GUIDELINES FOR ISSUANCE OF DRIVING LICENCE

The Transport Department has issued several office orders in addition to Motor Vehicle Act 1988 and Rules made there under for streamlining the procedure of issuance of Driving License. In partial modification of all previous orders, the following procedural guidelines are issued with immediate effect. All Zonal Offices are required to adhere to these guidelines for issuance of Driving License.

A-ADMISSIBLE EVIDENCE AS TO THE CORRECTNESS OF ADDRESS AND AGE

1. As per CMVR-1989, the following documents can be accepted:
   i. Electoral Roll/Voter Identity Card
   ii. Life Insurance Policy
   iii. Passport
   iv. Pay slip issued by any office of the Central Government or a State Government or a Local Body
   v. School Certificate
   vi. Birth Certificate
   vii. Certificate granted by a registered medical practitioner not below the rank of a Civil Surgeon as to the age of the applicant.
   viii. In case of foreigners, proof of legal presence in India in addition to proof of residence is also required.

2. In addition to above documents, the following documents allowed by the Government under rule 4(11) of the CMVR can also be accepted
   i. Latest Water Bill- Delhi Jal Board
   ii. Latest Electricity Bill
   iii. Latest Telephone Bill (MTNL only)
   iv. Property Ownership like Registered Conveyance Deed, Registered Sale Deed
v. Post Office or Bank Pass Book indicating residential address
vi. House Tax Mutation Order
vii. House Allotment/Possession letter issued by Estate Officer, DDA, PWD, Co-Operative Group Housing Society
viii. Certificate from employer in case of Government Servant with pay slip
ix. Computerized Ration Card
x. Marriage Certificate issued by designated Magistrate
xi. Domicile Certificate/Caste Certificate/Sr. Citizen Certificate issued by District Administration
xii. AADHAR Card
xiii. CGHS/DHS card showing name of the applicant supported by house-allotment letter in favour of family member
xiv. Serving Certificate along with dependent card - for defense personnel and their family members
xv. PAN Card* (*inserted vide order no........dated)

3. The documents showing applicant’s name is only to be accepted.
4. Attested copy of above document(s) can be accepted otherwise the original document to be seen by the Counter Clerk/Licensing Authority and this fact is specifically recorded on photocopy of the document.
5. Henceforth no affidavit is required for address proof in support of any of documents mentioned in (1) and (2) above. Strict action will be taken if any instance of asking for affidavits in support of the prescribed document is noticed.

B- ISSUE OF LEARNER’S LICENCE
Procedure for learner license is prescribed under Rule 10 of CMV Rule 1989. The following is to be ensured:
1. Though it is the responsibility of Counter Clerk to accept only those applications which are complete in all respect, the Inspectors should ensure their satisfaction in all respect as prescribed in the Motor Vehicle Act, 1988 and Rules thereunder before issuance of Learner’s License. The Issuing Authority will be held
responsible in case of issuance of license despite deficiency in application/document/test while the Counter Clerk will be held responsible for acceptance of incomplete application.

2. In case of non-acceptance of any application, the Counter Clerk is required to record specific reason on the application and return the same to the applicant.

C- ISSUE OF PERMANENT DRIVING LICENCE

Procedure for issuance of Permanent Driving License is prescribed under Rule 14 of CMV Rules, 1989. The instructions issued vide order no. F.PA/DC (Ops)TPT/2004/614-634 dated 31.1.2004 clearly provides that there is no need to ask for proof of date of birth and proof of residence from the applicant at the time of issuing permanent Driving License as the same has already been given with the application for the Learner’s License. It has been observed that some of the Zonal offices are still asking for these documents.

Now, it has been decided that copy of proof of address and date of birth is not required at the time of issuance of permanent driving license if there is no change in the date of birth and the address mentioned in valid Learner’s License issued by the same Zonal Office in Delhi. In such cases, the issuing authority of the same Zonal Office is to rely upon the satisfaction about age and address proof at time of issuance of the Learners’ License. Further the certificate regarding competence to drive and passing the test prescribed under rule 15 of the CMVR-1989 or failing in the test(with details of the deficiency), as the case may be, must be duly signed by the Testing Authority on each of the application form.

D- RENEWAL OF DRIVING LICENCE ISSUED FROM DELHI

Renewal of Driving License is prescribed under CMV Rule (18) and Section (15) of MV Act 1988. A proof for date of birth is required only when it is not mentioned on the expired Driving License (Only limited cases would be there when Driving License issued through DEDA). The following to be ensured:

1. Though it is the responsibility of Counter Clerk to
accept only those applications which are complete in all respect, the Inspectors should ensure their satisfaction in all respect as prescribed in the Motor Vehicle Act, 1988 and Rules thereunder before issuance of Learner’s License. The Issuing Authority will be held responsible in case of issuance of license despite deficiency in application/document/test while the Counter Clerk will be held responsible for acceptance of incomplete application.

2. In case of non-acceptance of any application, the Counter Clerk is required to record specific reason on the application and return the same to the applicant.

E- DUPLICATE DRIVING LICENCE
Duplicate driving license is issued under DMV Rule (5). It has been decided that “NO CHALLAN PENDING” certificates from Delhi Traffic Police is required in case of all Transport Category only. However, copy of FIR/Police report would be required in all cases of reported loss of any category of Driving Licenses with application for issuance of duplicate driving licenses reported to have been lost. Further address proof is not required in case there is no change in the particulars mentioned in the original Driving License.

F- OTHER STATE DRIVING LICENCE
Procedure for other state driving license is prescribed under Rule 10 of DMV Rule. The following to be ensured:

1. For renewal/duplicate of any of the Transport category Driving Licenses, issued from other states, the Licensing Authority the Licensing Authority must ensure verification from National Register available at the website and specifically record the fact of verification in remark column of the software at time issuing renewed/endorsed/duplicate license. The issuing authority will be responsible if it is found that the old Transport category driving license of other state was not verifiable from the National Register.

2. In case of addition of Transport category in Private Driving License (LMV-NT) issued from other state, the Licensing Authority the Licensing Authority must ensure verification from National Register available at the website and specifically record the fact of verification in
remark column of the software at the time addition of Transport Category. The issuing authority will be responsible if it is found that the old Private Driving License of other state was not verifiable from the National Register.

3. For renewal/duplicate of Private Category Driving Licenses in the same category of Private License, issued from other states, the Licensing Authority to adhere to the procedure prescribed in Rule-18 of CMVR-1989 and Rule-10 of DMVR-1993. These rule provide for confirmation from the original issuing authority in case of it being a case of lost, torn or mutilated such that the identification or authenticity cannot be reasonable established or in case of there being good reasons to suspect that it is not genuine or some tampering has been done.

4. After doing needful as per (1), (2) and (3) above, the fact of renewal/duplicate/addition of category etc to be communicated in writing to the Issuing Authority concerned of the other State.

**G-INTERNATIONAL DRIVING PERMIT (IDP)**

Procedure for IDP is prescribed under CMV Rule 14(2). For the applicants holding other state license, only manual IDP is to be issued as it is reported that there is no provision in the software to entertain other state driving license. Therefore it is decided that IDP will be issued in following manner:-

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Issue</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Both Driving License and Valid Passport were issued from Delhi</td>
<td>Computerized IDP to be issued from any of the Zonal Office in Delhi.</td>
</tr>
<tr>
<td>2</td>
<td>Driving License was issued from Delhi but Valid Passport was issued from other State</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Driving License was issued from other State and Valid Passport was issued from Delhi</td>
<td>Only manual IDP to be issued from any of the Zonal Office in Delhi. The Licensing Authority is also required to send written intimation to the Issuing Authority.</td>
</tr>
</tbody>
</table>
Authority concerned of the other state.

4. Both driving license and valid passport issued from other state

Only manual IDP to be issued from any of the Zonal Office in Delhi. The applicant is required to submit any of the prescribed address proof. However Government Officials travelling either on Official /Diplomatic Passport or on Govt Duty can be issued IDP on the basis of letter issued by the concerned Department/Ministry without pressing for address proof in Delhi. The Licensing Authority is also required to send written intimation to the Issuing Authority concerned of the other state.

This issue with the approval of the Competent Authority.

(Yashpal Garg)
Special Commissioner

Copy to:
1. Secretary to Hon’ble Minister of Transport, Govt of Delhi
2. Managing Director, DIMTS
3. All Additional Commissioners/Secretary STA, Transport Department
4. PS to Pr. Secretary-cum-Commissioner (Transport)
5. PS to Special Commissioner (Transport)
6. Deputy Commissioner (STA), Transport Department
7. Deputy Commissioner (VIU), Transport Department
8. Deputy Commissioner (Operations), Transport Department
10. Assistant Secretary(STA), Transport Department
11. All MLO’s Transport Department
12. System Analyst to upload this order on website of the Department
GUIDELINES FOR ISSUANCE OF DRIVING LICENCE

In continuation of this officer letter no. No. F.4 (15)Vig/Tpt/2009/ 1048-85 dated: 16th October 2012 on above subject, the competent authority has approved accepting PAN card as admissible evidence as to the correctness of age.

(Yashpal Garg)
Special Commissioner

Copy to:
1. Secretary to Hon’ble Minister of Transport, Govt of Delhi
2. Managing Director, DIMTS
3. All Additional Commissioners/Secretary STA, Transport Department
4. PS to Pr. Secretary-cum-Commissioner (Transport)
5. PS to Special Commissioner (Transport)
6. Deputy Commissioner (STA), Transport Department
7. Deputy Commissioner (VIU), Transport Department
8. Deputy Commissioner (Operations), Transport Department
10. Assistant Secretary(STA), Transport Department
11. All MLO’s Transport Department
12. System Analyst to upload this order on website of the Department