

**MOTOR VEHICLES DEPARTMENT****PROFORMA OF INSPECTION OF OFFICES BY SUPERIOR OFFICERS****PART I- OFFICE SET UP**

1. Name of office inspected
2. Date and time of inspection
3. Name and designation of inspecting officer
4. Whether counters are functioning properly
5. Whether any unauthorized person found inside the office
6. Whether function of fast track counter is as per circular
7. Whether "any service any counter system" implemented and allotment work to each section is done as per instruction.
8. Whether server room kept locked
9. Whether office maintained neat and tidy
10. Whether boards like VACB information, fast counter, right information act, tax and fees schedule, and various service information are exhibited properly
11. Whether back-up Cd's are send to DTC in time properly.
12. Remarks

**Part II Establishment Matters** ✓

1. Whether verified attendance register and late attendance register and irregularity detected if any
2. Whether casual leave register maintained properly
3. Whether private cash declaration register maintained properly
4. Whether cashbook maintained up to date.
5. Whether remittance of chalan posted and filed properly and reconciled in time
6. Whether e-mail register maintained up to date
7. Whether movement register maintained properly
8. Remarks

### **Part III (a) Performance of Enforcement Officers**

1. Whether check report register maintained by field officers
2. Irregularity detected in check report and compounding fee collected
3. Whether check reports are submitted office in proper time
4. Whether target achieved by each officers as per circular
5. Remarks

### **Part III (b) Performance of officers in Road Safety Activities.**

1. Number of drivers trained.
2. Number of learning test candidates given classes.
3. Other road safety work attended.
4. Remarks -

### **Part IV Pendency in Office**

1. Whether perused pendency statement in system: undue delay noticed if any
2. No. of check report pending in office and reason of pendency
3. New registration certificate issued to the vehicles inspected upto..... : TV  
NTV
4. Dispatched up to
5. Delay noticed if any and reason
6. Date up to which fresh licence dispatched
7. Delay noticed if any and reason
8. Pendency of DL renewal and reason if any
9. No. of pending RMA and reason for pendency
10. Whether document are dispatched through speed post and recorded in system



Part V Tax Work

1. Total amount of arrear for Q.E.
2. Whether tax arrear list are prepared and tax file maintained as per instruction
3. No. of vehicles in arrear list
4. No. of demand notice sent
5. No. of vehicles in arrear list without any action
6. No. of demand notice handed over to the circle officer for enquiry and serving to vehicle owners
7. No. of RR cases initiated
8. No. of RR case collection received
9. No. of RR case pending for collection and reason
10. Details of reconciliation
11. Name of circle officer
12. No. of demand notice served and pending
13. Whether whereabouts of the vehicle in arrear list traced and action taken
14. No. of vehicle under stoppage
15. Whether preliminary and final SV reports submitted or pending
16. Whether DCB statement prepared in time for each quarter and forwarded to RTO/TC
17. Remarks

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#### Part VI - CF Test

1. Name of the place of CF test
2. Whether records verified and register closed in time
3. No. of vehicle produced for test
4. Name of the officers each team
5. Whether registration number plate exhibited in prescribed manner
6. General appearance of the vehicles
7. Result of test check of fare meters in autorickshaw and taxies
8. Result of test check for air horn
9. Result of test check for audios and videos in stage carriages
10. Result of test check for destination board and display of time schedule in stage carriages
11. Result of test check for Speed governors
12. Result of test check for reflectors
13. Result of test check for first aid box and fire fighting equipments
14. Result of test check for propeller shaft clamp and rear under run and lateral run protectors
15. Result of test check for number of seat fitted and measurement
16. Test check result for colour code of goods vehicles
17. Whether road test are conducting properly to all vehicles
18. No of vehicle CF deferred
19. No. C.F.R.R. issued and fee utilised
20. No. CF issued on the particular day
21. Remarks





### Part VII - Registration of Vehicle

1. Whether inspection of vehicle started in time
2. Whether vehicle are exhibited trade number /Temporary registration number
3. Whether document submitted for registration are in order
4. Whether approval of authorized testing agencies verified along with application and physical features of the vehicle
5. Whether Transport vehicles are prepared with measurement certificate and complied with the act and rule
6. Whether road test are conducted for renewal of registration
7. Remarks

### Part VIII - Driving Test

1. Place of driving test
2. Whether the test started and registers are closed in time
3. Whether candidates not included in the computer list are tested
4. Whether test date are preponed without sufficient reason
5. Whether driving test conducted as per circular 20/98 and other connected instructions
6. Whether instruction are given to the candidate
7. No. of candidate appeared for driving test
  - (a) Fresh appearance
  - (b) Re appearance
8. No. of candidate passed and percentage
9. No. of candidate failed and percentage
10. Name of officer in each team and whether in uniform
11. Whether genuineness of the certificate produced by candidate verified and satisfied by testing officers
12. Result of check test for driving school licence and condition of vehicles
13. Remark

Witness

Signature

Name and designation of Inspecting Officer

**Proforma of Inspection of Check Post by Superior officers**

1. Name of the check post inspected.
2. Date and time of inspection.
3. Name and designation of the inspecting officer.
4. Whether the weighbridge is working properly or not.
5. Whether the office is maintained neat and tidy.
6. Whether boards like VACB information, Tax fees schedule, and other service information are exhibited properly and in 3 languages minimum (i.e., Regional language, nearest state language and in English or Hindi.)
7. Duty Register and private Cash Declaration Register is maintained properly or not
8. Amount collected under fee, compounding fee, Tax heads etc
9. Daily collection Abstract to be cross-checked with Main Cash Book.
10. Whether the reconciliation is done properly or not.

11.	<u>Disposal of check reports.</u>	
	Disposed by compounding	Disposed by sending the uncompounded Check Reports to the concerned RTO

- 12 Check for Seizure register of vehicles, visiting remarks, stock register for fees receipts and TR 5 Books
- 13 Check for unauthorized or outside persons interfere in the work of check posts.
- 15 Whether casual leave register maintained.

14 Remarks

Witness

Signature

Name and designation of Inspecting Officer