

## **Ministry of Road Transport & Highways**

# **User Manual**

Of

## **RVSF**

(Registered Vehicle Scrapping Facility)





**Prepared By:-National Informatics Centre (NIC)** 





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### **Document Information**

Required Information	Definition
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Version	1.1.1
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### 1 About Registered Vehicle Scrapping Facility (RVSF)

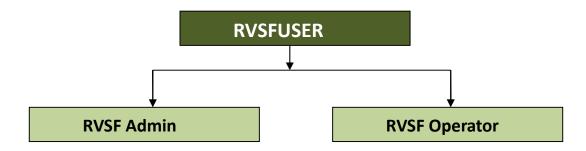
The Voluntary Vehicle Scrapping application or vscrap portal allows motor vehicle owners to submit online application for scrapping their old vehicles at any Registered Vehicle Scrapping Facility (RVSF) in the country. The RVSF can accept the application form, transfer the scrap value for old vehicle directly in owner's bank account and generate certificate of deposit (CD).

Certificate of deposit (CD) is issued to vehicle owner as a proof of submitting the vehicle for scrapping. The CD can be used for trading; it has financial benefits also.

Certificate of Vehicle Scrapping (CVS) will be issued after the procedure of dismantling and disposing of the vehicle has been completed.

Vehicle scrapping application will provide motor vehicle owners to phase out new/old and/ or unfit vehicle seamlessly. It will help to boost the automotive sector and also provide checks on vehicular pollution. This will also encourage the setup of inspection and fitness centers and scrap yards to judge the condition of vehicles and then subsequently scrap the vehicles. The vehicle owners can voluntarily choose to scrap the damaged / unfit vehicles based on state or union government regulation. This facility will be available online for those vehicles which are registered in VAHAN. Certificate of Deposit (CD) will be issued to the vehicle owner who has submitted the vehicle for scrapping. The CD can be used for trading; it has financial benefits also. Certificate of Vehicle Scrapping (CVS) will be issued after the procedure of dismantling and disposing of the vehicle has been completed.

#### 1.1. RVSF User Flow



- **RVSF Admin** The user should be able to login into the application and create RVSF operators.
- **RVSF Operator**-The user should be able to approve/reject the request initiated by Vehicle owner.





#### User have access to following options

- Home
- Login
  - RVSF User
  - Vehicle Owner
- Services
  - Scrap Your Vehicle
  - Application Verification
  - Scrapping Bidding Request
- Certificates
  - Certificate of Deposit
  - Certificate of Vehicle Scrapping
- Upload/View Form2
  - Upload Authorization Letter
  - Upload From2
- Upload Defense/Impound Vehicle
  - Upload Letter
- Report
  - Report
  - ELV Vehicle Details
- View Certificates
  - Certificate of Deposit
  - Certificate of Vehicle Scrapping
- FAQ
- ContactUs
- Note:
  - "Scrap Your Vehicle", "View Certificates" will be accessible to Vehicle owners only.
  - "Application Verification","Report","Upload Defense/Impound Vehicle","Upload/ViewForm2","Scrapping Bidding Request" and "Generate Certificates" will be accessible to RVSF operators only.





### 2 Application Flow for RVSF for Vehicle Owner

This section provides the necessary steps/flow to use Scrapping services for RVSF in Parivahan Sewa web application for both Vehicle Owner and RVSF operator(s).

#### 2.1 Login Page (Vehicle Owner)



- For vehicle owner login, please enter your Vehicle Number and Aadhaar No.
- Then, select the "Generate OTP" option.



- Enter OTP that sent on registered Aadhaar Mobile number and Click Confirm Aadhaar OTP button
- After successful login, Vehicle Owner may follow steps as per next section.





### 2.2 Home Page (Vehicle Owner)





Click on services and select the "Scrap Your Vehicle".

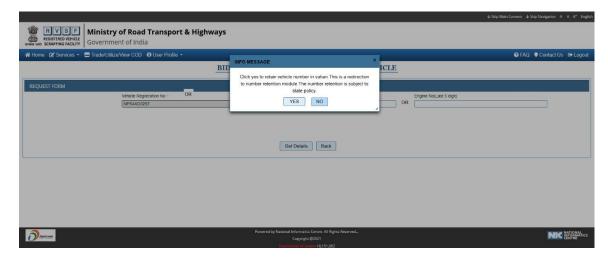




- Enter Chassis number or Engine No (Last 5 digit).
- Click on Get Details Button.

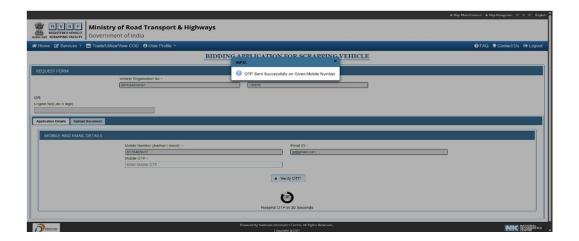






• If Vehicle owner wants to retain the current vehicle number, then click on "yes" button otherwise to continue click on "NO" Button.

#### 2.3 Application Form for Scrapping (Vehicle Owner)

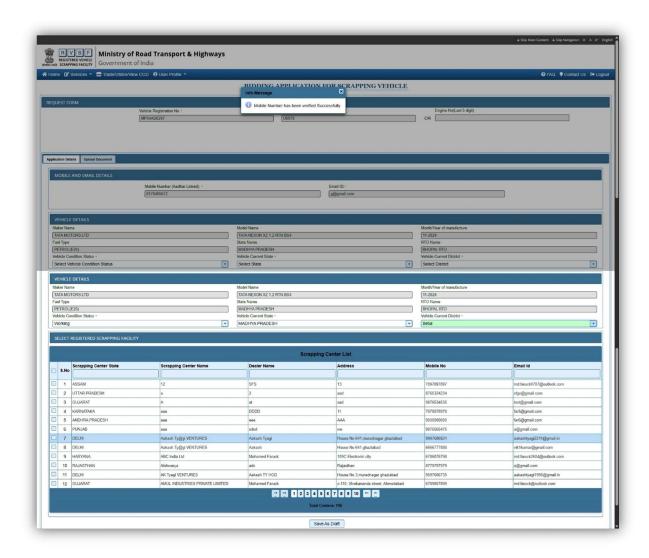


- Enter Registered Mobile number and Email id.
- Enter Mobile OTP number and Email OTP.
- Click on Verify OTP Button.
- Mobile number has been verified successfully.
- Application form Vehicle details shown as per data in Vahan.
- Enter Vehicle condition status, Vehicle current state and Vehicle current District.





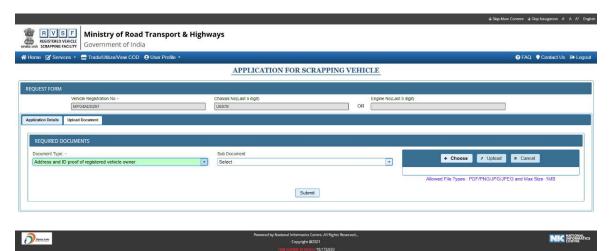
### 2.3.1. Application Form for Scrapping for Single RVSF (Vehicle Owner)



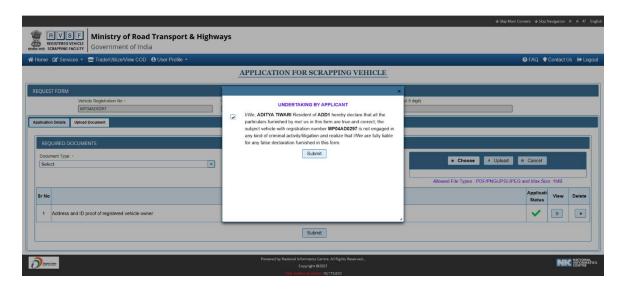
- Fill PAN Details, Bank Account Details I.e. Bank Name, Branch, IFSC and Account Number
- Select registered Scrapping Facility.
- Select any single registered scrapping facility center.
- Save as Draft, the Vehicle owner can also perform other options as mentioned in section 2.3.4







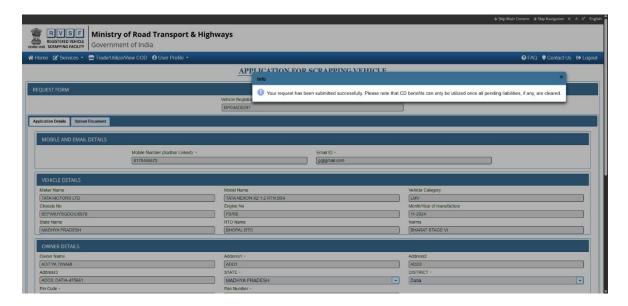
- Click on Upload Document Tab.(Given Screen)
- Select Document type for Address and ID proof of registered Vehicle Owner.
- Select Sub Document.
- Click Choose button and then Click Upload Button to upload the Required Documents.



• Click on submit Button.







• Application status will be display on the screen i.e. (Application submit to scrap the vehicle.

### 2.3.2. Bidding Process for Vehicle Scrap- Multiple RVSF (Vehicle Owner)

- If multiple RVSFs are selected, the bidding process will be initiated.
- After accepting the bid amount, proceed with the Form 2 process. Then repeat steps as mentioned in Section 2.3.1.







- After selecting multiple RVSF
- Click on Save as Draft button.
- Vehicle owner can perform actions mentioned in <u>Section 2.3.4</u>
- Need to go for Upload document section.

#### 2.3.3. RVSF List

- The below screen will be display on screen when user clicks on RVSF Details tab (Given above Login page).
- Select State and then select the scrapping Center.
- RVSF Details will be display on screen.

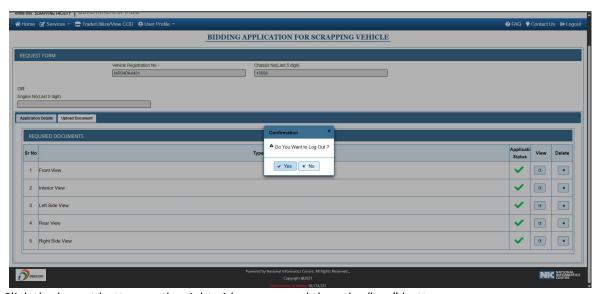






#### 2.3.4. Actions defined for Form-2 applicants

- Save as Draft- Vehicle owner should be able to save the FORM 2 details in draft mode before uploading the documents.
- **Submit** After completing the FORM 2, Vehicle owner should be able to submit it to RVSF for review.
- **Delete** A request which with status 'Save as Draft' can be deleted by the Vehicle owner.
- **Withdraw** A request submitted by the Vehicle owner may be withdrawn at any point and an option for new application should be provided on withdrawal of an application.

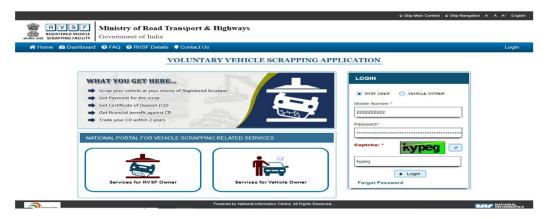


• Click the logout button on the right-side corner and then the "yes" button.

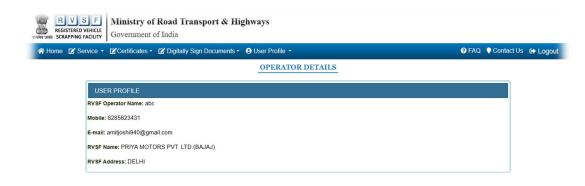




### 2.4 Login Page (RVSF Operator)



• When a user login by RVSF operator home page will be displayed on the screen.



#### 2.4.1 Application Verification (RVSF operators)

Click on "Services Tab".







• Click on "Scrapping Bidding Requests".



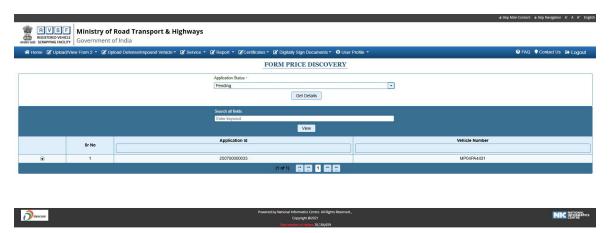


Click on "application status".





- Then click on Pending
- Click on Get details.



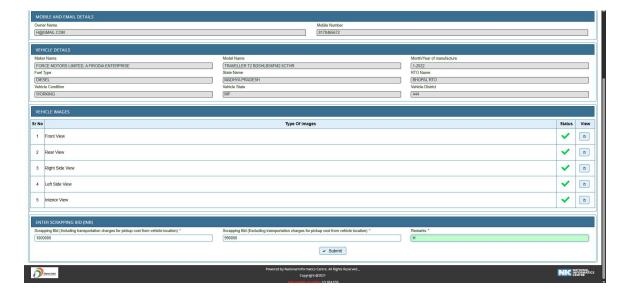




Click on View Button



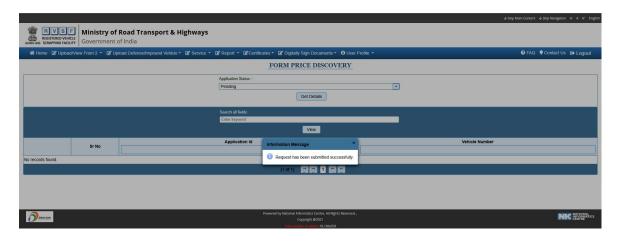
- Fill Scrapping Bid (Including transportation charges for pickup cost from vehicle location)
- Fill Scrapping Bid (excluding transportation charges for pickup cost from vehicle location)
- Remark



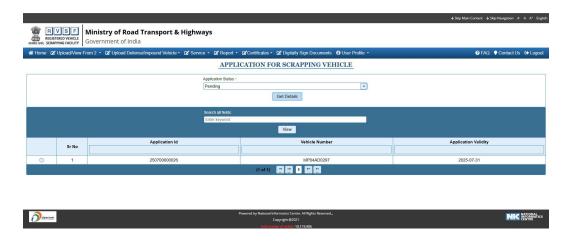




Click on "Submit Button"



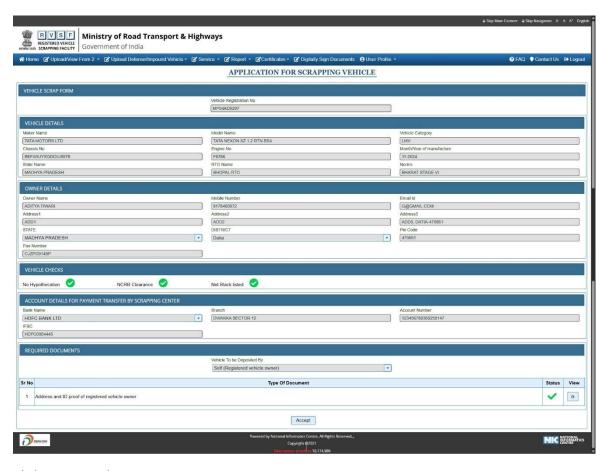
- Click on "Application Verification"
- Select the Pending status.
- Click on Get details.



- Select the Registration Number
- Click on View Button.







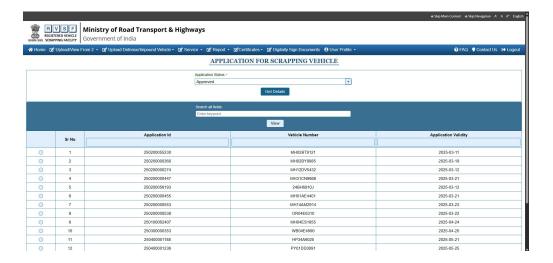
• Click on Accept button.



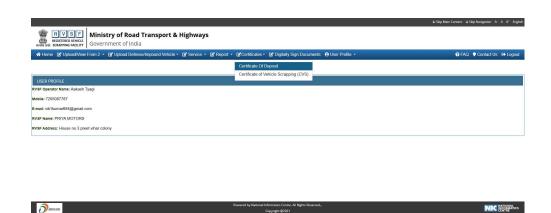
- Select Approved Status and click on view button.
- When the application is verified then Application id will be displayed on the screen.
- RVSF operator can see all the list of approved application as well







### 2.4.2 Certificate of Deposit (RVSF operators)



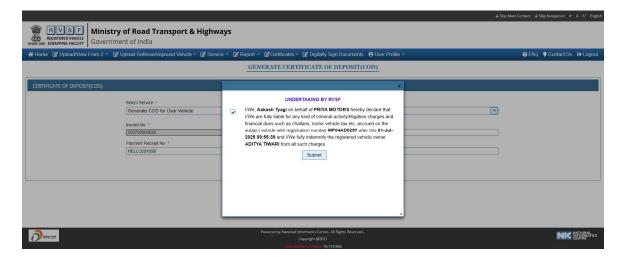
• Click on "Certificate of Deposit" to generate COD.

	nistry of Road Transport & Highways vernment of India		♦ Stip Main Concern   ♦ Stip Navigosion  A:  A  A*   English
	2 * Z Upload Defense/Impound Vehicle * Z Service * Z Report * Z Certificates	s • Z Digitally Sign Documents	
	GENERATE CER	RTIFICATE OF DEPOSIT(COD)	
CERTIFICATE OF DEPOSIT(COD	ท		
	Select Service - Generate COD for User Vehicle Inward No. * 260700000005 Payment Recept No. * [HELLC29 1999	Regulation No :-   MPG-MAD287	
<b>D</b> travel train	Powered by Nation	nal Informatics Center, All Rights Benerved., Copyright #2021	NHC (SSS)



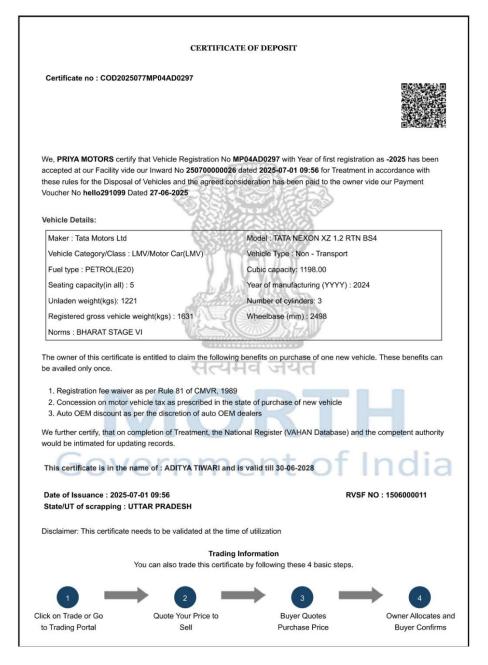


- Enter details (i.e. Select the application number, amount, Voucher No., Select Payment date).
- Click on "Generate COD" button.
- Then Mail will be sent to the Vehicle owner registered mail id.









• Click on Submit on undertaking by RVSF.

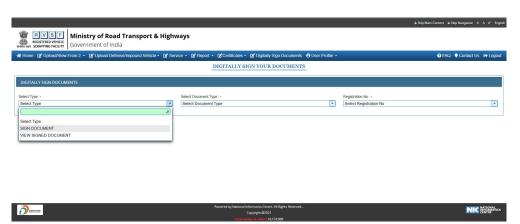




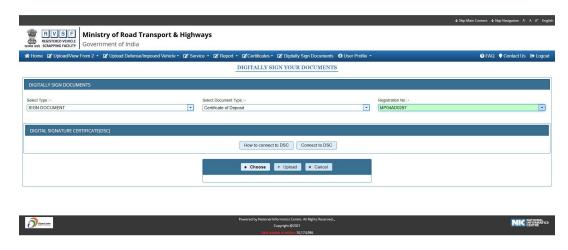
#### 2.4.3 Format of Certificate of Deposit

#### 2.5 Digitally Sign COD Document

Select Digitally sign Documents



- Select Digital Sign Document in Type
- Select Certificate of Deposit in Document type
- Select Registration number.



- Then Connect DSC Connection device and upload Document (i.e. COD).
- Click On download button to download DSC service zip file.

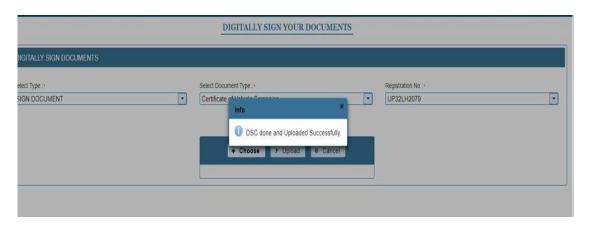




- Extract DSC service zip folder and double click on service.bat file and you will get popup DSC service started.
- Your certificate will display in table then you have to Click on Certificate Serial no
- Enter Your Password, after that you will get message DSC connected successfully.



Upload the COD Certificate.



After this Documents digitally sign successfully and operator can view also





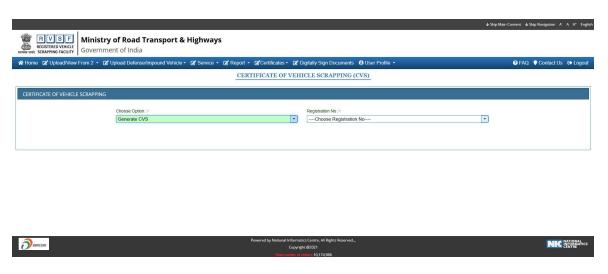




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#### **Generate CVS**

- Click on "Certificate of Vehicle Scrapping (CVS)" to generate CVS.
- Select the Registration number.
- Upload Chassis Cutout Photograph.
- Upload Engine Cutout Photograph

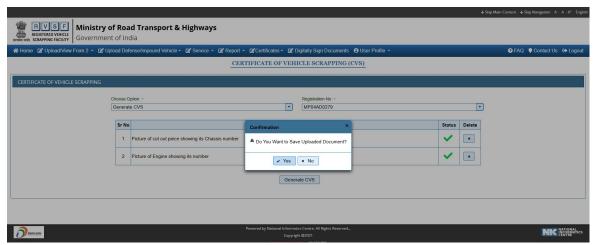


Click on yes then "Generate CVS" button.









Then CVS is generated in the PDF form and display on the screen.





### 2.6.1 Certificate of Vehicle Scrapping

### CERTIFICATE OF VEHICLE SCRAPPING

1.	CERTIFICATE NO:		CVS2025078MP04AD0279		
2.	DATE:		2025-07-01		
3.	C	eposit with us vide ou DD2025067MP04AD	e Final Disposal of the Vehicle held on ir Certificate of Deposit No 0279 Dated 2025-06-18 has undergone the Annexure I of CMVR.		
4.	VEHICLES DETAILS				
Ī	а	Registration No	MP04AD0279		
	b	Maker	Tata Motors Ltd		
	С	Model	TATA NEXON XT 1.2 RTN BS4		
	d	Month/Year of Manufacture	11/ 2024		
	е	Chassis Number			
	f	Engine Number			
	5. OWNER DETAILS				
	а	Name	ADITYA TIWARI		
	b	ID Proof Details	Pan Card		
	С	Address	DATIA VEDHON VALI GALI NEAR RAJGARH		
	d	Address Proof Details submitted	Driving License		



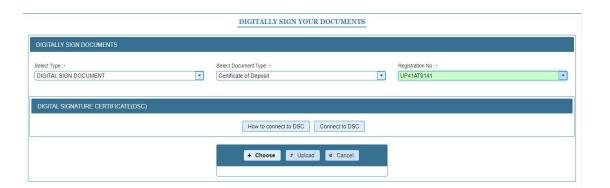


### 2.6.2 Digitally Sign CVS Document

• Select Digitally sign Documents



- Select Digital Sign Document in Type
- Select Certificate of Vehicle Scrapping in Document type
- Select Registration number.



- Then Connect DSC Connection device and upload Document (i.e. COD).
- Repeat the steps as shown in 2.5.





### 3 Government Bulk Upload

For scrapping of Government vehicle, RVSF operator need to upload Authorization Certificate.





- First Click on Upload/view form 2 then select upload authorization menu.
- Enter letter no and total no of vehicle to be uploaded, then click on submit.



• After click on Submit button, a pop-up shows that letter uploaded and data saved successfully.

AUTHORIZATION LETTER UPLOAD AND VIEW SYSTEM				
UPLOAD/VIEW AUTHORIZATION LETTER				
Letter No. *	Choose Option -   Select Option-  Liptured Authorization Letter  View Authorization Letter	Choose     P Upload     Cancel  Allowed File Types PNCJ/PCI/PDF and Max Size 200KD.		
<b>D</b> Provided and C	Provered by National Informatics Centre: All Rights Reserved, Copyright (g):2021		NIC NATIONALICS	

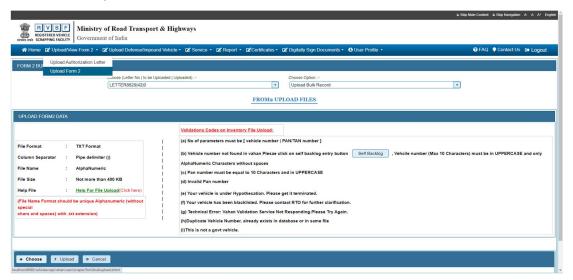




• In order to view authorization letter, select View Authorization Letter.



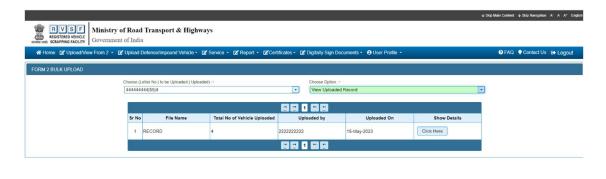
To see uploaded authorization letter, click on view link to view.



- To upload vehicle number, click on upload form 2 sub- menu and select Letter number and choose bulk record.
- All vehicle number letter must be in Text file.





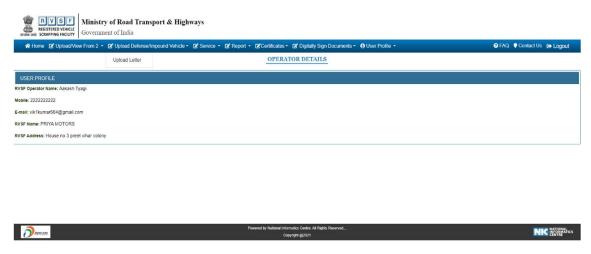




- To see uploaded records click on view uploaded records to view.
- The next step is to Generate CD and CVS for govt vehicles is exactly the same as for normal vehicles.

### 4 Defense/Impound Bulk Upload

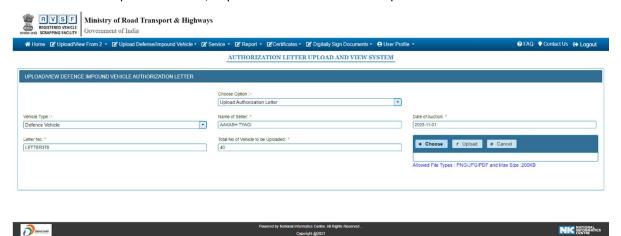
For Defense/ Impound vehicle scrapping, only RVSF operator can initiate the process of processing. These vehicles are selling to the seller after Auction. Once the seller wins the auction, the concerned department provide a letter to seller for next process.



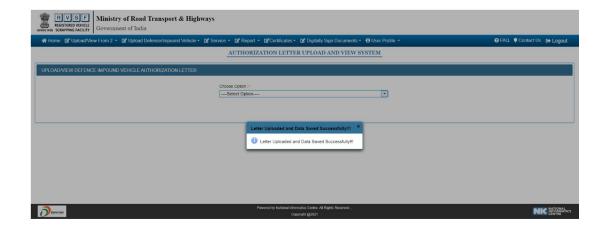




- Upon successful login of RVSF operator
- Click on Upload Defence/impound vehicle then select upload letter menu.



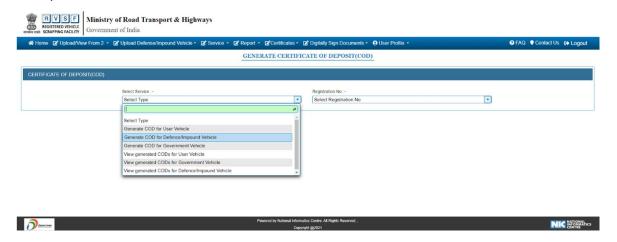
- Enter vehicle type, name of seller, letter no and total no of vehicle to be uploaded.
- Select date of auction before click on submit.



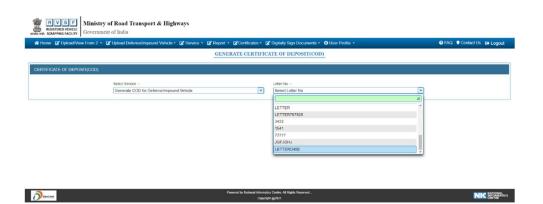




 Once got pop-up of Letter uploaded and Saved successfully go for certificate of deposit



Then Select service as generate cod for defence/impound vehicle



Select letter number which is uploaded

REDSTREED VEHICLE REGISTREED VEH						
☆ Home  ☑ Upload/View From 2 ▼ [	☑ Upload Defense/Impound Vehicle * ☑ Service * ☑ Certificates * ☑	Digitally Sign Documents ▼	FAQ      Contact Us      Logout			
	GENERATE CERTIFICATE OF DEPOSIT(COD)					
CERTIFICATE OF DEPOSIT(COD)						
	Select Service :*	Letter No :*	_			
	Generate COD for Defence/Impound Vehicle	LETTER767828				
1	nward No: *	Amount (Rs): *				
	123090000381	5151				
F	Payment Receipt No: *	Payment Date: •				
	PR6878	01-11-2023				
Generate COD						







- Enter amount payment receipt no and select payment date and click on generate cod.
- CVS is not required for Defence/Impound Vehicles.



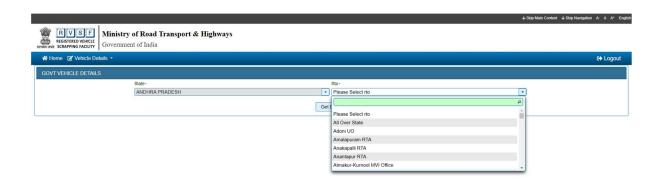




### 4 Government Vehicle Dashboard (State admin will able to see)



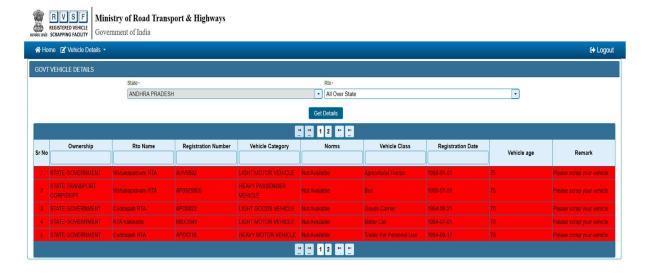
• Click on the govt Vehicle Details menu to see the details of government vehicles



• Select Rto and click on Get Details button







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Elv Vehicle Dashboard (State admin or RVSF operator will able to see)



• Select Rto and click on Get details button









