

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
TRANSPORT DEPARTMENT (OPERATION BRANCH)
5/9, UNDER HILL ROAD, DELHI-110054

No. F. DC/OPS/TPT/360/2014 | 1485-1525

Dated: August 6 2015

ORDER

In pursuance to the recommendations of the committee constituted for framing revised guidelines for granting license to a new / renewal of Motor Driving Training School License and in supersession of earlier guidelines issued on the subject, the following revised guidelines are hereby issued for compliance with immediate effect:-

Licensing to a Motor Driving Training School

The Motor Driving School License is a document issued to the institute/school by the State Transport Department, to establish or maintain any driving school or establishment for imparting instruction in driving motor vehicle. The operation of driving schools are regulated by certain statutory provisions under Section 12 of the Motor Vehicles Act, 1988 read with Rules 24-31(A) of CMVR, 1989, and also under various administrative instructions issued there -under from time to time. Section 12 of M.V. Act 1988 deals with the licensing and regulation of driving schools or establishments (by whatever name called) for imparting instruction in driving of motor vehicles and related matters.

Every driving school has to get a license from the concerned licensing authority and a duty is cast upon them to produce "quality drivers" for which a quality training is absolutely necessary. The quality of drivers is also crucial for prevention of accidents. The driving schools, therefore, play a key role in producing skilful drivers who could meet the international standards. However, it has been observed that the quality and capability of many of these driving schools / drivers produced are not upto the mark; many existing driving schools are either grossly ill equipped or lack in adequate infrastructure, trained manpower etc., that are required to undertake the job.

It is therefore, imperative on the part of the department to critically review the existing arrangements and bring in place, the required modifications in the stipulations and guidelines so as to have an effective regulation of the driving schools with the sole objective of producing quality and skilful drivers considering transport, traffic, vehicular strength, rights of various road users and all the aspects connected with road safety.



(A) Applicant profile

The applicant may be an Individual / Society / Registered Company. No individual applicant or member of the Society or Director of the Company should be a close relative of any current employee of the Transport Department. The applicant intending to obtain Motor Driving training School License may approach the zonal authority having jurisdiction in the area in which the school or establishment is to be set up. The application for grant or renewal of MDTS license must be made in Form 12 or Form 13 as the case may be and shall be accompanied with appropriate fee as specified in rule 32 of CMVR, 1989.


(B) Eligibility criteria

The applicant is required to fulfill the following eligibility criteria and submit documentary evidence in compliance of each criterion as indicated.

(i). Educational Qualification, Experience and Training

The applicant or any member of the staff employed by him for imparting instructions should possess the following qualifications, namely:

- a) a minimum educational qualification of a pass in 10th standard from recognized board/institutions.
- b) a minimum driving experience of five years in addition to a certificate in a course in motor mechanics or any other higher qualification in mechanical engineering from an institution established by the Central or a State Government or from an institutions recognized by the board of technical education of a State Government.
- c) thorough knowledge of traffic signs specified in schedule to the Act and the Regulations made under Section 118. (This shall be assessed by the zonal office).
- d) ability to demonstrate and to explain the functions of different components, parts of the vehicles. (This shall be assessed by the zonal office).
- e) adequate knowledge of English or the regional language of the region in which the school or establishment is situated (This shall be assessed by the zonal office).
- f) The instructor shall undergo two weeks training programme specially designed at any one of the IDTR / DTI before starting work as instructor in the institute and thereafter in the third year of validity .
- g) The instructors shall have to undergo a refresher training courses for a period of two days every year and pass the same from the above institutes so that they are kept updated with latest instructions / Developments / amendments in Act / Rules etc.



(ii). Verification of character and antecedents

The licensee and the staff working under him shall be of good moral character. The applicant is required to submit Character verification of character and antecedents of the applicant, Instructors and other staff employed obtained from the Delhi Police. The certificate should not be more than 06 months old. In case of Firms/ society, the verification of Character and antecedents of Director / Chairman should be obtained from Delhi Police

(iii) Building, infrastructure and other amenities

The premises of the schools should have pucca building either owned by the applicant or taken on lease or rent or hired in the name of the applicant, with a minimum covered area of 500 sq.ft. Such space can either be available wholly on the ground floor or in the ground floor and first floor. The premises should meet all the municipal safety regulations. Fire safety equipment should be available in functional mode with a proper validity period. Institute should be established in Commercial / Institutional / Mixed Land Use area. The school premises shall have to have all basic amenities such as drinking water, toilet facility; rest rooms etc. adequate parking space should be available to park the vehicles being used for imparting instructions in driving motor vehicles.

MCD property tax receipt / conversion charges for commercial use receipt should be attached. In support of ownership proof, registered ownership/rent/lease document will only be acceptable. Blue print of the premises (indicating reception, lecture room, tool room, provisions for demonstration of models, parking area) will also be provided by the applicant.

(iv). Layout of the driving training school

The premises of the motor driving training school must have the following:

(a) Office room:

An office room shall be provided for reception, maintaining records, keeping the collection of books on automobile engineering, mechanisms, traffic regulations, road safety and laws relating to motor vehicles and allied subjects.

(b) Lecture room:

One lecture hall shall be provided for comprising minimum 10 chairs and five tables for every 10 candidates at a time. Additional tables and chairs shall be provided depending on the strength.



(c) Demonstration room:

The following must be provided:

A service chart depicting a detailed view of all components of a motor vehicle.

Provision of Cut Section Models and operative models of

- (i) Gasoline and diesel engines
- (ii) clutch assembly
- (iii) transmission gear box
- (iv) Propeller shaft with universal joint, differential and axles
- (v) Brake cylinder, brake booster, brake drum / disc, brake pads/shoes, wheel cylinder
- (vi) CNG components and their lay out
- (vii) Puncture Kit with tyre lever, wheel brace, jack, tyre pressure gauge & tyre cut section depicting markings thereon.
- (viii). A set of spanners
 - (a) Double end spanner,
 - (b) Ring spanner,
 - (c) Box spanner,
 - (d) Allen-keys,
- (ix). various types of Pliers,
- (x). various types of Screw drivers
- (ix). various types of Hammers

The above models shall have to be placed on a work bench.

All these rooms shall have CCTV coverage.

(d) Space for traffic education:

Arrangement for conducting traffic education, road plan board with signal charts containing toy cars, motor cycle, goods carriage etc. on a table, Traffic signs chart containing mandatory, cautionary and informatory signs shall be provided in the traffic education room, Automatic signals, signals given by traffic controllers where there is no automatic signals, shall have to be provided.

(e) **Black Board:**

A Black Board shall be provided with a minimum size of 100x75 cms and it shall be permanently fixed in the lecture hall.

(f) **Collection of Books :**

A book each on automobile mechanism, driving instructions, road safety, traffic regulation, first aid, basic law, Rules & Regulations governing motor and road transport, both, in English and in Hindi or in simple language shall be provided besides a book on Motor Vehicles Act and the Rules made there under. A Driving School Manual published by any recognized government agency.

(g) **First Aid Box:**

A fully equipped first aid box containing prescribed medicines to use in emergency at the school premises shall be provided.

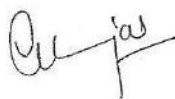
(v). **Financial resources**

The applicant should be financially capable of running a motor driving training school. The applicant should not be loss making or insolvent. The applicant should submit PAN number and income tax return for the preceding three years in support of provisions of Rule (24) (3) (iii). After grant of license in Form-11, the MDTS must submit PAN in the name of MDTS. Applicant shall submit solvency certificate of minimum Rs. 10,00,000/-

(vi). **Maintenance of Vehicles**

The motor vehicle intended to be used for imparting instructions should be in the name of individual /proprietor / firms / society. The copy of registration certificate, pollution under control certificate, insurance certificate and incase of transport vehicle fitness certificate to be submitted in compliance of provision of rule (24) (3)(iv).

The vehicle used for imparting training should not be older than 02 years at the time of induction & shall have to be replaced on completion of 08 years by a new vehicle from the date of its initial registration. The motor vehicle shall be fitted with dual control and GPS device which shall be transferred in the name of MDTS / Institute within 30 days of issue of license. The vehicle shall be of **golden yellow in color** and have a strip of not less than 30 cm in width of contrast color on the exterior of vehicle the name, full address, telephone No. of MDTS, License no. with validity, Transport Department helpline no. and women helpline no. in bold letters .



The vehicle used for imparting instruction in driving instructions in motor vehicles, it shall be registered under Transport category.

An undertaking shall be submitted by the licensee that the motor vehicle shall exclusively be used for imparting instructions in driving motor vehicles only. The vehicle should be fitted with dual control facility except motorcycles in support of provision of (24) (3)(v).

(C) Processing of an application for grant of a new Motor Driving Training School license

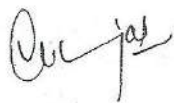
As and when an application for the grant of license to establish a new motor driving school is received, the zonal authority will first scrutinize all the documents provided / submitted by the applicant.

The concerned zonal office shall then physically inspect the site / premises of the proposed MDTS to assess the feasibility under CMVR, 1989 as well as under the guidelines and submit the file with recommendation to Deputy Commissioner (Operations) within 15 days of completion of all documentary formalities after satisfying that the applicant has complied with the requirements. The inspection report shall be prepared as per proforma at **ANNEXURE-A**. Any adverse report / complaint against these schools will be taken into consideration while scrutiny of the application.

No application for license shall be refused by Zonal Office unless the applicant is given an opportunity of being heard and reasons for such refusal are given in writing by the Zonal Office.

After examining the matter in the Operation Branch, the cases for grant of license of MDTS may be put up to the Commissioner Transport, Delhi through Joint Commissioner/ Additional Commissioner (Operation) for approval. The renewal of MDTS or other transactions like change of address/ shifting of premises etc. may be done by Joint Commissioner (Operation). The Joint Commissioner (Ops) shall issue the license for grant or renewal of MDTS in Form No. 11.

No license shall be granted for imparting instructions in driving Heavy motor vehicles to any MDTS except run by manufacturer of Motor Vehicle or Govt. institution or Joint venture of both.



(D) Additional details in Form 11

Along with Form 11, issued under rule 25, a proforma containing the following particulars shall also be appended by the Licensing Authority:-

- i) The name and address of the instructor(s)
- ii) Full particulars of driving license of the instructor(s)
- iii) Qualifications and training undergone; and
- iv) Passport size photograph of the instructor(s) shall be affixed and attested by the Licensing Authority

(E) Validity of the license / Renewal

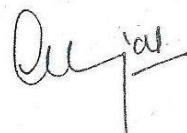
The license so issued for the MDTS shall be valid for a period of 5 years from the date of issue/ renewal and shall be renewed on an application in form 13 which shall be made to the concerned zonal office well in advance not less than 60 days before the date of its expiry. In case the MDTS fails to submit the application for renewal of license in Form 13 within the period as specified in Rule 25, a sum of Rs. 2000/- per month shall be levied unless MDTS is able to establish that the delay was beyond its reasonable control and on satisfaction of the MLO concerned. Further, if MDTS fails to get license renewed within 06 months from the date of its expiry, the license shall be deemed to have been cancelled. The concerned zonal office will process the case of renewal of the MDTS to the Jt. Commissioner (Ops).

The license is liable to be cancelled or suspended before its validity in the event of the Motor Driving School is found to have not been complying with prescribed norms under the powers conferred under rule 28 of CMVR 1989.

(F) Display of License

The licensee shall display at a prominent place in its office room the following: -

- (i) The license in original issued to the school or establishment by the Licensing Authority, and
- (ii) The name and addresses of instructors together with their qualifications employed by the driving school or establishment.



(G) General conditions to be adhered by the licensee

(a) Maintenance of records & furnishing of reports:

(i) A driving certificate shall be issued in a format as prescribed in CMVR to every training who has completed the course. Each certificate shall bear a serial number and must be maintained in a book form binded together in such a way that its counterfoil cannot be removed without tearing. The counterfoil of Form 5 shall be retained by the MDTS for a period of minimum five years from the date of issue.

(ii) The MDTS shall submit a daily online report of Driving Certificates issued in Form - 5. The MDTS shall also submit details of Form 5, 14 & 15 to the concerned MLO on the first Monday of the following month in **ANNEXURE-B** for compilation of records. This shall be tallied by the zonal authority to verify whether there has been an excess intake of trainees violating sub rule (4) of rule 31 of CMVR 1989.

(iii) On line reporting system to be maintained regarding the trainees training schedule, certificate issued etc. linked to the online system of the Transport Department, Delhi as per instructions issued by the Deputy Commissioner from time to time in this regard.

(iv) Every licensee shall preserve counter foil of Forms 5, 14 and 15 for a period of five years and shall produce the same whenever demanded by the Licensing Authority or by any person authorized in this behalf by the Licensing Authority. Form 15 shall be maintained separately for each trainee.

(b) Syllabus

The contents of the syllabus shall be as prescribed in Central Motor Vehicle Rules, 1989 or further amended in CMVR whichever is earlier.

(c) Shifting

The applicant/licensee shall not shift the school or establishment from the premises mentioned in the license without the prior approval in writing of the licensing authority, which granted the license.

(d) Branches

The licensee shall not run branches of his/her driving school.



(e) Inspection of premises

The applicant/licensee shall keep the premises of the school or establishment and the records and registers maintained by it at all reasonable time open for inspection by the licensing authority or by any person authorized in this behalf by the licensing authority.

(f) Prohibition on misleading any person

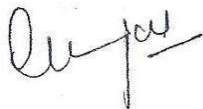
The applicant/licensee shall not act in a manner calculated to mislead any person making an application to receive instructions from the school or establishment as to his ability to procure a license for such person other than in accordance with these rules or to connive with any person in acts of commission or omission with a view to circumventing the provisions of Chapter II of CMVR 1989.

(g) Engagement of approved Instructor

No licensee shall engage / authorize any person as instructor who has not been duly approved as an instructor by the Licensing Authority and in case of any change of instructor it shall be got approved from the Licensing Authority and the details shall be got corrected in the forms. Any appointment of additional instructor / deletion of Instructor, consequent on his quitting office shall be approved by the Licensing Authority.

Every approved instructor while imparting instructions in driving to the candidates shall wear an "Instructor identity card" issued by the concerned Licensee. As and when an instructor quits the driving school, the instructor's 'identity card' shall be surrendered to the licensee for cancellation.

Every licensee shall have at least one instructor each for imparting instructions in driving Motorcycle and Light Motor Vehicle training i.e. one for motorcycle and one for light motor vehicle. For every additional light motor vehicle or heavy motor vehicle, there shall be appointed an additional instructor.



(h) Restriction on number of Candidates to be tested

To ensure quality driving and training No institution **shall** exceed the upper ceiling limit as to the number of candidates to be trained by an instructor in a month as detailed below: -

i)	Non-Transport Vehicle single class i.e., motor cycle or LMV (Rule 31 (2) of Central Motor Vehicles Rules 1989)	20 candidates per month
ii)	Transport vehicle (Rule 31 (4) of Central Motor Vehicles Rules 1989)	13 candidates per month

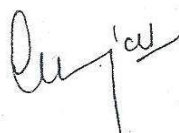
(H) Monitoring of performance and compliance of the provisions by the licensees

Every licensing authority and Enforcement officer shall ensure the compliance by the licensee of the statutory provisions and regulatory measures as detailed above. Besides, they should also concentrate on the following points to have an effective enforcement of the provisions of the Central Motor Vehicles Rules, 1989.

By conducting frequent visits / raids on roads, the Licensing Authority / Enforcement Officer shall ensure that the driving school vehicles are not used for purposes other than imparting instructions in driving motor vehicles and also the roadworthiness of vehicles and test of candidates is taken as per CMVR, 1989.

During Inspection, Form 5, 14, 15 as prescribed in CMVR, 1989 should also be checked by Inspecting officer. All the driving schools shall be inspected quarterly on rotation basis by the MLOs in their respective areas and submit a report to the Joint Commissioner / Addl. Commissioner (Operation) if any irregularity is noticed so that necessary corrective and punitive measures could be taken.

The MLO concerned shall monitor the functioning of the MDTS in his jurisdiction regarding compliance of the general conditions to be observed by the holder of the MDTS license and same may be communicated to Joint Commissioner (Ops) from time to time as per the provision contained in Rule 27 of CMVR 1989. The report shall be in prescribed proforma, **ANNEXURE-C**.



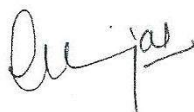
(I) Emphasis on Road Safety training

It is the primary duty of the every licensee to inculcate Road Safety sense in the candidates. Besides the safety measures to be taken by a driver while on wheels, the licensee shall also sensitize the candidates to take part in the road safety activities, conducted by the Government / Non – Governmental organizations from time to time. The licensee shall also ensure

- (a). Wearing of helmets shall be mandatory while imparting instructions in driving two wheelers
- (b). Wearing of Seat belts shall be mandatory while driving four wheelers.
- (c). Informing the candidates about the punishments to be awarded the event of driving the vehicle under the influence of alcohol or other intoxicating substances.
- (d). Every licensee should impart training to the candidates regarding the need for "accident – free" driving. It should be made clear to the candidates that if they cause accidents, they will be awarded deterrent punishment which will end up in cancellation of his/her Driving License and also if such driver caused an accident while driving a transport vehicle that would make the authorities to suspend / cancel even the permit of motor vehicle depending upon the gravity of an offence.
- (e). Provision of Audio / Video equipment for imparting instructions to candidates on Safe two wheeler driving, Safe Highway driving, Fuel conservation and basic driving practices with traffic education.
- (f). Special emphasis should be on to educate the trainees about the "air pollution hazards" and the need for keeping the air pollution level of the vehicle within limits and the necessity to have and carry and valid pollution under control certificate in the vehicle.
- (g). Sensitization and education to the trainees regarding avoidance of over speed, its danger and relevant law position.

(J) Issue of duplicate license.

- (a). In the event the license granted by the Licensing Authority to MDTS is lost or destroyed, the holder of such license shall intimate forthwith such loss or destruction in the zonal office and shall also apply in writing to him for issuance of duplicate license along with the copy of FIR/NCR.



(b). The zonal office, after having received such request along with the appropriate fee as specified in rule 32 of CMVR, 1989 forward the same to operation branch. The Licensing authority shall issue a duplicate license clearly marked as "Duplicate".

(c). In the event the original license which was lost and found later the holder of the license shall surrender the same to Zonal Office forthwith.

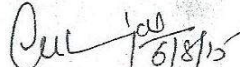
(K) Applicability

The guidelines specified above are applicable for the grant of establishment of new driving schools and renewal of MDTS license.

The existing driving school licensee is required to comply with the terms and conditions of the above guidelines within a period of six months from the date of issue of these guidelines.

All existing Motor Driving Training Schools will have to apply afresh to obtain a fresh license under the new guidelines within a period of six months from the date of issuance of this order.

The transport department reserves the right to add, delete or change any provision of these guidelines in larger public interest.


(GITANJALI GUPTA)

SECRETARY CUM COMMISSIONER, TRANSPORT

No. F. DC/OPS/TPT/360/2014 | 1485-1525

Dated: August 6, 2015

Copy to:-

1. Joint Commissioner (Operation), Transport Department, Delhi.
2. All Deputy Commissioner, Transport Department, Delhi
3. All Zonal Transport Authorities (MLOs) with the direction to ensure the compliance of the above orders and also place the copy of this order at the Notice Board of their offices.
4. All Enforcement Officers, Transport Department
5. System Analyst to upload on the website of the Transport Department.
6. OSD / P.S. to Commissioner of Transport
7. P.S. to Special Commissioner Transport
8. Guard File


(GITANJALI GUPTA)

SECRETARY CUM COMMISSIONER, TRANSPORT

ANNEXURE-A

**PROFORMA FOR INSPECTION IN REGARD TO GRANT / RENEWAL OF
LICENSE FOR ESTABLISHMENT OF MOTOR DRIVING TRAINING SCHOOL
(MDTS) IN DELHI**

1.	Date of Inspection	
2	Name of MDTS	
3	Name and Address of Applicant	
4	Whether the applicant and the staff under him/her are of good moral character and are qualified to impart instructions in driving motor vehicle. Antecedents and characters verification from Delhi Police to be enclosed.	
5	Whether MDTS is an Individual/ Society / Registered company. If partnership, name of all partners with partnership deed. If registered, Registration certificate and Rules and memorandum is to be attached.	
6	Address where MDTS is to be / is established (attach site plan)	
7	Is premises in commercial /Institutional /mixed land use area? Proof to be attached.	
8(a)	Whether premises is owned by applicant /rented /on lease.	
(b)	Copy of registered agreement, MCD Property tax receipt/conversion charge for commercial use to be attached.	
9	Whether the premises have a minimum covered area of 750 sq.ft.?	
10(a)	Whether the premises have a lecture hall and a library, if so give the dimensions.	
(b)	Whether the premises have a separate	

Signature

	room for demonstration of cut section, Models & operating models as prescribed in eligibility criteria B (iv) (c), if so give dimension	
(c)	Whether the premises have a reception room, if so, give the dimensions.	
(d)	Whether the premises have basic amenities i.e. toilets/drinking water etc. If so, give the dimensions	
(e)	Whether the premises has adequate space for parking vehicles used for imparting instructions. If so give description and indicate on MDTS site plan.	
11 (a)	Financial resources of the applicant, name and address of Bank	
(b)	Enclose preceding three years Income tax return which shall not be loss making	
(c)	Whether solvency certificate for Rs.10 lakh excluding the cost of the vehicle owned by the applicant is provided? Proof to be attached	
12	Details of vehicles to be used for imparting instructions in driving motor vehicle, separately for each class/category.	
(i)	Type of Vehicle	
(ii)	Model of the Vehicle	
(iii)	Year of Manufacture	
(iv)	Registration number	
(v)	Engine Number	
(vi)	Chassis number	

Signature

(vii)	Fitted with dual control system or not	
(viii)	Whether any vehicle has crossed 8 years from the date of its initial registration	
13(a)	Whether MDTS is equipped with following:-	
(i)	Road plan board with necessary model signals and charts	
(ii)	Black Board	
(iii)	Traffic sign chart	
(iv)	Chart on automatic signals	
(v)	Service chart depicting a detailed view of all the components of motor vehicle	
(vi)	Service chart depicting a detailed view of CNG components of motor vehicle with their lay out plan	
13.(b)	Whether engine gear box, rear axle assembly chassis assembly complete with steering mechanism suspension and brake shoes and drums of type of motor vehicle in which instruction is imparted, are available	
13(c)	Whether puncture kit with tyre lever wheel brace, jack and tyre pressure gauge are available?	
(i)		
(ii)	Whether set of various spanners, pliers, screw drivers and hammers are available?	
13(d)	Whether driving instructions manual is available, if so, in how many numbers?	
13(e)	Whether Chairs / benches and table for trainees and work benches are available. If so, how many?	
13(f)	Whether library consisting of book on automobile mechanism, driving	

Signature

	instructions, road safety, traffic regulations, basic laws, rules and regulations governing motor and road transport are available. If so, number of books?	
13(g)	Whether a fully equipped first Aid box is available for use in emergency at the premises? Briefly describe.	
13(h)	Whether fire fighting equipments are available in functional mode? Give details of their validity and next due date of calibration/test.	
13(i)	Whether log books and registers have been opened as prescribed under the CMV rules. If so, whether maintained upto date.	
14	Name(s) of instructor(s) and their qualification (attested copies of Certificates to be attached). Separate sheet for each instructor should added.	
(a)	Academic qualification	
(b)	Professional qualification. State whether he holds certificate in course of motor mechanic, or any other qualification in mechanical engineering from any institution recognized by Central or State on technical education (Enclosed Certificate as Proof).	
(c)	Details of driving experience (Please enclose details of vehicle driven and no. of years of driving). A certificate from previous employer or other proof should be attached.)	
(d)	Whether the instructor has undergone two weeks training programme specially designed for the instructor in any one of the IDTR/DTI? Enclose the proof of training and its duration.	

Signature

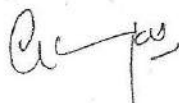
(e)	Whether the instructor has undergone two days refresher course training every year and passed the same? Enclose the proof of refresher training and its duration.	
(f)	Specify the languages in which instructor has fluency for imparting instructions.	
(g)	Whether instructor has ever been prosecuted for rash and negligent driving, if yes, give details.	
15(a)	Additional information in case of renewal of license of MDTS like complaint/adverse report etc. to be brought on record	
(b)	Is MDTS maintaining Form 5 in form of a book serially numbered and binded together so that its counterfoil cannot be removed without tearing?	
(c)	Is MDTS maintaining the register (Form 14) in a manner prescribed in CMVR, 1989?	
(d)	Is MDTS maintaining the register (Form 15) in a manner prescribed in CMVR, 1989?	
(e)	Have the registers been ever inspected and signed by Inspecting authority of Transport Department earlier? If so, date of last inspection and name & designation of Inspecting authorities.	
(f)	Whether used Forms 5, 14 and 15 have been retained for a minimum period of 5 years?	
(g)	Whether Form 11 along with additional particulars of Instructors are exhibited in MDTS premises at conspicuous place?	

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(h)	Has the MDTS has replaced any of the authorized instructors? Whether approval of Licensing authority was sought for replacement of instructors or not? If so, details to be enclosed .	
(i)	Does the MDTS have adequate number of qualified instructors for imparting instruction in driving motor vehicle	
(i)	Has MDTS been submitting monthly report with concerned MLO regularly? If so, details to be enclosed.	
(k)	Has MDTS ever issued Form 5 more than the prescribed upper ceiling limit? If so, details to be enclosed.	
16	Has the MDTS imparted instructions in driving according to syllabus specified in CMVR?	
17.	Are vehicles being used for imparting instructions painted in a colour as specified with the requisite information thereon.	
18	In case of renewal :	
(a)	Date when MDTS was Ist licensed	
(b)	Validity of current license	
(c)	If license has expired, date of expiry.	
19	Remarks of Inspector/ MLO covering any other aspect considered pertinent.	

20. Any other irregularities noticed (To be mentioned specifically)

Signature of the applicant / licensee



Signature of the
Inspecting Officer.

Name
Designation
Date

ANNEXURE – C

Report on checking of driving schools

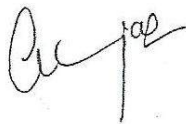
Report for the month of

- 1.Name of the Zone
- 2.Total No. of approved driving schools in the Zone
- 3.No. of driving schools inspected
- 4.Details of irregularities detected (in brief)
- 5.Action taken against the driving schools

Show cause notices to be issued	Show cause notices issued and orders to be passed	No. of licenses suspended	No. of licenses cancelled
(i)	(ii)	(iii)	(iv)

6.Remarks

Signature of the MLO



ANNEXURE – B

Monthly performance report of driving school submitted by the licensee to the MLO,

1) Performance for the month of _____ :

2) Name and address of the driving school _____ :

3) License No. & its date of issue _____

4) Name of instructor(s)

i).....

ii).....

4) Registration number of vehicle(s) owned by the driving school fitted with dual control except motor cycle

: a) Motor Cycle without gear

: b) Motor Cycle with gear

: c) Light Motor Vehicle

: d) Transport Vehicle

5) Performance summary.

	Motor Cycle without gear	Motor Cycle with gear	Light Motor Vehicles	Transport Vehicle
i. Number of candidates enrolled during the month				
ii. Number of candidates completed the course				
iii. Number of candidates issued with form 5				

1. Certified copies of Form 14 & 15 are to be enclosed.

Date :

Copy

Place :

Signature of the Licensee

