User Manual
for
Transporter Registration
For
Applicant
Submitted To

IDCOL SOFTWARE LIMITED (ISL)

Submitted By

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1 Getting Started

On choosing the appropriate fields the user is redirected to the concern login:

**Step 1:**

After clicking the appropriate fields the user will go to the following page.

**Step 2:**
In the above displayed login screen enter the User ID and Passwords for further processing.

Go to Transporter Registration → click on apply link.

Clicking “apply” above screen will be shown.

2 NEW
2.1 Apply
2.1.1 Basic information

By clicking Transporter Registration/apply link the following screen will appear.
Steps for enter basic details

For new applicant

- Select application type as new applicant.
- Select Regd. Number
- Select circle name.
- Enter name of transporter.
- Enter full name of the applicant.
- Enter name of father/husband.
- Enter village/street name.
- Enter post office/town name.
- If available then enter name of police station name.
- Choose district name.
- Choose state name.
- Enter email id.
- Enter mobile number.
➢ Enter STA validity date.
➢ Upload affidavit copy
➢ Upload STA certificate
➢ Upload Antecedent report.
➢ Upload signature.
➢ Click check box.
➢ Click “next” button.

To clear all record clicks reset button.

**Steps for complete the incomplete application**
➢ Select application type as incomplete application.
➢ Select you're in-completed application number.
➢ If needed then make appropriate changes.
➢ Click next button to go to payment page.

2.1.2 **Make Payment**

By clicking next button in basic info page the following page will appear.
- Click “make payment” button.

A pop up window will appear by which challan payment can be done.

After clicking make payment “button” DTI portal will appear. Fill appropriate value and note the transaction id and reference number.

Note: - The application fees is of Rs 5000

After that in following fields, enter transaction id and reference number
- Enter bank transaction id.
- Enter challan reference number.
- Click on “verify and submit” button.
- Click check status.
- If payment is successfully done then it will show checked.

Then the detail of transaction will appear. If payment is done or payment status is confirm then forward button will enabled.
2.2 View

To view the details of applied record click the view tab.

- Enter Application number.
- Click on show button.
- Click on view to show detail

After clicking view, you can view applied record. Then the following screen will appeared.

**Application Number**: NTR1817/2014  **Application Date**: 27-Jan-2014

**Circle**: JODA

**Basic Info**

- Name of the Transporter: Chandan Kumar Sahu
- Registration Number: 12345
- Full Name of Applicant: Chandan Kumar Sahu
- Name of Father/Husband: Ram Sahu
- Village/Street: Joda
- Post Office/Town: Joda
- Police Station: Joda
- District: KEONJHAR
- State: ODISHA
- E-Mail Id: chandan@gmail.com
- Phone No.(Mobile): 9976107273

**Document Details**

- STA Certificate: Click to view STA certificate
- Signature: Click to view signature
- Antecedent Verification Report: Click to view Antecedent Verification Report
- T & C: 
- NSC: 
- NSC Pledging Letter: 

**Payment Details**

- Amount Paid: 5000.00
- Payment Date: 27-Jan-2014
- Payment Type: Online
- Transaction Number: 345345
- Bank Reference No.: 234324
By clicking “View application” the details for application with govt. Format will displayed.

**TRANSPORTING AGENT’S REGISTRATION UNDER MINING CIRCLE**

Name of Circle : JODA  
Applicaton No.: NTR677/2015  
Date: 01 Jan 2015

Name of the transporting Agent/Company : asdf

Full Name of Applicant : asdf

Name of Father/Husband : asdf

Address : Village/Street : asdf
  
  Post Office/Town : asdf
  
  Police Station : asdf

District : KEONJHAR  
State: ODISHA

E-Mail Id : a@g.com  
Phone No.(Landline/Mobile) : 6664563456

Details of payment made towards application fee(Rs. 5,000/-)and security deposits(Rs. 50,000/-)

1. Application fees  
   Challan No.: asdfsaf  
   Date: 01 Jan 2015  
   Name of treasury: odisha treasury

2. Security Deposit

<table>
<thead>
<tr>
<th>Certificate Sl. No.</th>
<th>NSC Date</th>
<th>Branch Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02 Jan 2015</td>
<td>joda</td>
</tr>
</tbody>
</table>

The vehicles from among the vehicles registered under OMPTS, 2007 will be engaged by me which possess valid certificates in respect of road tax payment, permit and fitness duly issued by the competent authority. I undertake that myself or the vehicles to be engaged by me have not been indulged in violations of the provisions of the MMDR Act.1957(67 of 1957), MC Rules,1960 & OMPTS Rules-2007.

Signature of Applicant  
Date: 01 Jan 2015

2.2.1 **TC and NSC Pledging**

After issuing TC and NSC pledging a SMS and mail will send to for confirmation. This meant that now
you can download TC and NSC pledging letter. It will be downloaded from view screen. By clicking “Term and condition” and “NSC Pledging” in view screen the following page will appear.

- Make print out of TC.
- Make a signature on it.
Download “NSC Pledging”.
Make signature.
Scan both copies.
2.2.2 Upload File

After TC issue by DDM, User first downloads for NSC pledging and T&C and upload it on Upload screen.

By clicking the upload link following screen will appear

- Enter NSC/FD no.
- Enter Post office/Bank name
- Enter to whom NSC/FD is pledged.
- Enter NSC/FD Date
- Enter NSC/FD Amount
- Click on "Upload NSC Details".

For multiple NSC upload, provide required information and click "Upload NSC Details"

- Upload Terms & Conditions acceptance.
- Upload NSC Pledging
- Click on "Upload TC and NSC Pledging"
- Click on "Forward TC and NSC Pledging"

After NSC, T&C and NSC pledging letter successfully uploaded, "Forward TC and NSC Pledging" Button will work

By clicking “Forward TC and NSC Pledging” button the details will goes to DDM for further action.

Note: - The NSC amount is Rs 50000

2.2.3 Download Certificate
After final Approval by DDM Applicant can show Uploaded Document and download document
In application status show “Approved” applicant can download document and view uploaded document

- Click on “View document”
- Click on download Certificate.

The certificate can be downloaded only once. (Make sure that your printer is configured correctly)
FORM 'A'
(See Regulation 2)
TRANSPORTING AGENT'S REGISTRATION CERTIFICATE

Dated: 02-Jan-2015

Registration No.: TR197/2015
Transporter: asdf
Full Name: asdf
Name of Father or Husband: asdf
(in the case of an individual)
Address: Village/Street: asdf
Post Office/Town: asdf
Police Station: asdf
District: KEONJHAR
State: ODISHA

(1) License No. TR197/2015 under OMV (Licensing of Agents) Rules, 1983 is registered to transport coal and other minerals from the source of the mineral to the point of end use or export subject to the restrictions/conditions imposed by the State Government in Steel & Mines Department in their Notification No. IV (A) SM-66/2012-5875/SM, dated 13-Aug-2012.

(2) The license is valid from 02-Jan-2015 to 01-Jan-2017

Dated: 02-Jan-2015

Printed On: 02-Jan-2015
This is a System generated certificate and does not require any ink signature or seal

U.C. Jena
Registering Authority
JODA - Mining Circle
Designation: DDM
2.2.4 Notice

In case of suspension on licensee a notice will be issued, which will appear on the view screen for download.

- Click on “Notice” to view details of notice.

![Notice Document]

**NOTICE**

Take notice that your registration no. NTR27/2014 Dt. 21 Feb 2014 is hereby suspended under clause 17 of the Govt. Notification no. iv(A)SM-66/2012-5875/SM Dt. 13.08.2012 for the reasons stated below.

1. You have been found to have transported the minerals/ore illegally raised as detailed below.
   - You found guilty to illegal transport of mineral

2. You have violated the condition of the registration as detailed below.
   - You violated the term and condition

You are therefore directed to state reasons why your registration shall not be cancelled under clause 17 of the Govt. Notification no. iv(A)SM-66/2012-5875/SM Dt. 13.08.2012, within 15 days. You may prefer to be personally heard to state the reasons under intimation to the Undersigned.

U.C. Jena
Registering Authority
JODA - Mining Circle
Designation- DDM

This is a System generated certificate and does not require any ink signature or seal.

2.2.5 Revoke order/cancel order

Revoke order
Click revoke order link for download revoke order.
Or click cancel order link for download cancel order.
3 RENEW

An applicant only apply renew before 30 days of expire of new certificate.

3.1 Apply

3.1.1 Basic information

By clicking apply link the following screen will appear.

![Renewal for Transporter Registration](image)

**Steps for enter basic details**

For renew application

- Select old application number.

By selecting application number all data of applicant will filled up automatically. Further you can change it, in case necessary.

- Select application type.

- Enter Regd. Number

- Select circle name.

- Enter name of transporter.

- Enter full name of the applicant.

- Enter name of father/husband.
 Enter village/street name.
 Enter post office/town name.
 If available then enter name of police station name.
 Choose district name.
 Choose state name.
 Enter email id.
 Enter mobile number.
 Enter STA validity date
 Upload affidavit copy
 Upload STA certificate
 Upload Antecedent report.
 Upload signature.
 Click check box.
 Click “next” button.

To clear all record clicks reset button.

**Steps for complete the incomplete application**

 Select application type as incomplete application.
 Select you’re in-completed application number.
 If needed then make appropriate changes.
 Click next just like new application

**3.1.2 Make Payment**

By clicking next button in basic info page the following page will appear.
➢ Click “make payment” button.

A pop up window of DTI will appear by which challan payment can be done.
After clicking make payment “button” DTI portal will appear. Fill appropriate value and note the **transaction id** and **reference number**.

After that in following fields, enter transaction id and reference number

- Enter bank transaction id.
- Enter challan reference number.
- Click on “verify and submit” button.

Then the detail of transaction will appear. If payment is done or payment status is confirm then forward button will enabled.

- Click on “forward”, the request will go to DDM.

You can make changes in other steps also.

### 3.2 View

To view the details of applied record click the view tab.
- Enter Application number.
- Click on show button.
- Click on view to show detail

By clicking “view” you can view details of the applied record. Then the following screen will appeared.

### Application Details View

<table>
<thead>
<tr>
<th>Application Number</th>
<th>RTR1035/2014</th>
<th>Application Date</th>
<th>08-Jan-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle</td>
<td>CUTTACK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Basic Info
- Name of the Transporter: debashish sahu
- Registration Number: 745818913
- Full Name of Applicant: debashis
- Name of Father/Husband: debashis
- Village/Street: cuttack
- Post Office/Town: cuttack
- Police Station: cuttack
- District: CUTTACK
- State: ODISHA
- E-Mail Id: e@gmail.com
- Phone No.(Mobile): 9776107273

#### Document Details
- STA Certificate: [Click to view STA certificate](#)
- Signature: --
- T & C: [Click to view T & C](#)
- NSC: [Click to view NSC](#)
- NSC Pledging Letter: [Click to view NSC Pledging letter](#)

#### Payment Details
- Amount Paid: 5000.00
- Payment Date: 08-Jan-2014
- Payment Type: Online
- Transaction Number: 345345
- Bank Reference No.: 345345

By clicking “View application” the details for application with govt. Format will displayed.
3.2.1 TC and NSC Pledging

After issuing TC and NSC pledging a SMS and mail will send to for confirmation. This meant that, the applicant you can download TC and NSC pledging letter. It will be downloaded from view screen.
By clicking “Term and condition” and “NSC Pledging” in view screen the following page will appear.

Application No.: RTR1077/2014
Applicant Name: chandan and co
Application Date: 27-Jan-2014
Circle: JODA

[Sub: Communication of terms and conditions for acceptance by the applicant governing grant of licence as required under rule-6 of Orissa Minerals (Prevention of theft, Smuggling, Illegal Mining & Regulation of Possession, Storage, Trading & Transportation) Rules-2007.]

Terms & Conditions

He/They shall pay a sum of Rs 50,000/- by way of Security Deposit for observance of the terms and conditions of the registration.

The Security Deposit shall be forfeited to the State Government. If the person or the company is found to have been indulged in illegal transportation of mineral ore or breach of any of the conditions of registration.

He/They shall only transport coal and other mineral ores of the lessees and Licensees who hold valid Licenses under the Orissa Minerals (Prevention of Theft, Smuggling and illegal mining and Regulation of Possession, storage, trading and transportation) Rules-2007.

He/They shall not charge freight at a higher rate than the one notified by the State Government for transportation of Coal and other minerals in the directions issue by such government to the Regional Transport Authorities in exercise of power conferred by sub section (1) of section 67 of Motor Vehicle Act, 1988 (59 to 1988).

He/They shall maintain correct and faithful accounts of mineral transported and freight charged.

He/They shall get the accounts regularly audited by a qualified chartered accountant.

He/They shall submit the audited accounts to the Registering authorities every year.

He/They shall submit monthly return on mineral ore transported by him/them and freight charged. The registration shall not be transferable.

Other Conditions (if any)

NA

Signature if Competent Authority

Note: Your intimation about acceptance of above terms and conditions should reach the office within seven days from the date of receipt of such communication so as to consider your application for grant of license within the allowable time of one month from the date of receipt of your application.

Acceptance of Terms & Condition:

We do hereby accept the above Terms & Conditions.

Date:

Signature of Applicant

Note:- This is a System generated certificate and does not require any ink signature or seal.
- Make print out of TC.
- Make a signature.

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**DEPARTMENT OF POSTS, INDIA**

*Application for transfer of National Saving Certificates/Kisan Vikas Patras*

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>(Vide rule 10 of Certificate Rules 1960.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial No.</td>
<td>and Date of original application for purchase of National Savings Certificate / Kisan Vikas Patras</td>
</tr>
<tr>
<td>To</td>
<td>The Postmaster</td>
</tr>
<tr>
<td>Sir</td>
<td>We—CHANDAN KUMAR SHAU (Name in block Capital) am/are required to deposit an amount of Rs. 50,000 as security with the (official) designation of the Gazetted officer of the Government or name of the Reserve Bank of India XYZ Bank, Co-operative Bank, Regd. Co-operative Society, Corporation, a Govt. Company or Local Authority, I/we therefore request you to transfer the under mentioned National Savings Certificate/Kisan Vikas Patras. Declaration or duplicate certificates issued in lieu of lost certificate or which I/we am/are the holder in favour of DDM, JODA (official) designation or the officer or name etc. to whom the certificates are being pledged as security, tificates shall be encashable by the pledgee when the security has been forfeited. Particulars of certificates or declaration or duplicate certificates in lieu of lost certificates</td>
</tr>
<tr>
<td>Serial No. of Certificates</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total No. of certificates or declaration or Duplicate Certificates</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>CHANDAN KUMAR SHAU, JODA</td>
</tr>
<tr>
<td></td>
<td>joda, 123456</td>
</tr>
</tbody>
</table>

Signature & Designation of transforee/pledgee & Seal of office:

Yours Faithfully, Signature of transforee/pledgee of Certificate:

Certified that I am duly authorised under article 299 of the constitution of India vide notification no. 7205 dt 25-09-88 by the State Govt. of Odisha to execute such document or deeds on behalf of the Govt. of Odisha.

Signature of transforee/Pledgee:

Note:- This is a System generated certificate and does not require any ink signature or seal.

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- Download “NSC Pledging”.

Department of Steel & Mines
Make signature.

3.2.2 Upload File
After TC issue by DDM, User first downloads for NSC pledging and T&C and upload it on Upload screen.

By clicking the upload link following screen will appear

- Enter NSC/FD no.
- Enter Post office/Bank name
- Enter to whom NSC/FD is pledged.
- Enter NSC/FD Date
- Enter NSC/FD Amount
- Click on “Upload NSC Details”.

For multiple NSC upload, provide required information and click ”Upload NSC Details”

- Upload Terms & Conditions acceptance.
- Upload NSC Pledging
- Click on “Upload TC and NSC Pledging”
- Click on “Forward TC and NSC Pledging”

After NSC, T&C and NSC pledging letter successfully uploaded, “Forward” Button will work
By clicking Forward button the details will go to DDM for further action.

### 3.2.3 Download Certificate

After final approval by DDM Applicant can show Uploaded Document and download document

In application status show “Approved” applicant can download document and view uploaded document

- Click on “View document”
- Click on download Certificate.

The certificate will only once download.
FORM 'A'
(See Regulation 2)
TRANSPORTING AGENT'S REGISTRATION CERTIFICATE

Dated : 27-Jan-2014

Registration No. : RTR17/2014
Transporter : chandan and co
Full Name : chandan kumar sahu
Name of Father or Husband (In the case of an individual) : rakesh kumar sahu
Address : Village/Street : joda
Post Office/Town : joda
Police Station : joda
District : KEONJHAR
State : ODISHA

(1) License No. RTR17/2014 under OMV(Licensing of Agents) Rules, 1983 chandan and co is registered to transport coal and other minerals from the source of the mineral to the point of end use or export subject to the restrictions / conditions imposed by the state government in steel & mines department in their Notification No. IV (A) SM-66/2012-5875/SM, dated 13-Aug-2008

(2) The license is valid from NA to NA

Dated : 27-Jan-2014
Printed on : 27-Jan-2014

U.C. Jena
Registering Authority
JODA -Mining Circle
Designation- DDM

This is a system generated certificate and does not required any ink signature or seal
3.2.4 Notice

In case of suspension on licensee a notice will be issued, which will appear on the screen for download.

➢ Click on “Notice” to view details of notice.

NOTICE

Take notice that your registration no. RTR27/2014 Dt 21 Feb 2014 is hereby suspended under clause 17 of the Govt. Notification no IV(A)SM-66/2012-5875/SM Dt. 13.08.2012 for the reasons stated below.

1. You have been found to have transported the minerals/ore illegally raised as detailed below. You are involved in illegal transport of mineral.

2. You have violated the condition of the registration as detailed below. You have violated to.

You are therefore directed to state reasons why your registration shall not be cancelled under clause 17 of the Govt. Notification no IV(A)SM-66/2012-5875/SM Dt. 13.08.2012, within 15 days. You may prefer to be personally heard to state the reasons under intimation to the Undersigned.

U.C. Jena
Registering Authority
JODA - Mining Circle
Designation – DDM

This is a System generated certificate and does not require any ink signature or seal.

3.2.5 Revoke order/cancel order

Revoke order
Cancel order

- Click on revoke order in case of revoke.
- Or Click on cancel order for download cancel order.
4 Duplicate Certificate

4.1 Apply

Click duplicate certificate link for apply a “duplicate certificate”. Then the following screen will appear.

- Select application type.
- Select “Registration number”.
- Upload FIR copy.
- Enter reason.
- Click on “make payment”.

4.2 Make payment
Click on “Make Payment” button. A pop up window will appear. Through which you can made challan payment by treasury.

- Enter appropriate data.
- Note transaction id and challan reference no.
Enter transaction id.
Enter reference no.
Click “verify and submit”.
Click on check status.
Click on “save as draft” or make “forward”.

4.3 Download duplicate certificate

After approve by DDM the duplicate certificate will downloaded once.

Click on “download certificate” link.
Click on “FIR” for download FIR copy
FORM 'A'

TRANSPORTING AGENT'S REGISTRATION CERTIFICATE

Dated : 02-Jan-2015

Registration No. : TR197/2015
Transporter : asdf
Full Name : asdf
Name of Father or Husband : asdf
(in the case of an individual)
Address : Village/Street : asdf
Post Office/Town : asdf
Police Station : asdf
District : KEONJHAR
State : ODISHA

(1) License No. TR197/2015 under OMV(Licensing of Agents) Rules,1983 is registered to transport coal and other minerals from the source of the mineral to the point of end use or export subject to the restrictions / conditions imposed by the state government in Steel & Mines Department in their Notification No. IV (A) SM-66/2012-5875/SM, dated 13-Aug-2012

(2) The license is valid from 02-Jan-2015 to 01-Jan-2017

Dated : 02-Jan-2015

Printer on: 02-Jan-2015

U.C. Jena
Registering Authority
JODA -Mining Circle
Designation- DDM

This is a System generated certificate and does not required any ink signature or seal