

C1/5803/2017-TC

Transport Commissionerate, Keralam
Trans Towers, Thiruvananthapuram
Dated: 15/02/2017

Circular No . 6/2017

**Sub:- Guide Lines for the functioning of Automated Vehicle Testing Centers
and Driver Testing Yard-reg**

Ref:- Circular 4/2013

1. The Senior Most Motor Vehicles Inspector of the Regional Transport Officer would be in the charge of the whole infrastructure, and other facilities provided in the Vehicle Testing Station and Driving Testing Yard at Muttathara.
2. He shall be responsible for the proper maintenance, cleanliness and supervision of the equipments, and all other facilities and amenities in the compound of the Motor Vehicles Department testing centre.
3. Registers for periodical maintenance of equipments, vehicle tested, officers on duty, handing and taking over, log ,stock, attendance of technician and supporting staff of service provider shall maintained in the centre. The premises, work station, control room, toilets etc, shall always clean and tidy. The control rooms and compound shall secure with lock and key.
4. Day to day tests and other processes shall be controlled by the Assistant Motor Vehicle Inspectors on duty under the supervision of Motor vehicles Inspector on duty and he shall be in full responsible for all the testing process and other activities. He should avail only technical assistance from the technician employed by the service provider. The technician should not be permitted to involve in any testing process and allied activities.

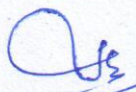
5. The Assistant Motor Vehicle Inspector on duty shall ensure the safety of the vehicles, equipments and persons while performing testing.
6. The fitness test reports shall be authenticated and attested by the Assistant Motor Vehicle Inspector on duty by affixing his full signature, Name and designation seal. Test report shall be supplied along the fitness/Reg.renewal certificates.
7. If a vehicle fails in a particular test in the CVTs the re test shall be insisted only for the failed test.
8. The process of Driving test Part 1 shall be conducted only by the Assistant Motor Vehicle Inspector on duty, the supporting staff or technicians should not be allowed to interfere in the testing process. They should be used only for the technical assistance and maintenance of equipments and premises.
9. The Assistant motor vehicles on duty shall always be present in the control room, act as invigilator and monitor entire test process himself. He should be fully aware about the operation and control of the automated system and capable of handling the equipments and supporting systems himself.
10. The test result shall be entered in the Driving test sheet and attested by affixing full signature with name and designation seal, by the Assistant Motor Vehicle Inspector on duty. The reports generated by the system shall also be attached and supplied along with the test sheet.
11. If a candidate fails due to any technical reason or if a dispute arises it should be analyzed along with Motor Vehicle Inspector and decision shall be taken accordingly.

12. Under no circumstances, should any person other than the candidate be permitted to enter the testing area while performing tests. All other candidates and accompanying persons shall wait in the waiting area and the candidate only should be present before the testing officer one by one. A proper discipline shall always be maintain the control, management of candidates, vehicles and accompanying persons shall be ensured by the duty MVI.
13. The test process and flow shall be conducted as per the design and lay out of test ~~the~~ track, insuring that all aspects of testing are completed without exceptor.
14. While taking the 8 track test for two wheelers the candidates should compulsorily wear properly strapped helmet.
15. While conducting the speedometer test in the CVTs the cables should be issued to secure the vehicle to the hooks provided in each case to avoid accidents.


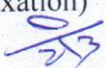
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Transport Commissioner.

Approved for issue

 06-3-2017

Senior Deputy Transport Commissioner
(Taxation)

To

All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers