Process Flow for e-bidding for Special Number

Step 1: Citizen will click on the Apply for Reservation of Special Number Link in the portal.

Step 2: After clicking on the link the citizen has to select whether his vehicle is covered by Temporary Registration / Permanent Registration and enter the Temporary Registration Number / Permanent Registration Number, Last five digits of the chassis number.

Step 3: After entering the last five digits of Chassis Number OTP will be sent to the mobile number registered at the time of Temporary Registration / at the time of transaction registration transaction.

Step 4: After entering the OTP the citizen will be shown the details of the owner. After verifying the details the citizen will click on Submit button.

Step 5: After clicking on the Submit button the citizen will shown list of special number for which he can apply. The list of number for which he can reserve are shown in green colour and the numbers already reserved will be shown in red colour. The citizen has to click on the number which he wants to reserve.

Step 6: After clicking on the number the citizen will shown the applicable Application Fee and Service Fee to be paid by citizen. He will click on pay now button.

Step 7: The citizen will be directed to the payment gateway, where he will select the payment period and pay the fee. After successful payment the citizen can print the payment receipt and he will receive a SMS with Reference Number, Special Number Opted, transaction number and amount of fee paid.

Step 8: After the completion of applying time (8:00 AM to 1:00 PM) the citizen will receive a SMS regarding status of his application. If any other person applies for the same number which the applicant has opted, he will receive a SMS to submit the bid amount for the special number between 2:00 PM and 4:00 PM.

Step 9: The citizen has to click on Payment of Bid for Special Number link and enter the reference number generated when he has applied for the special number and enter the bid amount he wants to pay, after payment of the bid amount the citizen will receive SMS with the bid amount paid and transaction number.

Step 10: After closure of bidding time 4:00 PM the citizen will receive a SMS regarding the status of his Application at 5:00 PM. In case of citizen who has lost the bidding application fee and bid amount paid of such applicant will be refunded. The bidder who has won the bidding or applicants where there is single application number for any special number, the applicant has to click on Proceeding Print link and enter the reference number and print the proceedings.