

No. A3/7647/TC/2012

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Dated, 28.07.2012

Circular No.7/2012

Sir,

Sub:- Motor Vehicles Department – Imparting Training to newly recruited Assistant Motor vehicles Inspectors – reg.

**Ref:- 1. Circular 2/75.
2 A14/2435/TC/89 dated 07.10.1989.**

At present the training schedule for the Asst. Motor Vehicles Inspectors was formulated vide circular No. 2/75. It was modified on 07.10.1989 vide reference A14/2435/TC/89 dated 07.10.1989.

Now it is necessary to modify the programme since our offices are computerized and works were done by the automated system, and also several changes have occurred in the existing laws and also in the procedures.

Hence the following pattern for the training is suggested.

Training programme for those who completed police training before assigned to independent charges 45 days.

The training module is follows.

45 days training

1. Training in application software

	Topic	Period
A)	Registration Module	3days
B)	License Module	3 days
C)	Permit and allied matters	3 days
D)	Taxation and circle work	3 days
2.	Establishment and account matters	3 days
3.	Counter duties and act as public relation officer	3 days
4	Preliminary and competences test for issue of license	3 days in calls & 3 days in ground
5.	Inspection of Motor Vehicles for registration. Registration renewal and assignment	3 days
6.	Inspection of Motor Vehicles for Certificate of fitness	3 days
7.	Checking of Motor vehicles and enforcement	1 week
8.	Enquiries for representations and complaints/service verification of vehicles/form G verification	1 week

Training programme for those who have not completed police training.

1. Training in application software

Topic		Period
Physical Training and classes		10 days
A)	Registration Module	3days
B)	License Module	3 days
C)	Permit and allied matters	2 days
D)	Taxation and circle work	3 days
2.	Establishment and account matters	2 days
3.	Counter duties and act as public relation officer	2 days
4	Preliminary and competences test for issue of license	3 days in calls & 3 days in ground
5.	Inspection of Motor Vehicles for registration. Registration renewal and assignment	3 days
6.	Inspection of Motor Vehicles for Certificate of fitness	3 days
7.	Checking of Motor vehicles and enforcement	1 week
8.	Enquiries for representations and complaints/service verification of vehicles/form G verification	2 days.

General Instructions

1. The training has to be supervised by the RTO/JRTO/ directly and the performance of the trainees should be assessed before assigning independent charge and report to TCO in the following performa.
2. For item 1 to 3 he should be attached to the senior most competent and capable ministerial supervisory officer selected by the Head of Office.
3. For item 4 to 8 he should be attached to the senior most/competent and capable Motor Vehicles Inspector selected by the Head of Office.
4. For programme I, necessary assignment (Reading and preparing notes) in respect to relevant laws/topics should be given to trainees and evaluate it and report to the Head of Office.
5. Class on Motor Vehicle laws and other laws/topics should given by the RTO/JRTO in person to those who were not attended police training.
6. While undergoing training he should made to do the actual work by filling the relevant forms and registers maintained by the employees and verified by a senior officer nominated by the RTO/Jt.RTO.
7. If the performance of the trainees are not satisfactory, the training period may be extended and report to the Transport Commissioner confidentially

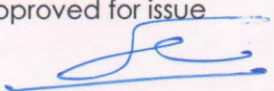
Sd/-

Transport Commissioner.

Copy to: All DTCs, RTOs, Joint RTOs

CA to TC, JTC & Secy , STA, JTC (Taxation) Sr.AO, FO, LO, SO,
spare & stock file.

Approved for issue


Senior Superintendent.

(Confidential)
Performance assessment sheet

Name of trainee :
Designation :
Date of joining :
Period of training :
Name of office :
Qualification of trainee :
Assessment :

1. Initiative and resourcefulness A) Excellent b) V. good c) good d) satisfactory
2. Discipline A) excellent b) V. good c) good d) satisfactory
3. Responsibility and dependability
A) excellent b) V. good c) good d) satisfactory
4. Co-operation and personnel relations
A) Excellent b) V. good c) good d) satisfactory
5. Interest in assignment
A) excellent b) V. good c) good d) satisfactory
6. Leadership
A) excellent b) V. good c) good d) satisfactory
7. Ability to communication
A) excellent b) V. good c) good d) satisfactory
8. Behaviour
A) excellent b) V. good c) good d) satisfactory
9. Over all performance
A) excellent b) V. good c) good d) satisfactory
10. Health
A) excellent b) V. good c) good d) satisfactory
11. Remarks in brief
A) excellent b) V. good c) good d) satisfactory

Signature
Name and designation
Name of office.

Ratings:- A) 10 B) 5 C) 3 D) 2

Assessment should be done by collecting the remarks from supervisory officers and the feed back from other employees. And it should be genuine.

Extend the training for those who have acquired marks below 40% in total. And intimate the matter To TC.

If any one acquired marks above 75% the reason should be recorded in writing and report to TC along with assignment evaluation reports and performance assessment sheet.