

# **HOW TO APPLY FOR VEHICLE e-PASS**

This is a step by step guide to help you to apply for vehicle e-Pass online. The steps outlined here will help you to -

1. Apply for vehicle e-Pass Online
  - a. Fill up application form
  - b. Upload documents
2. View/Download approved e-Pass (received via SMS & e-mail, if mentioned)

**[Note: Incase if the vehicle e-Pass is rejected an SMS & e-mail(if mentioned) will be sent to the applicant along with the reason of the rejection.]**

Prerequisites:

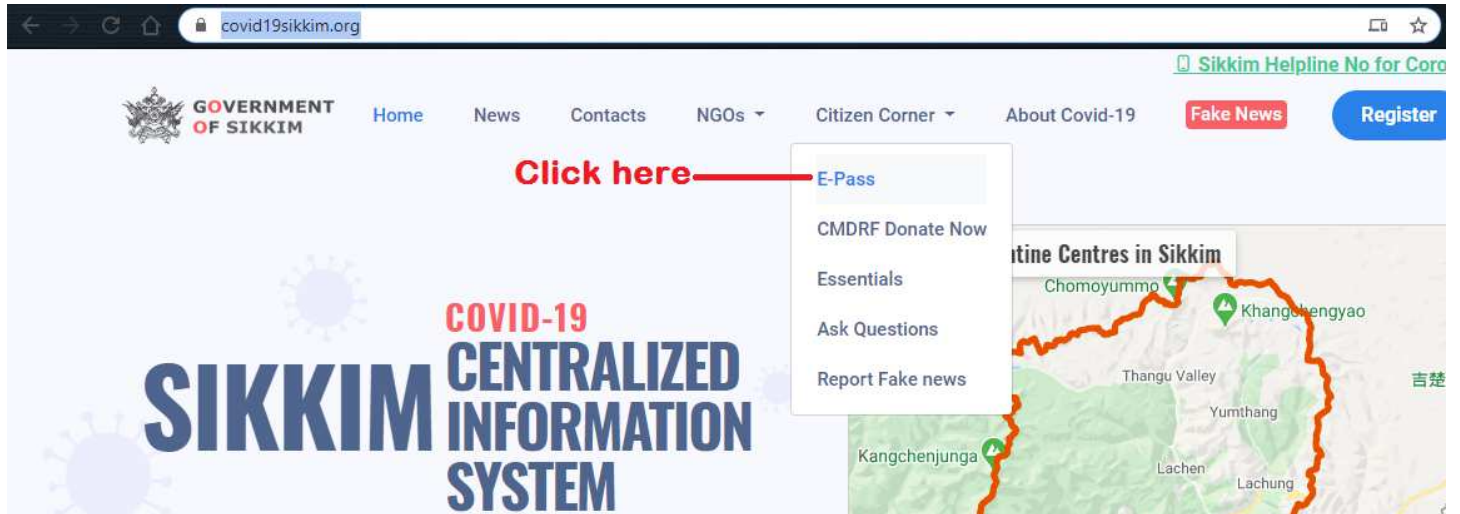
1. Purpose to apply for vehicle e-Pass along with details
2. Duration for validity of vehicle e-Pass (e.g. From 04/04/2020 To 05/04/2020)
3. Route for travel (e.g. Source: Ranipool, Destination: STNM)
4. Whether the vehicle e-Pass is required to be One-Way or Two-Way
5. Full names of all people travelling in the vehicle. Maximum of 5 people will be allowed.
6. Documents Upload:
  - a. Document proof(s) supporting your purpose for vehicle e-Pass needs to be uploaded for submission.
  - b. A minimum of one document & a maximum of five documents can be uploaded
  - c. File types supported are JPG, JPEG, PNG, PDF
  - d. Each document cannot be more than 5 MB in size

**[NOTE: Please follow the instructions in red on the illustrations.]**

# 1. APPLY FOR VEHICLE e-PASS : FILL UP APPLICATION FORM

## STEP 1

Go to <http://covid19sikkim.org/> & on the main menu click on **Citizen Corner -> E-Pass**



The Application Form for Vehicle e-Pass will open up. A step by step guide to fill up various sections of the application form are shown below.

## STEP 2

Read the instructions carefully.

A screenshot of the 'APPLICATION FORM FOR ISSUANCE OF VEHICLE e-PASS' page. The header is 'GOVERNMENT OF SIKKIM APPLICATION FORM FOR ISSUANCE OF VEHICLE e-PASS'. On the right, there is a link 'INSTRUCTIONS TO APPLY FOR VEHICLE E-PASS'. Below this is a black bar with the text 'KINDLY READ INSTRUCTIONS BELOW'. A list of 10 instructions follows. A red arrow points from the text 'Click here to download manual' to the 'INSTRUCTIONS TO APPLY FOR VEHICLE E-PASS' link.

GOVERNMENT OF SIKKIM  
APPLICATION FORM FOR ISSUANCE OF VEHICLE e-PASS

INSTRUCTIONS TO APPLY FOR VEHICLE E-PASS

**KINDLY READ INSTRUCTIONS BELOW**

1. The interstate medical permit is only a one way permit to exit the state
2. Strict actions shall be taken against those found misusing the e-pass
3. The pass holders are requested to carry the Driving License compulsorily
4. The state authority is liable to cancel the pass anytime
5. Persons on Government/Medical/Press Media should carry their respective ID Card.
6. For interstate permits may kindly apply to respective District Magistrates of the district you are residing
7. The vehicle e-Pass is only for intrastate travel within the State of Sikkim & to exit the State
8. This Vehicle e-Pass is non-transferable
9. DOCUMENT PROOF(S) IS/ARE REQUIRED TO BE UPLOADED ACCORDING TO THE PURPOSE YOU ARE CHOOSING FOR THE VEHICLE E-PASS. A MINIMUM OF ONE DOCUMENT PROOF OR A MAXIMUM OF FIVE DOCUMENT PROOFS MAY BE UPLOADED FOR VERIFICATION. MAX SIZE FOR EACH DOCUMENT IS 5 MB & FILE TYPES ACCEPTED ARE JPG, JPEG, PNG & PDF.
10. CLICK ON "INSTRUCTIONS TO APPLY FOR VEHICLE E-PASS" ON THE TOP RIGHT HAND SIDE CORNER FOR DETAILED INSTRUCTIONS WITH ILLUSTRATIONS

**Click here to download manual**

## **STEP 3**

First select **To be issued from** then choose the required **District** to which you are applying to.

**Application Processing Location**

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**To be issued from \***

Office of The District Magistrate ——— **1. Click/Select**

**District \***

EAST DISTRICT ——— **2. Choose District**

## **STEP 4**

Fill out the following details:

- **Applicant Full Name:** Fill out Applicant's Full Name
- **Mobile Number:** Applicant's Mobile No. (receive submission, rejection, approved e-Pass messages)
- **Purpose of Pass:** Choose Purpose to apply for vehicle e-Pass
- **Details of Purpose:** Describe your purpose in details
- **Vehicle No.:** Registered Vehicle No. to be used
- **Driving License No.:** Driving License No. of the Driver
- **Email(not mandatory):** mention if required or want to receive the e-Pass in mail

**Application Details**

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<b>Applicant's Full Name *</b>	<b>Mobile Number *</b>
John Doe	9865245879
<b>Purpose for Pass *</b>	<b>Please specify purpose in details *</b>
Others (Please Specify)	<b>Enter details of purpose here</b>
<b>Vehicle No. *</b>	<b>E-Mail</b>
SK01P1235	mymail@gmail.com
<b>Driving License No. *</b>	
SK-0348723489239	


## **STEP 5**

Fill out your Travel Details such as

- **From Date:** start date for validity of vehicle e-Pass
- **To Date:** end date for validity of vehicle e-Pass
- **Source:** starting place/point of your travel
- **Destination:** ending place/point of your travel
- Select **One Way** if your journey does not require you to return back OR **Two Way** if you're planning to travel to & fro during the validity of the e-Pass

### Travel Details

**From Date \***  

**To Date \***  

ENTER ROUTE DETAILS BELOW

**Source \***

**Destination \***

**e-Pass required is for \***

One Way


Two Way

## **STEP 6**

Enter the names of all people that will be travelling in the vehicle. A maximum of five people may travel in a single vehicle & at least one person's name must be mentioned. You can change the value of the dropdown "Select No. of Persons Travelling " as shown to display a maximum of 5 textboxes to enter the names of 5 people.

### DETAILS OF PERSONS TRAVELLING (Max Five Persons Allowed)

NOTE: THE NO. OF PERSONS TRAVELLING MAY BE REDUCED DEPENDING ON THE SOLE DISCRETION OF THE APPROVING AUTHORITY. PLEASE ENTER NAME OF PERSONS STARTING FROM TOP PRIORITY AND SO ON

**Select No. of Persons Travelling \***  

**Full Name of First Person \***

**Full Name of Second Person \***

**Full Name of Third Person \***

**Select No. of Persons Travelling**

**Textboxes to enter the names will be displayed according to the value in dropdown above.**

## STEP 7

Agree to the **Declaration** and Enter **captcha** before **Submit**.

### Declaration

I hereby solemnly affirm and declare that to the best of my knowledge and belief :

- I have not concealed or suppressed any information, the disclosure of which would make me disentitled for this Pass.
- I shall be held responsible for any misrepresentation or false information given by me while applying for this Pass.
- I hereby agree to present the proof/documents in original during inspection at the checkpoint as mentioned above

Select I agree to proceed \*


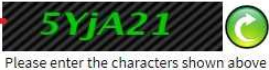

I agree **Click to Check**

### Additional Details

Apply to the Office \*


EAST DISTRICT - Rural/Urban

### Word verification

**Enter as it is**   

Please enter the characters shown above

Developed By National Informatics Centre

**Click on Submit to view the Draft/Preview of the Application Form** 

After clicking on **Submit** a Draft/Preview of your filled out Application Form will be displayed as shown.

Application Processing Location	
Application Reference No :	Draft_SK/2020/00057
To be issued from :	Office of The District Magistrate
District :	EAST DISTRICT

Application Details	
Applicant's Full Name :	John Doe
Mobile Number :	9865245879
Purpose for Pass :	Others (Please Specify)
Please specify purpose in details :	sadfasdfasdfsadf
Vehicle No. :	SK01P1235
E-Mail :	myemail@gmail.com
Driving License No. :	SK-0348723489239

Travel Details	
From Date :	11/04/2020
To Date :	12/04/2020
Source :	32th Mile
Destination :	Gangtok Bazaar
e-Pass required is for :	One Way

Declaration	
I hereby solemnly affirm and declare that to the best of my knowledge and belief :	
<ul style="list-style-type: none"><li>• I have not concealed or suppressed any information, the disclosure of which would make me disentitled for this Pass.</li><li>• I shall be held responsible for any misrepresentation or false information given by me while applying for this Pass.</li><li>• I hereby agree to present the proof/documents in original during inspection at the checkpoint as mentioned above</li></ul>	
Select I agree to proceed :	<input checked="" type="checkbox"/> I agree

Additional Details	
Apply to the Office	EAST DISTRICT

10/4/2020 02:34:43 IST http://serviceonline.gov.in/configure

[Edit](#) [Attach Annexure](#) [Cancel](#) [Print](#) [Export to PDF](#) [Click here to initiate new application](#)

Click on **Edit** to make changes in the application form, **Attach Annexure** to upload document proof(s) for e-Pass, **Cancel** to stop applying for e-Pass, **Print** to print hard copy, **Export to PDF** to download as PDF & **Click here to initiate new application** to cancel current application form and start a new one.

## STEP 8

Click on **Attach Annexure** in Step 4 above to upload document proof(s) for vehicle e-Pass. The document proof(s) needs to be relevant to the purpose for which you have applied for the vehicle e-Pass or your application will be rejected.

Attach at least one document proof as shown below.

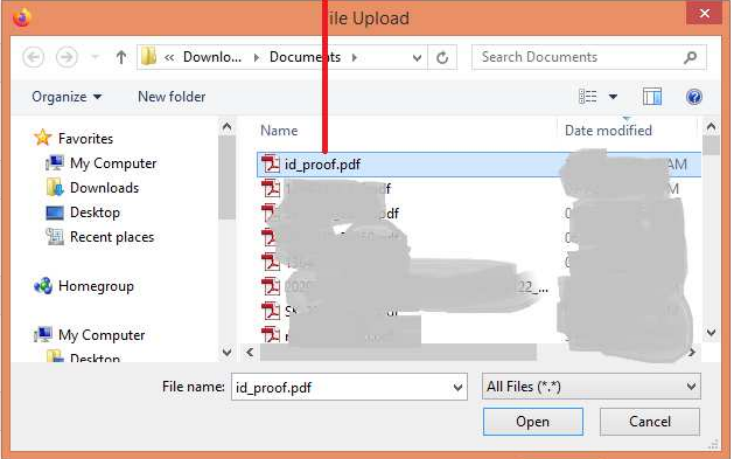
**ATTACH ENCLOSURE(S)**

Enclosure(s):

Type of Enclosure *	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
Document Proof for e-Pass 1	Document Proof for e-P Document Format				Browse... id_proof.pdf Scan
Document Proof for e-Pass 2	Select				
Document Proof for e-Pass 3	Select				
Document Proof for e-Pass 4	Select				
Document Proof for e-Pass 5	Select				

**Click on Browse to select the file you want to upload**

**Select Enclosure Document as same as Type of Enclosure**



Maximum five document proof(s) can be uploaded as shown below

**ATTACH ENCLOSURE(S)**

Enclosure(s):

Type of Enclosure *	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
Document Proof for e-Pass 1	Document Proof for e-P Document Format				Browse... id_proof.pdf Scan Fetch from DigiLocker
Document Proof for e-Pass 2	Document Proof for e-P Document Format				Browse... 13640004_4_6.pdf Scan Fetch from DigiLocker
Document Proof for e-Pass 3	Document Proof for e-P Document Format				Browse... SK_2020_00050.p Scan Fetch from DigiLocker
Document Proof for e-Pass 4	Document Proof for e-P Document Format				Browse... 13640004_4_4.pdf Scan Fetch from DigiLocker
Document Proof for e-Pass 5	Document Proof for e-P Document Format				Browse... SK_2020_00036.p Scan Fetch from DigiLocker



**After attaching all the required document proof(s) click on Save Annexure**

Save Annexure Cancel Back



## STEP 9

After having filled up the Application Form & Uploading Relevant Document Proof(s) click on Submit , as shown below, to see the final Draft/Preview of the application form and document proof(s) to be submitted. On clicking Submit the application will be submitted to the respective DM Office of the respective District.



MenuThemesLanguageTILRUPA BHANDARI

<b>Application Processing Location</b>	
Application Reference No :	Draft_SK/2020/00058
To be issued from :	Office of The District Magistrate
District :	EAST DISTRICT
<b>Application Details</b>	
Applicant's Full Name :	testing with new features
Mobile Number :	9635695442
Purpose for Pass :	On Government Duty
Please specify purpose in details :	testing with new features
Vehicle No. :	SK01P1234
E-Mail :	mymail@gmail.com
Driving License No. :	SK-234515135137078
<b>Travel Details</b>	
From Date :	10/04/2020
To Date :	11/04/2020
Source :	Singtam
Destination :	Gangtok
e-Pass required is for :	Two Way
<b>Declaration</b>	
I hereby solemnly affirm and declare that to the best of my knowledge and belief :	
<ul style="list-style-type: none"><li>• I have not concealed or suppressed any information, the disclosure of which would make me disentitled for this Pass.</li><li>• I shall be held responsible for any misrepresentation or false information given by me while applying for this Pass.</li><li>• I hereby agree to present the proof/documents in original during inspection at the checkpoint as mentioned above</li></ul>	
Select I agree to proceed :	<input checked="" type="checkbox"/> I agree







<b>Annexure List</b>	
1) Document Proof for e-Pass 1	<a href="#">Document Proof for e-Pass 1</a>
2) Document Proof for e-Pass 2	<a href="#">Document Proof for e-Pass 2</a>
3) Document Proof for e-Pass 3	<a href="#">Document Proof for e-Pass 3</a>
4) Document Proof for e-Pass 4	<a href="#">Document Proof for e-Pass 4</a>
5) Document Proof for e-Pass 5	<a href="#">Document Proof for e-Pass 5</a>

**Documents Uploaded**

<b>Additional Details</b>	
Apply to the Office	EAST DISTRICT

**Click Submit for Final Submission**

SubmitCancelPrintDownload PDFClick here to initiate new application



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