

Manual for Road Permit Entry

1) Entry of Online Road Permit (RP):

- Open Departmental website i,e www.nagalandtax.nic.in
- Select ' e-Road Permit ' link under ' e-Services' section
- Click on '[New Road Permit? Click Here](#)' for entering new Road permit details
- In the entry page (* marks indicate mandatory fields),
 - i) Select Office name from the drop-down list
 - ii) Enter all the mandatory basic details like **Name of the applicant, Permanent Address, Mobile No, Purpose of consignment etc.**
If you are already registered then select "yes" and enter the TIN No
Otherwise select "No" under whether registered
 - iii) Under 'Consignment details', enter **Description of goods, Quantity, Unit,value, Consignor TIN, Invoice No, Invoice date, Place from which despatched, destination to which despatched.**
 - iv) Under 'Transporter details' , enter **Name of Transporter, Registration No. of the vehicle, Name of the owner of vehicle,Consignment No, Consignment date**
 - v) Enter the Key as displayed and click ' Save' to save the data.
An Acknowledgement No will be generated. Click on ' Ok' and Note down the Ack No.

2) Submission of Road permit

- Go to home page . Enter the Ack No , mobile No and the Key. Click on 'Submit' (You will get SMS alert on approval of the Road Permit by the Approval Authority)

3) Printing of the Road Permit:

- Select 'e-Road Permit ' link under ' e-Services' section of departmental website
- Enter the Ack No, mobile No and the Key. Click on 'Submit'
- Click on 'Print '