

## **Introduction:-**

The Transport Department is charged with the responsibility of looking after the functioning of J&K Motor Vehicle Department, J&K State Motor Garages and J&K State Road Transport Corporation. The department of Transport has a clear vision of providing quality services in the area of transport to the citizens of all the geographical locations at a reasonable and affordable cost and for this the department has adopted policies/programmes commensurate with the needs in various sectors of the economy. The department is making all efforts to improve the road safety and ensuring that only trained drivers and mechanically fit vehicles ply on the roads thus minimizing any chance of a road accident and pollution. The department is also keeping an eye on the increasing fare at which the private transporters tend to run commercial vehicles and for this State Transport Authority is saddled with the responsibility of fare fixation periodically in consultation with public representatives and private vehicle owners and thereby exercise control on otherwise demands for exorbitant increase in the bus fares.

All activities relating to decision making pertaining to Transport are being carried out in transport Secretariat. The administrative department issues Instructions, Orders, Notifications, Guidelines, etc. makes policies, spells out objectives to the field functionaries for the delivering of public services in an efficient manner. The following are briefly the main functions of the transport department.

## **Functions:-**

1. Implementation of Motor Vehicles Act 1988 and Rules.
2. Framing of policies aiming at Road Safety and efficient transport management in the State.
3. To implement the schemes for computerization of the working of the Transport Department and safe keeping of records and quick verification system.
4. Data collection and analysis for an efficient management of transport system in the State.
5. Creating public awareness among Stake holders including Drivers, Motor Vehicle Inspectors, Checking Squads and general public in respect of Road Safety and passenger care.
6. Operation of Passenger Welfare Fund and quick response system for the benefit of affected people in road accidents.
7. Legal action/prosecution of cases registered against the violators of

- law, pertaining to violations of Motor Vehicles Act and Rules.
8. Collection of fees, fines, rates, taxes etc. in the course of performing of all the above functions.
  9. Monitoring and review of utilization of funds, both plan and non-plan.
  10. Evaluating the outcomes of schemes for their constant improvement.

## **CHAPTER 1**

### **Please throw light on the background of this handbook (Right to Information Act –2005**

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Government of Jammu & Kashmir enacted the Right to Information Act, 2009. Motor Vehicle Department Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009. This handbook may prove helpful in getting information about Motor Vehicle Department Kargil and its functioning.

### **Objective/purpose of this handbook**

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning of Motor Vehicle Department Kargil

### **Who are the intended users of this handbook?**

- Members of Parliament and members of legislative assemblies and member of legislative councils.
- Ministry Of Highways and Transport Central as well as State Governments.
- Officers working in various departments either directly or indirectly concerned with the functions of Motor Vehicle Act.

### **Public at large:-**

Right to Information and Obligations of Public Authorities 3. Right to information -Subject to the provisions of, the Act, every person residing in the State shall have the right to information. 4. Obligations of public authorities.-(1 ) Every public authority shall- (a) maintain all its

records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the State on different systems so that access to such records is facilitated ; (b) publish within one hundred and twenty days from the commencement of the Act.- (i) the particulars of its organization, functions and duties ;The J&K Govt. Gazette, 20th March, 2009|29thPhal., 1930' [No' 5I-5 (ii) the powers and duties of its officers and employees : (iii) the procedure followed in the decision making process, including channels of supervision and accountability ; (iv) the norms set by it for the discharge of its functions ; (v) the rules, regulations, instructions. manuals and records, held by it or under its control or used by its employees for discharging its functions ; (vi) a statement of the categories of documents that are held by it or under its control ; (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof ; (viii) a statement of the boards, councils, committees and ' other bodies consisting of t\lo or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ; (ix) a directory of its officers and employees ; (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations ; (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ; (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such Programmes

## **CHAPTER II**

**Powers and Functions of the Information Commission, Appeal and Penalties.** Powers and functions of Information Commission.-- (I ) Subject to the provisions of the Act, it shall be the duty of the State Information Commission to receive and inquire into a complaint from any person,- (a) who has been unable to submit a requests to the Public Information Officer either by reason that no such

officer has been designated under the Act, or because the Assistant Public Information Officer has refused to accept his or her application for information or appeal under the Act for forwarding the same to the Public Information Officer or senior officer specified in sub-section (l) of section 16 or the State Information Commission, as the case may be

(b) Who has been refused access to any information requested. under the Act; (c) who has not been given a response to a request for information or access to information within the time limit specified under the Act; (d) who has been required to pay an amount of fee which he ' or she considers unreasonable; (e) who believes that he or she has been given incomplete, misleading or false information under the Act; and (f) in respect of any other matter relating to requesting or obtaining access to records under the Act. (2) Where the State Information Commission is satisfied that there are reasonable grounds to inquire into the matter, it: may initiate an inquiry in respect thereof. (3) The State Information Commission shall, while inquiring into any matter under this section, have the powers as are vested in a civil court while trying a suit under the code of 'civil procedure, Samvat 1977, in respect of the following matters, namely :— (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to (b) produce the documents or things ; requiring the discovery and inspection of documents ; receiving evidence on affidavit ; requisitioning any public record or copies thereof from any court or office ; issuing summons for examination of witnesses or documents.

Any person who, does not receive a decision within the time specified in sub-section (l) or clause (a), of sub-section 7, or is aggrieved by a decision of the Public Information Officer, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such. officer who is senior in rank to the Public Information Officer, in each public authority: Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or, she is satisfied (z) Where an appeal is preferred against an order made by a Public Information Officer under section 1 to disclose third party information' the appeal by the concerned third party shall be made within thirty days from the date of the order. (3) Where any Officer, at the time of deciding an appeal under the RTI Act has not furnished information within the time specified abruptly denied the request for information or has knowingly given incorrect, incomplete or misleading

information or destroyed information which was the abject of the request or obstructed in any manner in furnishing the information shall make a reference to that effect to the State Information Commission' (4) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the State Information Commission : Provided that the State Information Commission may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time. If the decision of the State public Information officer against which an appeal is preferred relates to information of a third party, the Information commission shall give a, reasonable opportunity of being heard to that third party. An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing. The decision of the State Information Commission shall be binding. In its decision, the State Information Commission has the power to require the public authority to take any such steps as may be necessary to secure compliance with the provisions of the Act, including- (i) by providing access to information, if so requested, in a particular form ; (ii) by appointing a Public Information Officer ; (iii) by publishing certain information or categories of information I (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction.

## **Information Handbook under Right to Information Act, 2009 with respect to Transport Department:**

### **Chapter-iii**

Particulars of Organization, Functions and Duties. The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. Each Minister is in-charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various departments, each one or more department headed by an Administrative Secretary. The following Departments Corporation are working under the Administrative control of the Transport Department: -  
1. Motor Vehicles Department. 2. State Motor Garages Department. 3. J&K State Road Transport Corporation. Motor Vehicles Department: - Jammu and Kashmir Motor Vehicles Department is one of the Public

Services Department with lot of interface with the people on day to day basis. The Motor Vehicles Department is implementing monitoring and co-coordinating various transport related activities in consonance with the Central Motor Vehicles Act, 1988, and J&K Motor Vehicle Rules 1991 and other statues/enactments

**Objectives:-**

- 1. Ensuring Road Safety 2. Efficient development of Public centric Road Transport System 3. Fixation of High Security Registration plates 4. Enhancing Transparency and ensuring responsive customer friendly interface. 5. Human Resource Development 6. Infrastructure Development 7. Monitoring of Driving Training Institutes 8. Mitigation of vehicular pollution .9. Introduction of GPS in vehicles 10.Improving collection of revenue

**Functions: -**

1. Implementation of central Motor vehicles Act, 1988 & other related Acts & Rules.
2. Framing of polices aimed at Road Safety & better management.
3. Computerization of the records.
4. Data collection and analysis for an efficient management of transport system in the State.
5. Creating public awareness among stake-holders including drivers, MVD personnel, checking squads and general public in respect of Road Safety and passenger care.
6. Operation of passenger welfare fund and quick response system for the benefit of affected people in road accidents.
7. Collection of fee, fines & taxes. 8. Monitoring and review of utilization of funds, both plan and non-plan.
8. Evaluation of outcome of schemes for their constant improvement.
9. Enhancing Service capacity of J&K State Road Transport Corporation
10. Monitoring of Pollution Checking centers.
11. Monitoring of fixation of High Security Registration Plates on all vehicles.
12. Capacity enhancement & monitoring of Driving Training Institutes.
13. Streamlining the tariff structure in consonance with inflation.
14. Issuance of permits for purchase of commercial vehicles.
15. Introduction of new vehicles in transport system of J&K. State Motor Garages Department: - The basic responsibility of the State Motor Garages Department is to provide light transport to the Hon'ble

Governor of J&K State, Council of Hon'ble Ministers, Senior State Government functionaries, State Guest and other Touring Officers. The Department is also charged with the Job of maintaining light motor vehicles of all State Government Departments.

Under the provisions of section 23(1) of the Road Transport Corporation Act, 1950, the Corporation has to provide adequate, economic and coordinate transport to the public. Since its inception JKSRTC is dutifully serving the people of the State. The Corporation has also been successfully performing the transportation business for Armed forces, Border Roads Organization etc; besides providing uninterrupted services during Hartals, Curfews and crisis situations. With a view to dealing with the different issues pertaining to the Transport Department, different sections have been setup. The brief description is as under: - Motor Vehicles Section: - The section deals with the services of the Gazetted officers of the Motor Vehicles Department. These include the personnel matters like appointments, promotion, training, settlement of service benefits etc.

**J&K, State Road Transport Corporation Section:** - The section deals with the release of budgetary allocations with the concurrence of the Finance Department to JKSRTC and gives approval to their Administrative matters. General Section:- The section deals with the important issues like Right to Information applications, Chief Minister's Grievances cell, Public Service Guarantee Act, and other issues of general nature/coordination cases etc

**Accounts Section:** - The section deals with all the financial/ accounts matters of the department under the supervision of the Director Finance. Planning Section: - All the plan matters are looked after by the Plan section comprises of Assistant Director (P&S), Statistical Officer and Statistical Assistant.

## **Chapter-IV**

**Powers and Duties of Officers and Employees:** - The Transport Department plays vital role for providing better mobility with comfort and safety to all sections of the society to different parts of the State especially remote and far-flung areas. The Administrative Secretary of the Department is assisted by the team of officers of the rank of Additional Secretary/Deputy Secretary and Under Secretaries. Down below the Under Secretary there is an established Non-Gazetted

Administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making

### **Chapter-V**

#### **Rules, Regulations, instructions, Manual and Records for discharging functions.**

The list of rules, regulations, instructions, manual and records is hosted on the website of the Transport Department. [www.jktransport.nic.in](http://www.jktransport.nic.in)

### **Chapter-Vi**

Constitution of Road Safety Council and Road Safety Authority at State as well as district level The Transport Department has constituted the following Road Safety Council and Road Safety Authorities at District Level:-

The 1st February, 2012 SRO 52-. In exercise of the powers conferred by sub-section (2) of section 215 of the Motor Vehicles Act, 1988 (59 Of 1988), the Government of Jammu and Kashmir hereby constitute for the State a State Road Safety Council comprising of the following:-

1. Chief Secretary Chairman
2. Director General of Police Member
3. Administrative Secretary of Finance Department Member
4. Administrative Secretary of Home Department Member
5. Administrative Secretary of PW (R&B) Department Member
6. Administrative Secretary of Planning & Development Department Member
7. Administrative Secretary of Housing & Urban Dev. Department Member
8. Administrative Secretary of Health and Medical Education Department Member
9. Administrative Secretary of Transport Department Member
10. Chairman Pollution Control Board Member
11. Inspector General of Police (Traffic) Member
12. Director National Highways Authority of India, Jammu Member
13. Director Health Services, Jammu Member
14. Director Health Service, Kashmir Member
15. Chief Engineer Project Beacon, Srinagar Member
16. Chief Engineer Project Vijayak Member
17. Chief Engineer Project Himank Member
18. Managing Director, J&K SRTC Member
19. Transport Commissioner Member Secretary The State Road Safety Council shall:-

i) Advise the Government for the steps to be taken for collecting, comparing and analyzing road accidents data, establishment



of a Road Safety Fund, provision of Trauma and Health Care facilities to the victims of road accidents etc; ii) Formulate a comprehensive Road Safety Policy for implementation by all the concerned departments/organizations with the overall objective of preventing/minimizing the incidence of road accidents; iii) Prescribe the procedure and methodology for its functioning and shall hold its meeting at least twice a year.

The 9th October 2012 SRO\_ 328 in exercise of powers conferred by sub-section (3) of section 215 of the Motor Vehicles Act, 1988 (59 of 1988)

The Government of Jammu and Kashmir hereby constitutes a District Road Safety Committee for each District of the State, comprising the following: - 1. Deputy commissioner Chairman 2. District Superintendent of Police Member

3. Regional Transport Officer/Assistant Regional Transport Officer concerned. Member-Secretary The Committee so constituted shall: - i). Take effective measures for collecting, comparing and analyzing road accident data, provision of trauma and health care facilities to the victims of the road accidents; ii) Coordinate with District Disaster Management Committee/Quick Reaction Team (QRT), concerned organization dealing with Road Safety Management, conduct Road Safety Audit of roads within the territorial limits of the District and advise for measures to be taken mitigating the road accident deaths and for better management of traffic within the District; iii) Meet at least once in a quarter of the year; and iv) Submit such reports and returns and furnish such information to Transport Commissioner as may be required from time to time and the Transport Commissioner shall submit a consolidated report to the State Road Safety Council annually.

## **CHAPTER-VII**

The names, designation and other particulars of the Public Information officers are given at the heading of RTI in the web site of Transport Department.

### **1. Public Information Officers. (PIO)**

- a) Name:- Shri Ibrahim Khan
- b) Designation:- Motor Vehicle Inspector
- c) Phone No. 9469236751
- d) Address Assistant Regional Transport Officer Kargil

### **2 Assistant Public Information Officer. (APIO)**

- a) Name: - Sh. Khadim Hussain.
- b) Designation:- Statistical Assistant
- c) Adress:- ARTO Kargil, Phone No. 9469180354

### **3 First Appellate Authority. (First AA'S)**

- a) Name:- Sh. Khadim Hussain ,
- b) Designation:- Assistant Regional Transport Officer Kargil,
- c) Landline No:- 01985-234038 Phone No. 9419176122
- d) Fax No:- 234038,
- e) Address. Motor Vehicle Department Kargil.

**Definitions (Please provide definitions of various terms used in the handbook).**

**MVDK:** Motor Vehicle Department Kargil.

**RTI Act :** Right to Information Act

**ARTOK:** Assistant Regional Transport Officer Kargil.

**LMV:** Light Motor Vehicle

**LTV:** Light Transport Vehicle

**HGV:** Heavy Goods Vehicle

**PSV:** Private Service Vehicle

**LMVGV:** Light Motor Vehicle Goods Vehicle

**LMV Trans:** Light Motor Vehicle Transport

**LAHDCK:** Ladakh Autonomous Hill Development Council Kargil

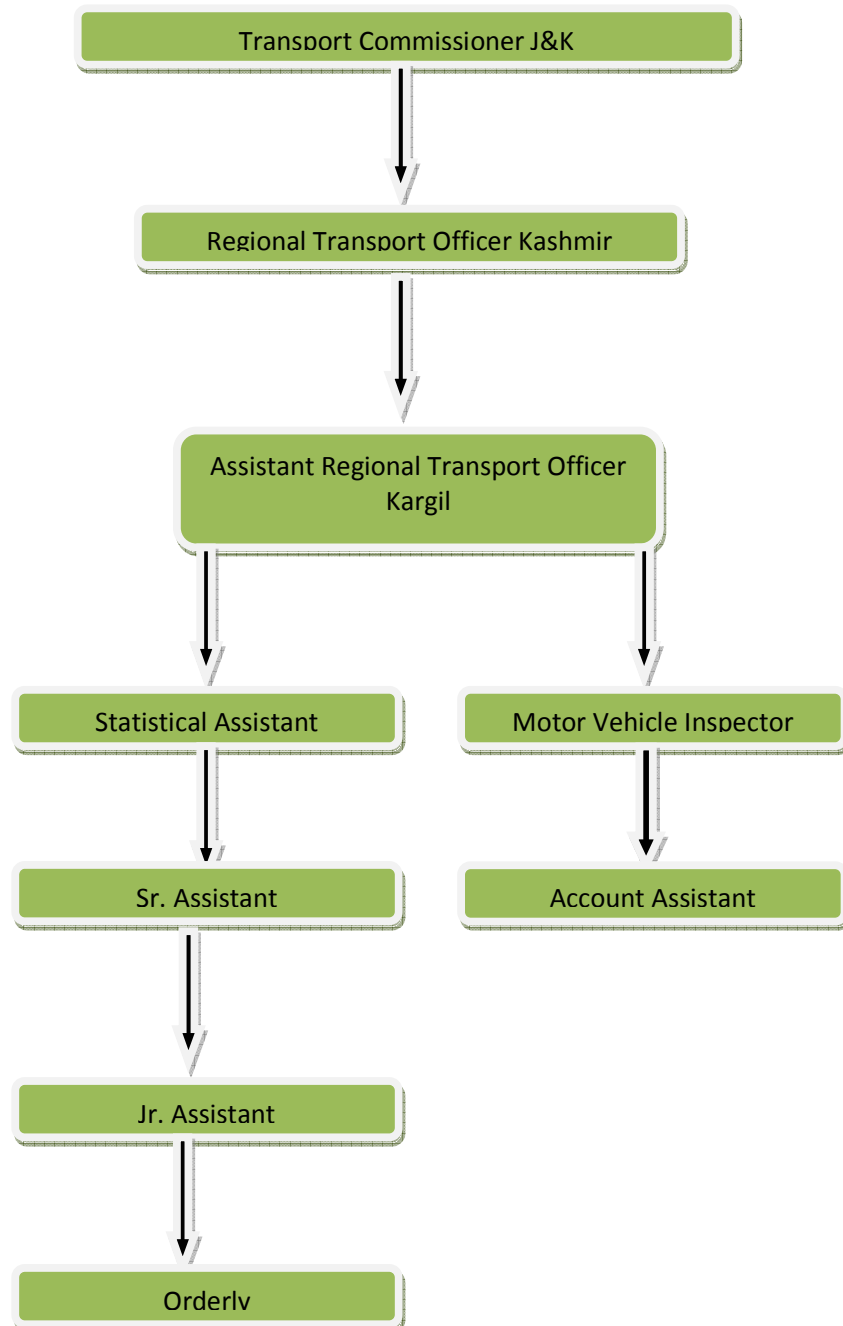
### **Procedure and Fee Structure for getting information RTI Act**

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

## **CHAPTER-VIII**

### **Organization Chart of Transport Department:-**



## **CHAPTER -IX**

### **Functions of Motor Vehicles Department**

The department is charged with the responsibility of administering of Motor Vehicles Act through regulatory and enforcement mechanism. Motor Vehicles Department deals with the following main subject:

1. Collection of token tax & fees
2. To act as State Transport Authority
3. Grant of registration
4. Grant/renewal of permits and registration certificates
5. Issue/renewal of driving licenses
6. Fixation of fare and freight
7. Registration of Pollution Checking Centers
8. Issue/renewal of fitness certificates in respect of commercial/non-commercial vehicles.
9. Grant of conductors license.

**Following documents have to be accompanied at the time of Registration of new vehicles:-**

**In case of registration of new vehicle like LMV, the applicant have to enclose the following documents :-**

- 1). All the documents of vehicle being issued by the company in original
- 2). Proof of Permanent Resident Certificate
- 3). Schedule Tribe Certificate dully attested by the Gazatted officer
- 4). School Date Of Birth Certificate dully attested by the Gazatted Officer
- 5). Photocopy on Insurance being issued by the company
- 6). Affidavit
- 7). Three recent passport size photographs

**In case of registration of new vehicle like commercial i.e. Buses/taxis etc the applicant have to submit the following documents at the time of registration:-**

- 1). First of all the applicant have to get latter of authority from the concerned registering authority i.e. ARTO, Kargil, before the purchase of the vehicle
- 2) All the documents of vehicle being issued by the company in original
- 3). Proof of Permanent Resident Certificate dully attested by the

Gazatted Officer

- 4). Schedule Tribe Certificate dully attested by the Gazatted officer
- 5). School Date Of Birth Certificate dully attested by the Gazatted Officer
- 6). Photocopy of Insurance being issued by the company
- 7). Copy of Affidavit in original
- 8). Three recent passport size photographs
- 9). Character Certificate from SHO
- 10). Copy of report from Chief Prosecuting officer Kargil
- 11). Un-employment Certificate from Dy. Director Employment and Counseling Centre Kargil

### **About Permits**

Any person can Claim for authorization of permit provided he fulfills the following conditions:-

- To submit the application, along with the requisite fee.
- To submit residential proof.
- To submit the state subject.
- To submit the affidavit indicating the papers furnished are true and correct.

### **Type of permits**

- Stage Carriage permits
- Contract Carriage permit
- Goods Carriage permits

Stage Carrige Permits

### **Following conditions filled up to have a stage carriage permits:-**

- To specify the route/routs, area or areas to which applicant wants to play the Vehicle.
- The type of Vehicle & seating capacity.
- The minimum and maximum no of daily trips proposed to be provided.
- Providing of normal service as per time table.
- No of Vehicles intends to kept as reserve to maintain the service and providing of service for special occasions.

### **Contract Carriage Permits:-**

The type and seating capacity of the vehicle.

- The area for which permit is required.
- That in case of Motor cab Taxi meters should be fitted & maintained in proper working orders.

### **Type of permits in Contract Carriage:-**

- District permit.
- State permit.
- All India permit

### **Goods Carriage Permits:-**

This permit can be granted in favour of trucks and mini load Carries and is valid in the State, the trucks /mini load carries more than laden weight of 3000 kgs can be provided with the goods permit.

### **Functions of Driving Schools**

The main function of the Driving School is to impart training and instructions in Driving of Motor Vehicle and matters connected there with. Any person or establishment can be granted the driving School License provided the following conditions.

He must possess one or more Motor Vehicles fitted with dual Control system required for imparting such training.

He must specify the syllabus and duration of course or courses for imparting instructions in driving of any Motor Vehicle.

He must have suitable land and building at which such Schools may be established.

He must possess facility of class room /demonstration room etc.

He must possess prescribed education as well as professional qualification including experience in the field of driving.

He has to maintain particulars of all such persons to whom he imparts training and issue Certificates.

He must also have good financial stability.

### **DON'T DRIVE WITHOUT AN EFFECTIVE DRIVING LICENCE:-**

1 .To Drive Transport vehicle you need to have an effective driving Licence. Which means valid in terms of class o f the Vehicle and the period of time.

2. Driving any Motor Vehicle without an effective driving licence is an offence and punishable wth:-

A). Imprisonment for a term of three months or more.

B). A fine which may extend to five hundred rupees.

### **Who can not get a driving Licence:-**

A). Habitual Criminal

B). Habitual addict to any narcotic drug or a person whose Licence has been revoked.

### **HOW TO GET LEARNER'S LICENCE FOR A TRANSPORT VEHICLE:-**

1). You will not be issued learners licnce unless you had held licence to drive an LMV for one year.

2). You will not be issued learners licence if you are below twenty years of age. In order to get learners licence the application shall be accompanied with the following formalities i.e the documents is as under;-

A. learners Licence set along with the Medical Certificate dully attested/issued by BMO/CMO.

B. Photo copy of Permannent Resident Certificate of the applicant.

C. Photo copy of the Date Of Birth Certificate

D. Three Copies of recent passport size photographs.

E. During the period of learning you have to undergo training in an Authorised Driving School and have to furnish the driving certificate in this effect.

### **HOW TO GET LICENCE TO DRIVE A TRANSPORT VEHICLE:-**

1. Apply the licencing Authority (RTO/ARTO) of the area in which you reside.

2. The application shall be accompanied with the following documents:-

A. Learners licence.

B. Licence to drive an LMV

C. Furnish Driving Institute Certificate to this effect being mentioned the class of Vehicle.

D. The Licencing Authority can fix the date and time for appearing in the test. For which you have to arrange yourself the class of Vehicle for which applied.

E. Your skill for driving test shall be tested by the driving Board Of Inspection Kargil in presence of worthy ARTO, Kargil.

F. You will be thoroughly examined for having adequate knowledge of the MV Act and the Traffic Signs a driver of Transport Vehicle ought to have.

G. No licence shall be issued or obtained if you have disqualified during driving test. In case you obtain a driving licence without disclosing any such disqualification, you will be punished with:-

1. Imprisonment for a period of more than three months or fine which may extend to five hundred rupees.

**RESTRICTION TO HAVE MORE THAN ONE LICENCE;-**

No persons can have more than one licence only international driving licence can be had in addition to Driving Licence.

**GET YOUR LICENCE RENEWED WELL IN TIME;-**

For Transport vehicle renewal or Driving Licence shall be effective for a period of three years only and the licence for Non-transport vehicle it shall be effective for a period of five years only. Advance renewal shall not be entertained unless the driving licence have not expired. If you apply after thirty days of the date of expiry your licence shall be renewed from the date of renewal on payment of fine as may be fixed by the Motor Vehicle Department J&K from time to time. If you fail to apply within a period of five years, yours licence will not be renewed and in that case you will have to apply afresh and appear afresh in the test of competence to drive.

**FOLLOWING DOCUMENTS SHALL HAVE TO SUBMIT AT THE TIME OF RENEWAL:-**

- A. Licence renewal form dully fixed recent passport size photograph
- B. Medical Certificate dully attested by BMO/CMO.
- C. Form of prescribed fee
- D. Blood Group report dully examined /tested by the Laboratory Assistant of the authorised Medical practioner.

**DON'T DRIVE WITHOUT INSURANCE**

**DON'T DRIVE WITHOUT THE REGISTRATION OF VEHICLE**

**DON'T DRIVE WITHOUT AUTHORITY**

**DON'T DRIVE WITHOUT ROUTE PERMIT**

**DON'T DRIVE WITHOUT POLLUTION.**

**DON'T DRIVE WITHOUT DRIVING LICENCE.**

**DON'T DRIVE DANGEROUSLY**

**DON'T DRINK AND DRIVE**

In such conditions you will be punished with :-

- A. Imprisonment of more than three months
- B. fine which may extend to five thousand to ten thousand rupees for any subsequent offence.

**CONDITION OF THE VEHICLE WHILE PLYING ON THE ROAD:-**

Ensure that the Vehicle is in a road worthy condition and free from mechnical defects. Your Vehicle needs daily and periodical maintenance includes inspection of the vehicle and its components like Battery, Tyres, Brakes, Steering, M.Oil, Coolant, lights

**RULES OF THE ROAD:-**

- A. KEEP LEFT



- B. TURNING TO LEFT AND RIGHT
- C. PASSING TO RIGHT /LEFT.
- D. OVERTAKING PROHABITED IN CERTAIN CASES
- E. OVERTAKING NOT TO BE OBSTRUCTED
- F. GIVING WAY TO TRAFFIC AT ROAD JUNCTION
- G. FIRE SERVICE AND AMBULANCE TO BE GIVEN FREE PASSAGE
- H. DON'T TAKE U TURN ON BUSY TRAFFIC ROAD
- I. USE DIRECTION INDICATOR
- J. VISIBILITY OF LAMPS AND REGISTRATION MARKS
- k. KEEP DISTANCE FROM VEHICLE IN FRONT
- I. STOP SIGN ON ROAD SURFACE

**FOLLOWING SIGNALS HAVE TO FOLLOW A DRIVER DURING DRIVING:-**

- 1o). When about to slowdown, extend year right arm with palm downwards and move the arm up and down to signal the driver behind
- 2). When about to stop,raise your right forearm vertically outside with palm to the Right.
- 3). When about to turn right exten your right arm in a horizontal position with palm of the hand turned to the front.
- 4). When about to turn to left, extend your right arm and rotate it in a anticlock wise direction.
- 5). When allowing the driver behind you to overtake, extend your arm horizontally and move the arm backward and forward in a semicircular motion.

**DOCUMENTS TO BE CARRIED WITH WHILE DRIVING :-**

- 1). Driving Licence
- 2). Registration Certificate
- 3) Insurance upto date
- 4) pollution under control certificate i
- 5). Fitness Certificate in case of Transport Vehicle.
- 6). Rout Permit in case of Transport Vehicle
- 7). Complaint Book in case of stage carriage
- 8). Logbook incase of Cantract Carriage and Goods Carriage Except Motor Cab

### **DUTIES OF DRIVER TOWARDS TRAFFIC ACCIDENT VICTIMS:-**

- 1). The driver shall assist the passengers
- 2). Make arrangements for carrying the injured to the nearest Hospital
- 3). Give immediate information to the nearest police station.

### **OVER LOADING WHILE DRIVING:-**

- 1). Don't carry loads more than what is prescribed in the Certificate of Registration
- 2). In case overloading you shall be punished a fine two thousand rupees and additional fine one thousand rupees per ton of excess load
- 3). In case of driver refuses to stop on being overload it shall be punishable with fine which may extend to three thousand rupees.

### **Offences/Punishment being made by the concerned Registering /Licencing Authority/Board of Inspection kargil against the Violators at the time inspection**

(Amount in Rs.)

S.No	Description Of OFFENCE	Sections Under	Punishment	Maximum Fine	Manimum fine
1	Driving a motor vehicle by a minor	U/S 181	500	500	250
2	Not having effective driving Licence	U/S 181	500	500	250
3	Plying vehicle with registration of other state for morethan 12 months	U/S 177	300	300	150
4	Without Permit	U/S 192 A	5000	5000	2500
5	Driving vehicle with excessive speed	U/S 183(1)	1000	1000	500
6	Disobeying	U/S	300	300	150

	Traffic Sign	119r/177			
7	Without Uniform	U/S R20,21,22/177	300	300	150
8	Smoking in public Service Vehicles	U/S 307/177 MV Act	300	300	150
9	Without Head Light	U/S R 200(8)/177 MV act	100	100	50
10	Driving Without Number plate	U/S24 CMVR r/177MV Act	300	300	150

## **CHAPTER-X**

### **Vision, Mission, Objectives and Functions Results-Framework Document (RFD) for Department of Transport-(2013-2014)**

Facilitating and promoting efficient, safe and economic transport system in Jammu & Kashmir. Mission Providing mobility with comfort and safety to all sections of the society to different parts of the State especially remote and far-flung areas

**Objectives:** - 1 Ensuring Road Safety 2 Efficient development of Public Centric Road Transport System. 3 Fixation of High Security Registration Plates 4 Enhancing Transparency and ensuring responsive customer friendly interface. 5 Human Resource Developments. 6 Infrastructure Developments. 7 Monitoring of Driving Training Institutes 8 Mitigation of vehicular pollution 9 Introduction of GPS in vehicles 10 Improving collection of revenue Functions 1 Implementation of Central Motor Vehicles Act, 1988 & other related Acts & Rules 2 Framing of policies aimed at Road Safety & better management 3 Computerization of the records. 4 Data collection and analysis for an efficient management of transport system in the State. Creating public awareness among Stakeholders including drivers, MVD Personnel, Checking squads and general public in respect of Road Safety and passenger care. 5 Vision Generated on 12/09/2013 10.31 AM Page : 2 of 21 Section 1: Vision, Mission, Objectives and Functions Results-Framework Document (RFD) for Department of Transport-(2013-2014) 6 Operation of passenger

Welfare Fund and quick response system for the benefit of affected people in road accidents. 7 Collection of fees, fines & taxes. 8 Monitoring and review of utilization of funds, both plan and non-plan. 9 Evaluation of outcomes of schemes for their constant improvement. 10 Enhancing Service capacity of J&K State Road Transport Corporation. 11 Monitoring of Pollution Checking Centers. 12 Monitoring of fixation of High Security Registration Plates on all vehicles. 13 Capacity enhancements & monitoring of Driving Training Institutes. 14 Streamlining the tariff structure in consonance with inflation. 15 Issuance of permits for purchase of commercial vehicles. 16 Introduction of new vehicles in the transport system of J&K.

### CHAPTER-XI

Directory of Officers and Employee							
S. No	Name	Designation	STD Code	Land line	Phone No	E-Mail	Address
1	Khadim Hussain	ARTO, Kargil	01985	234038	9419176122	-	MVD Kargil
2	Ibrahim Khan	Motor Vehicle Inspector	-	-	9469236751	-	MVD Kargil
3	Khadim Hussain	Statistical Assistant	-	-	9469180354	-	MVD Kargil

The Monthly Remuneration Received By Each of its Officers and Employees of this office						
(Amount in Rs)						
S. No	Name of the Officer/Official	Designation	Pay Band	Grade Pay	Total Pay + Grade Pay	
1	Khadim Hussain	ARTO, Kargil	11950	4260	16210	
2	Ibrahim Khan	Motor Vehicle Inspector.				
3	Khadim Hussain	Statistical Assistant	11,470	4200	15670	
The Budget Allocated to this office under Head 2041:-						
Major Head	Budget Allocation	Sanctioned Budget 13-14	Budget estimate 2014-15	Revised Estimate 15-16		
2041	Salary/Contingent	11.0	12.0	13.0		
	Total:-	11.0	12.0	13.0		

## View the Statistical Information of Motor Vehicle Department:

Statement showing the year wise/Category wise figures of Vehicles Registered in MVD Kargil

	Year	Buses	M.Buses	Truck/ Trailer	Taxis	3- Wheelers	Cars	Jeeps	2- Wheelers	Others
1	<i>Since Inception</i>	61	68	126	484	-	437	02	201	112
2	2008-09	06	03	09	74	-	92	226	16	44
3	2009-10	07	08	18	109	-	127	167	20	-
4	2010-11	03	12	38	132	-	143	45	12	-
5	2011-12	01	11	37	90	-	179	69	14	-
6	2012-13	-	15	45	135	02	226	55	11	
7	2013-14	01	10	22	253	-	226	02	25	-
8	2014-15	07	06	15		-	134	02	12	-
9	Grand Total:	86	133	310			1,564	568	311	156

**ASSISTANT REGIONAL TRANSPORT OFFICER,  
KARGIL**

