

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(46)/2017/CDN/TTE/ 749-752

Dated: 16/08/18

To,

1. All Head of Institutions  
under DTTE.

**Sub:- Notification regarding empowered as Licencing Authorities for issuance  
of Learner's License to their Students.**

Sir/Madam,

Please find enclosed herewith the letter/Notification No. DC/OPS/DL/100%/II/2017/3359-62 dt. 07/08/2018 received from Deputy Commissioner (Operations-I), Transport Deptt., Govt. of NCT of Delhi, 5/9 Under Hill Road, Delhi-54 for information and further necessary action in this regard.

Yours faithfully,

Encl: As above



(RAJEEV KUMAR)  
SECTION OFFICER(CDN)

No.F.5(46)/2017/CDN/TTE/ 749-752

Dated: 16/08/18

Copy to:-

1. P.S. to Director (TTE)
2. P.A. to Addl. Director (TTE)
- ✓ 3. System analyst, DTTE (HQ), with the direction to upload the letter/circular on Department website [www.tte.delhigov.nic.in](http://www.tte.delhigov.nic.in)



(RAJEEV KUMAR)  
SECTION OFFICER(CDN)

291C

Transport Department, Government of NCT of Delhi  
5/9 Under Hill Road, Delhi-110 054.

Dte. of Trg. & Tech. Education  
Diary No. 1084  
08 AUG 2018  
Muni Maya Ram Marg  
Pitamber Pura, Near T.V. Tower  
DELHI-110088

Office of Pr. Secretary TTE (CDN)  
Diary No. 1911  
Dated. 08/8/18

Dated: 7<sup>th</sup> August, 2018

**NOTIFICATION**

DIRECTOR (TTE)  
Diary No. 2292  
Dated. 09-08-18

DC/OPS/DL/100%/II/2017/3359-62 : In pursuance of the provisions of rule 3 of the Delhi Motor Vehicles Rules, 1993, the Directors / Principals of Colleges, Polytechnics and Industrial Training Institutes of Government of National Capital Territory of Delhi are hereby appointed / empowered as Licensing Authorities for issuance of Learner's License to their students subject to the conditions prescribed under section 7 & 8 of the Motor Vehicles Act, 1988 and rules-4, 10 and 11 of the Central Motor Vehicles Rules, 1989 as well as subject to the following conditions:-

**Categories of Motor Vehicles covered under this notification:-**

- Motor Cycle with / without gear
- Light Motor Vehicle

**Conditions of empowerment:-**

- 645 / CDN  
14 / 08 / 18  
1801 / AO/A  
13 / 8 / 18
- 42  
9 / 8 / 18
- 09 / 08 / 18
- AO (CDN)
- Addl Dir
- Contd/...
- (1) Application and Fee will be accepted through on-line system of NIC.
  - (2) Learning License test will be conducted by Director / Principal of the concerned College, Polytechnic and Industrial Training Institute, as the case may be, atleast once in a week, preferably on Saturday, on the computerized system.
  - (3) Learning Licenses should be issued only to the students of respective college/institution.

Pl. circulate to all ITIs, ITs & degree colleges under DTTE.

(4) Saarathi-4 online software developed by NIC, used by the Transport Department, Delhi will be installed at the computers located at the educational institutions.

(5) Fees as per Central Motor Vehicles Rules, 1989 is to be deposited through online, which at present will be chargeable @ the following rates:-

- i. **Rs. 500/- for one category of vehicle and**
- ii. **Rs. 950/- for two categories of vehicles.**

(6) Director / Principal of the concerned College, Polytechnic and Industrial Training Institute will issue Learning Licenses only after proper checking of the documents.

(7) Question Bank will be supplied by IT branch of Transport Department in the centralized server.

(8) The system generated Learning License will be signed by Director / Principal of the concerned College, Polytechnic and Industrial Training Institute exercising the powers of Licensing Authority, under the Motor Vehicles Act, 1988.

(9) The provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and the Delhi Motor Vehicles Rules, 1993 will be followed meticulously.

(10) Any information sought by the Transport Department shall be supplied within the prescribed period.

(11) Documents to be checked by the Principals/ Directors:

- I Copy of print out of online application Form
- II One passport size photograph
- III Proof of residential address:
  - Ration Card / Election ID Card / Passport / LIC policy / Electricity / Telephone Bill / House Tax Receipt / Post Office/ Bank Passbook / Aadhar Card / Property ownership document.
- IV Proof of date of birth
  - School Leaving Certificate / Birth Certificate / Aadhar Card.

Contd/...

(12) In case any licensing authority refuses to issue any learner license, any person aggrieved by such order made under sub section (1) of section 17 of the Motor Vehicles Act, 1988, may within 30 (thirty) days of the service on him of the order, appeal to the Appellate Authority as defined in the clause (aa) of rule 2 of Delhi Motor Vehicles Rules, 1993.

(13) The Transport Department shall separately notify the colleges, Polytechnics and Industrial Training Institutes from where the facility of obtaining Learning Licenses shall be made available.

This issues with the prior approval of the competent authority.

  
( **ASHA CHAUDHARY MALHOTRA** )  
**DY. COMMISSIONER (OPERATIONS-I)**

DC/OPS/DL/100%/II/2017/3359-62

Dated: 7<sup>th</sup> August, 2018

Copy endorsed for information and necessary action to:-

1. **Directors / Principals of Colleges of Government of National Capital Territory of Delhi (Through Pr. Secretary, (Higher Education), Directorate of Higher Education B-Wing, 5 Sham Nath Marg, Civil Lines, Delhi-54**
2. **Principals of Polytechnics Industrial Training Institutes of Government of National Capital Territory of Delhi (Through Pr. Secretary (TTE), Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi-88).**
3. Sr. System Analyst to co-ordinate.
4. System Analyst for uploading this notification on the website of this department.
5. Guard file.

  
( **ASHA CHAUDHARY MALHOTRA** )  
**DY. COMMISSIONER (OPERATIONS-I)**

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034.  
(CO-ORDINATION BRANCH)

No.F.5(44)/2017/CDN/TTE/745-748

Dated: 16/08/18

To,

1. All Head of Institutions  
under DTTE.

Sub:- Manual of Parliamentary Procedures.

Sir/Madam,

Please find enclosed herewith the letter. dt. 31/07/2018 alongwith manual received from O/o The Chief Secretary for information and further necessary action in this regard.

Encl: As above

Yours faithfully,



(RAJEEV KUMAR)  
SECTION OFFICER(CDN)

No.F.5(44)/2017/CDN/TTE/745-748

Dated: 16/08/18

Copy to:-

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2. P.A. to Addl. Director (TTE)
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(RAJEEV KUMAR)  
SECTION OFFICER(CDN)

## OFFICE OF THE CHIEF SECRETARY : DELHI

DIRECTOR (TTE)

Diary No. 2898

Dated 09-08-18

Enclosed herewith is an extract of Manual of Parliamentary Procedures in the Government of India (issued by Ministry of Parliamentary Affairs in May, 2018), in particular, Section 12.15.1 relating to conduct and etiquette for guidance of witnesses appearing before Committees of Parliament, for information and guidance of all officers who appear before any Hon'ble Committees of the Legislature.

The said extract was shared by the Hon'ble Committee on Privileges, Delhi Legislative Assembly during my appearance on 27.07.2018.

All concerned are advised to take note of the above for necessary action.

CS/18553  
8/8/18

Encl.: As above.

(Anshu Prakash)  
Chief Secretary 31/7/18

All Pr. Secretaries / Secretaries / HoDs

1. circulate for guidance and compliance  
9/8/18

08/08/18  
Addl. Secy  
Coord  
10/8

① Dir (DE) Universities/Institutions  
② VC/Heads of All Institutions under (TTE)

Diary No. 2914  
Date 10-08-18

1803/AO/A  
13/8/18

AD(CDH)

19/8

10/8/18

P12 Circulate

4/18/18

on 9/8/18

846/CDN  
14/08/18

43/C

MANUAL OF PARLIAMENTARY PROCEDURES  
IN THE GOVERNMENT OF INDIA

MINISTRY OF PARLIAMENTARY AFFAIRS  
MAY, 2018

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a2/C

Comments on  
the action taken  
on reports of  
the financial  
committees  
PRO 12.29

**12.12** Once a financial committee has presented its report to the Lok Sabha giving its comments on the action taken by the Ministry/Department concerned on its original report, it may normally be regarded as the completion of the process of examination so far as the committee is concerned. If, however, in the 'action taken report' presented by the committee, it has been pointed out that replies to certain recommendations in the original report are still outstanding, the Ministry/Department concerned will furnish its replies to the outstanding recommendations even after the 'action taken report' has been presented to the Lok Sabha.

Circulation of  
administrative  
reports etc.  
to members  
of financial  
committees  
PRO 12.1 and 12.2

**12.13** Copies of the annual reports of Ministry/Department will be supplied separately for use in these committees on specific request made by the Lok Sabha Secretariat in this regard.

Supply of  
information  
regarding setting up  
of new government  
companies/  
statutory  
Corporations to  
the Committee on  
Public Undertakings  
PRO 12.3

**12.14** Soon after a Government company or a statutory corporation is set up, the administrative Ministry/Department will send to the LS Secretariat for the information of the Committee on Public Undertakings:

- (a) an intimation regarding its formation;
- (b) two sets of articles and memorandum of association/statute relating thereto; and
- (c) a copy each of the annual reports and accounts of the company/corporation and the budget estimates, if presented to the Lok Sabha.

Conduct and  
etiquette for  
guidance of  
witnesses appearing  
before Committees  
of Parliament

**12.15.1** A witness appearing before a committee of Parliament is expected to behave in a dignified manner. In particular, he will:

- (a) show due respect to the Chairman of the committee/sub-committee by bowing while taking his seat;
- (b) take the seat earmarked for him;



21/c

- (c) take the oath/make affirmation, if so asked by the Chairman and, while doing so, stand and bow to the Chair just before taking the oath/making the affirmation; PRO 11.14
- (d) answer specific questions put to him either by the Chairman, or by a member of the committee or by any other person authorised by the Chairman;
- (e) make all submissions to the Chair and the committee in courteous and polite language;
- (f) bow to the Chair when asked to withdraw after completion of his evidence;
- (g) not smoke or chew, when before the committee; and
- (h) note that subject to the provisos of LSR 270, the following acts would constitute breach of privilege and contempt of the committee:
  - (i) refusal to answer questions;
  - (ii) prevarication or wilfully giving false evidence or suppressing the truth or misleading the committee;
  - (iii) trifling with committee or returning insulting answers; and
  - (iv) destroying or damaging a material document relating to the enquiry.

**12.15.2** Where an officer wishes to rely upon any of the provisos to rule 270 [vide sub-para (h) of para 12.15.1 above], he should not state the matter in the form of an objection then and there before the committee, but give an interim reply that it is necessary for him to look into the papers and take a little time before giving an appropriate or a considered reply to the question. He can then get in touch with the Chairman or the Secretary of the committee and state his difficulties. The Chairman will then indicate to him what further steps he should take in the matter and whether it is necessary to bring the Minister into the picture or not.