

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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| Table of Contents | | Page |
|---|---|-------------|
| Disclaimer | | 4 |
| Definitions | | 5 |
| Abbreviations and Acronyms | | 6 |
| General Information | | 7 |
| Section 1: Introduction | | 8 |
| 1. Scope of work | | 9-12 |
| Section 2: Invitation for Bids and instructions to Bidders | | 13 |
| 2.1 | Invitation of Bids | 13 |
| 2.2 | Eligibility Criteria | 13 |
| 2.3 | Pre-bid Meeting | 14 |
| 2.4 | Technical Bid | 14 |
| 2.5 | Financial Bid | 15 |
| 2.6 | Bid Price | 15 |
| 2.7 | Contract Period | 15 |
| 2.8 | Earnest Money Deposit (EMD) | 16 |
| 2.9 | Period of Validity of Bids | 16 |
| 2.10 | Address for Submission of Bids | 16 |
| 2.11 | Sealing and Marking of Bids | 16-17 |
| 2.12 | Rejection of Bid | 17 |
| 2.13 | Last date for Submission of Bids in the Event of Holidays | 17 |
| 2.14 | Extension of Last date for Submission | 17 |
| 2.15 | Late Bids | 17 |
| 2.16 | Opening of Bids | 18 |
| 2.17 | Right to accept or reject any Bid or all Bids | 18 |
| 2.18 | Signing of agreement and starting the execution | 18-19 |
| 2.19 | Penalty for Late Start of Execution | 19 |
| 2.20 | Performance Security | 19 |
| 2.21 | Termination of Contract | 19-20 |
| 2.22 | No Claim Certificate | 20 |
| 2.23 | Suspension | 20 |

| | | |
|---|---|-------|
| 2.24 | Rights to Data | 21 |
| 2.25 | Schedule of Payments and Penalty | 21-23 |
| 2.26 | Confidentiality | 23 |
| 2.27 | Force Majeure | 23-24 |
| 2.28 | Arbitration and Jurisdiction | 24 |
| 2.29 | Fraud and Corruption | 24-25 |
| 2.30 | Amendment of Tender Document | 25 |
| Section 3 : Objectives, Scope and Functional Requirement of the System | | 26 |
| 3.1 | Objectives of the Proposed System | 26 |
| 3.2 | Outline of the task | 26-27 |
| 3.3 | Document Completeness Means | 27 |
| 3.4 | Paper Document after Digitizing | 28-29 |
| 3.5 | Software Specifications | 29-30 |
| 3.6 | Digitization Setup | 30 |
| 3.7 | Security and Access Control | 30 |
| 3.8 | Support/inputs to be provided by the Department | 30-31 |
| 3.9 | The final outputs that will be required of the vendor | 31 |
| 3.10 | Digitized Document | 31-32 |
| 3.11 | Deliverables | 32 |
| 3.12 | Inspection and Authentications | 32-33 |
| 3.13 | Papers to be digitized | 33 |
| 3.14 | Scanner Capabilities | 33 |
| Form 1: | Format of Technical Bid | 34-36 |
| Form 2: | Format of Financial Bid | 37 |
| Form 3: | Format for performance guarantee | 38-40 |
| Annexure-I | Registration Certificate Legacy Data Porting into VAHAN (Structure & Process) | 41-66 |
| Annexure-II | Driving Licence Legacy Data Porting into VAHAN (Structure & Process) | 67-87 |
| Annexure-III | Location of RTA/SDM/TC offices | 88-90 |

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 nd 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). 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, 2nd 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 pursuit (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:-

| Sr. No. | Eligibility Criteria | Compliance | Documents Attached |
|----------------|---|-------------------|---------------------------|
| 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).

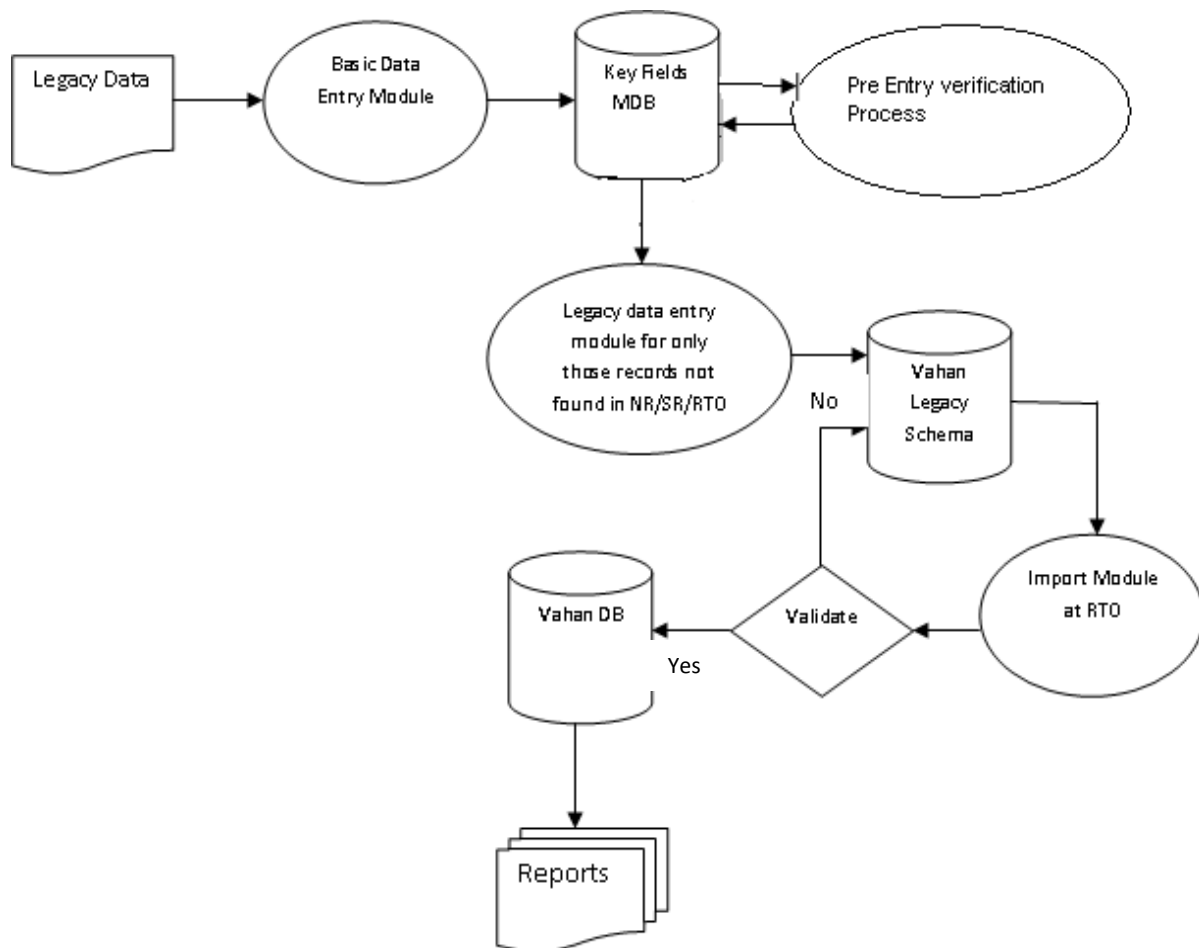
Annexure – I

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 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.
- Vendor will scan FORM-24 (Motor Vehicle Register) and enter data as per FORM-24.
 - 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_REFR_NO | 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_REFER | 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_N0 | 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 Addtion 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

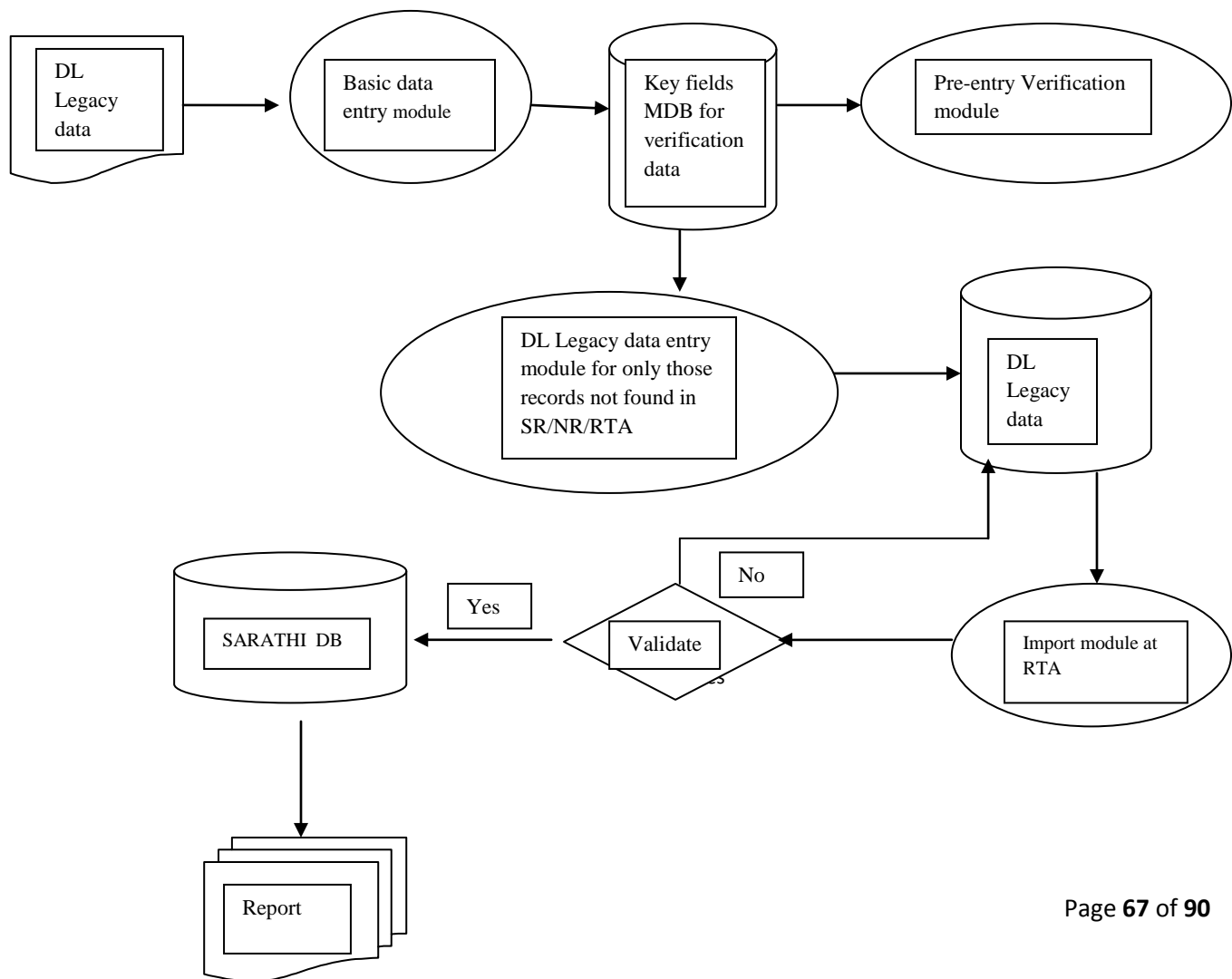
Annexure-II

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.
- Daily Work Progress Reports
 - Generation of check Lists
 - Comparing the Data check lists with actual source of data entry and tabulation of mismatches if any.
 - Correcting the wrongly entered data wherever entry mistakes are found.
 - 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 OF (SOME EXAMPLES) | MANDATORY AND CONSTRAINTS |
|-------|-------------|---------------------------------------|-------|---|--|--|---------------------------|
| 1 | LICENCETYPE | Char | 1 | Type of the licence Wheather LL or DL | “L” for Learner Licence or “D” for Driving Licence | D | NOT NULL |
| 2 | OLACODE | Char | 5 | Code of Original Licencing Authority (OLA) where the DL/LL was issued first | Refer “Master Codes followed by Sarathi” (OLA-MASTER) in the link http://sarathi.nic.in | AP12 | NOT NULL |
| 3 | LICNO | Char | 18 | Licence Number | In case of Driving licence, the SCOSTA format is followed i.e. “Ola code”+”/”+ Year+”/”Serial Number | AP12/2006/0007865 For DL. | NOT NULL |
| 4 | OLDLICNO | Varchar2 | 35 | Old Licence number | Licence number of DL in pre SCOSTA format | P/DL/06/2077 | 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. | 1. A.P.J. ABDUL 2. MD. GOUSUDDIN 3. DE SOUJA 2. JAGADAM A PRASAD 4. RAMA SHARAN | NOT NULL |
| 6 | MIDDELNAME | Varchar2 | 6 | Middle Name of the licensee | No Special characters allowed | 1. KUMAR 3. REDDY 4. DEVI 5. RAINA 6. KALAM | Can be Null |
| 7 | LASTNAME | Varchar2 | 17 | Last Name of the licence | Some special character as | 1. ALAHABA D WALA | Can be Null |

| | | | | | | | |
|----|---------------|-----------|----|--|---|---|-------------|
| | | | | | Space and full stop are only allowed other than alphabet. | 2. MAHALA XMI 3. SANGMA 4. KUCHIBH ATLA 5. FREDERIC-MARYLAND | |
| 8 | FULLNAME | Varchar2 | 40 | Full Name of the licensee | As available prior to SCOSTA without Apostrophes | | NOT NULL |
| 9 | DOB | Date | | Date of Birth of the licensee | In 'mm/dd/yyyy' format | | Can be Null |
| 10 | GENDER | Small int | | Gender of the licensee 0- Not specified 1- Male 2- Female 3- natural | 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 licensee | Without Aprostrophes | | NOT NULL |
| 12 | SWD_FNAME | Varchar2 | 17 | First Name of Father/Husband of the licensee | 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 licensee | | | Can be Null |
| 14 | SWD_LNAME | Varchar2 | 17 | Last Name of Father/Husband of the licensee | Some special characters as Space and full stop are only allowed other than alphabet. | Comma not be accepted only space, full stop allowed. | 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 licensee | Refer "Master Codes followed by Sarathi" (QUALMAST) in the link | | Can be Null |

| | | | | | | | |
|----|-------------------|----------|----|--|--|------------------------|----------------|
| | | | | | http://sarathi.nic.in | | |
| 17 | PERM_ADDR ESS1 | Varchar2 | 50 | Permanent Address of the licencee | | | NOT NULL |
| 18 | PERM_ADDR ESS2 | Varchar2 | 50 | -DO- | | | Can be Null |
| 19 | PERM_ADDR ESS3 | 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 licensee | | | 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_GRO UP | Varchar2 | 10 | Blood group of the licensee | Allowed list of Values : unknown A+,B+,AB+,O+ ,A-,B-, AB-,O- | | Can be Null |
| 32 | PHOTO | Blob | | The photo Image of the licensee 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 | | Signature Image | Can be |

| | | | | | | | |
|----|----------------|----------|----|---|---|---|-------------|
| | | | | of the licensee in binary format. | | from.JPEG file format converted in to Binary Format (Blob) | Null |
| 35 | DATE_SIGN | Date | | Date when the licensee'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 licensee's thumb impression was Captured | In 'mm/dd/yyyy' format | | Can be Null |
| 39 | NATIONALITY | Varchar2 | 3 | Country code indicating the Citizenship of the licensee | Refer "Master Codes followed by Sarathi" (NATIONS) in the link http://sarathi.nic.in | | Can be Null |
| 40 | BIRTHPLACE | Varchar2 | 50 | Birth Place of the licensee | | | 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 http://sarathi.nic.in | | Can be Null |
| 43 | LICISSUEDESIGN | 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_VALDTO | 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 Non-Transport Licence | In 'mm/dd/yyyy' format | | NOT NULL |
| 47 | NT_VALDTO_DT | Date | | Licence Valid UPTO date for Non-Transport 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 | Refer above General Note (4) for details. | | Can be Null |
| 53 | ENDORSE_ATH | Varchar2 | 16 | Latest Endorsed Authority | Refer "Master Codes followed by Sarathi" (OLA-MASTER) in the link http://sarathi.nic.in | | 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. | Refer "Master Codes followed by Sarathi" (OLA-MASTER) in the link http://sarathi.nic.in | | 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 http://sarathi.nic.in | | 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 http://sarathi.nic.in | | 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 | Refer "Master Codes followed by Sarathi" (OLA.MASTER) in the link http://sarathi.nic.in | NOT NULL |
| 3 | LICNO | Char | 18 | Licence number | | NOT NULL |
| 4 | COVCD | Number | (5,0) | Class of Vehicle code | Refer "Master Codes followed by Sarathi" (VEHICLE CLASS) in the link http://sarathi.nic.in | 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 | Refer "Master Codes followed by Sarathi" (OLA.MASTER) in the link http://sarathi.nic.in | 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 | Refer "Master Codes followed by Sarathi" | Can be Null |

| | | | | | | |
|----|-------------|----------|-------|---|---|--|
| | | | | | (OLA.MASTER) in the link http://sarathi.nic.in | |
| 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 http://sarathi.nic.in | 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 http://sarathi.nic.in | Cannot be Null |

4. Table : DILeg_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 |