

**HIRE PURCHASE TERMINATION OF VEHICLES**  
**(Rule 61)**

Forms and documents to be submitted by the applicant :

- i. R.C. book.
- ii. Tax Token
- iii. Insurance Certificate
- iv. P.U.C.C.
- v. F-35 (Page .40)

1. There shall be docketing of case /files submitted by the applicant and same DA shall function as reference clerk through whom the file shall move between DA, MVI, RA, Computer section .
2. DA to check the documents, prepare note sheet and send the file to MVI (NT) for HPT verification (through reference clerk).
3. MVI(NT) to send the file with his report to RA
4. RA to check the report, sign and send back to DA
5. DA to hand over necessary papers to the applicant and retain the worked out file for safe custody.

*Time : 2 days*