2561685
	SDO(C) Kalka	01733-220500
	Secy. RTA, Panchkula	0172-2586877
Panipat	SDO(C) Panipat	0180-2651303
	SDO(C) Samalkha	0180-2571100
	Secy. RTA, Panipat	0180-2668668
Rohtak	SDO(C) Rohtak	01262-252101
	SDO(C) Meham	01257-233148
	Secy. RTA, Rohtak	01262-245639
Rewari	SDO(C) Rewari	01274-222270
	SDO(C) Kosli	01259-275106
	Secy. RTA, Rewari	01274-225245
Sirsa	SDO(C) Sirsa	01666-247345
	SDO(C) Dabwali	01668-222997
	SDO(C) Ellenabad	01698-220287
	Secy. RTA, Sirsa	01666-244025
Sonipat	SDO(C) Gohana	01263-252049

	SDO(C) Sonipat	0130-2222100
	SDO(C) Kharkhoda	0130-2584055
	SDO(C) Ganaur	01264-2460810
	Secy. RTA, Sonapat	0130-2221937
Yamuna Nagar	SDO(C) Jagadhari	01732-237805
	SDO(C) Bilaspur	01735-274890
	Secy. RTA, Yamuna Nagar	01732-244980
Chandigarh	TC Office	0172-2700514