

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
TRANSPORT DEPARTMENT: OPERATION BRANCH  
5/9, UNDER HILL ROAD: DELHI – 110054**

F.No. DC/OPS/TPT/225/2014/II 8401-24

Dated : February 03, 2015

**PROCEDURAL GUIDELINES FOR LICENSING / REGISTRATION /  
FITNESS / GRANT OF PERMIT OF E-RICKSHAW**

120/08/1711  
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The Ministry of Road Transport & Highways vide notification G.S.R. 709(E) dated 08/10/2014 has notified E-rickshaw and E-cart as separate categories of transport vehicles. As per the said notification "E-rickshaw means a special purpose battery operated vehicle having three wheels and constructed or adapted to carry not more than 04 passengers, excluding the driver, and not more than 40 Kilograms luggage in total; the net power of its motor is not more than 2000 Watt and the maximum speed of the vehicle is not more than twenty-five kilometer per hour."

In pursuance of the notifications GSR 709(E) dated 08/10/2014, GSR 27 (E) dated 13/01/2015, S.O. 2590 (E) dated 08/10/2014 and the Motor Vehicles (Amendment) Ordinance, 2015 No. (2 of 2015) dated 07/01/2015, the Transport Department has made following procedural guidelines for granting driving license to drive E-rickshaw, grant of PSV badge, certificate of fitness, registration of E-rickshaws and grant of permit in NCT of Delhi. It has been decided that the applicant shall apply to the licensing authority / registering authority in whose jurisdiction he / she resides alongwith requisite documents. Further, a separate registration series **DL 1ER** has been assigned to the E-rickshaws by the STA.

**(A) GRANT OF LEARNER'S LICENCE TO DRIVE E-rickshaw ON SPECIFIED AREAS OR ROUTES**

The applicant shall apply to the licensing authority in whose jurisdiction he / she resides and shall be accompanied by following documents/forms duly filled in.

- (i) Application-cum-declaration as to physical fitness in Form-1.
- (ii) Medical Certificate in Form-1A.
- (iii) Application for grant of Learner's License in Form-2.
- (iv) Proof of residence.

2/2/15  
10/11/14

- (v) Proof of age.
- (vi) Applicant must have completed 20 years of age.
- (vii) Appropriate fee as specified in Rule-32

**NOTE :** No Learner's license shall be issued to any applicant unless he passes to the satisfaction of the Licensing Authority such test as may be prescribed by the Central Government.

**(B) GRANT OF PERMANENT DRIVING LICENCE TO DRIVE E-rickshaw ON SPECIFIED AREAS OR ROUTES**

After 30 days of issuance of learner's license & before its expiry, the applicant may apply to the Licensing Authority in whose jurisdiction he / she resides and shall be accompanied by following documents/forms duly filled in.

- (i) Application for grant of license to drive an E-rickshaw in Form-4.
- (ii) An effective Learner's License (Original).
- (iii) Appropriate fee as specified in Rule-32
- (iv) A certificate with unique serial number issued by the registered E-rickshaw or E-cart association, or a manufacturer producing E-rickshaw or E-cart, as the case may be to the effect that the applicant has undergone a training at least for a period of ten days as per GSR 27(E) dated 13/01/2015.

- NOTE :**
1. The applicant has to come with an E-rickshaw, affixed to the front and rear with card / plate, the letter "L" in red on a white background for test of competence to drive an E-rickshaw.
  2. On successful passing of test of competence prescribed in Rule 15 of C.M.V.R, a driving license to drive an E-rickshaw on a specified area / route will be dispatched at the given address of the applicant.
  3. Syllabus for imparting instructions for driving of E-rickshaw is enclosed.

**(C) ISSUE OF DRIVER'S PUBLIC SERVICE VEHICLE( PSV) BADGE**

The applicant shall apply to the licensing authority in which he / she resides and shall be accompanied by following documents/forms duly filled in.

- (i) Application for issue of P.S.V Badge in Form- L.Con.A.
- (ii) Proof of residence.
- (iii) An effective Learner's License copy.
- (iv) Antecedent's verification form of applicant.
- (v) Appropriate fee as specified in CMV Rules

**NOTE :** The PSV Badge shall be issued only after antecedents and character verification from the Delhi Police and on production of an effective driving license to drive E-rickshaw.

**(D) Documents required for registration of an E-Rickshaw**

**(I) For new E-rickshaw sold after 8/10/2014**

The applicant shall apply to the licensing authority in which he / she resides and shall be accompanied by following documents/forms duly filled in.

- (i) Application for registration in Form-20.
- (ii) Sale Certificate in Form-21 (from manufacturer / dealer)
- (iii) Certificate of Roadworthiness in Form-22. (from manufacturer)
- (iv) Manufacturer's Invoice.
- (v) Dealer's Invoice.
- (vi) Proof of residence.
- (vii) Certificate of Insurance / Cover note.
- (viii) Certificate of Fitness.
- (ix) Antecedent's verification of vehicle owner from Delhi Police.
- (x) Effective Driving License to drive an E-rickshaw.
- (xi) Effective Public Service Vehicle (PSV) Badge authorising to drive an E-rickshaw.
- (xii) Appropriate fee as specified in Rule-81
- (xiii) One time Road Tax (if applicable)
- (xiv) MCD Parking Fee (if applicable)

**(I) For in-use / existing E-rickshaw sold on or before 08/10/2014**

**Documents required for registration of in-use / existing E-Rickshaws**

The applicant shall apply to the licensing authority in which he / she resides and shall be accompanied by following documents/forms duly filled in.

- (i) Application for registration in Form-20.
- (ii) Sale Certificate in Form-21 (to be issued by the manufacturer or dealer or registered E-rickshaw or E-cart association)
- (iii) Certificate of Roadworthiness in Form-22. (to be issued by the manufacturer or dealer or registered E-rickshaw or E-cart association)
- (iv) Proof of residence.
- (v) Certificate of Insurance / Cover note.
- (vi) Certificate of Fitness.
- (vii) Antecedent's verification of vehicle owner from Delhi Police.
- (viii) Effective Driving License to drive an E-rickshaw.
- (ix) Effective Public Service Vehicle (PSV) Badge authorising to drive an E-rickshaw.
- (x) Appropriate fee as specified in Rule-81
- (xi) Invoice for calculating road tax (if applicable)
- (xii) One time Road Tax (if applicable)
- (xiii) MCD Parking Fee (if applicable)

**Note :**

- 1. The model under consideration should have type approval certificate from designated testing agency.**
- 2. The in-use E-rickshaws shall be got registered within 90 days from the date of type approval certificate and in any case before 13<sup>th</sup> June, 2015 (period of 06 months from the date of GSR 27(E) dated 13/01/2015).**

**(II) CERTIFICATE OF FITNESS**

The certificate of fitness to E-rickshaws shall be issued in Form-38 as prescribed in Central Motor Vehicles Rule, 1989. The inspecting authority shall physically verify the vehicle with the details as specified in technical specifications endorsed by the testing agency that it truly represents the vehicle model approved by the designated testing agency and complies with relevant provisions of Central Motor Vehicles Rule, 1989

**(III) DOCUMENTS REQUIRED FOR ISSUANCE OF PERMIT TO E-rickshaw**

The applicant shall apply to the licensing authority in which he / she resides and shall be accompanied by following documents/forms duly filled in.

- (i) Application for grant of Permit in Form- P.C.A. (With photograph).
- (ii) Effective Registration Certificate.
- (iii) Effective Driving License to drive an E-rickshaw.
- (iv) Effective PSV Badge to drive an E-rickshaw.
- (v) Details of Bank Account.
- (vi) PAN / Voter I-Card
- (vii) Proof of residence.
- (viii) Appropriate fee as specified in Delhi Motor Vehicles Rules
- (ix) An undertaking from the applicant to the effect that he / she is not in possession of any Public Service Vehicle with a permit.

Encl : As above

(ANAND TIWARI)  
JOINT COMMISSIONER (OPS)

F.No. DC/OPS/TPT/225/2014/III/ 8401-24

Dated : February 23, 2015

Copy To :

1. Special Commissioner (Transport), Delhi
2. Dy. Commissioner (OPS)
3. Dy. Commissioner (ARU)
4. Dy. Commissioner (STA)
5. Dy. Controller of Accounts
6. PS to Secretary-cum-Commissioner
7. System Analyst for uploading on the website of Transport Department
8. All licensing / registering authorities, Transport Department, Delhi
9. MLO (ARU) / (VIU), Burari, Transport Department, Delhi
10. Guard file

(ANAND TIWARI)  
JOINT COMMISSIONER (OPS)

## Syllabus for imparting instructions in driving of E-Rickshaw

As per the GSR 27(E) dated 13/01/2015 each trainee is required to undergo at least 10 days training for driving E-rickshaw . The actual driving hours for trainees in driving E-rickshaw shall not be less than five hours In pursuance of the above, the following subject matter shall be covered during such training : -

<b>A. Driving Theory</b>	
1. Know your vehicle	<ul style="list-style-type: none"> <li>• Simple introduction to traction battery, traction motor, power controller and their working:</li> </ul>
2. Vehicle control <ul style="list-style-type: none"> <li>• (i) Foot controls</li> <li>• (ii) Hand controls</li> <li>• (ii) Other controls</li> </ul>	<ul style="list-style-type: none"> <li>• Foot brake,</li> <li>• Handle Bar, Hand brake, parking brake Horn, Light, ignition switch, starter, dipper and indicators.</li> <li>• Rear-view mirror (right and left side)</li> <li>• Side indicators</li> </ul>
3. Pre-driving Check	<ul style="list-style-type: none"> <li>• Before sitting on driver's seat and</li> <li>• (ii) After sitting on driver's seat.</li> </ul>
4. Beginning to drive	<ul style="list-style-type: none"> <li>• Precautions just before moving,</li> <li>• While moving, Stopping and Braking,</li> <li>• Accelerator (gradual/sudden)</li> <li>• Traffic sense, road sense, judgment,</li> <li>• Parking and positioning according to road users,</li> <li>• Reversing.</li> </ul>
5. Driving on the road	<ul style="list-style-type: none"> <li>• Anticipation, judgment, and road positioning according to other road users.</li> </ul>
6. Driving at inter- sections	<ul style="list-style-type: none"> <li>• Mirror Signal and Manoeuvres (MSM) and Position Speed and Look (PSL). Zone of vision.</li> </ul>
7. Manoeuvres	<ul style="list-style-type: none"> <li>• Merging and diverging manoeuvres-turning manoeuvres to left, right, and U-turn, overtaking stationary vehicle, moving vehicle in left side and right side.</li> </ul>
8. Reversing	<ul style="list-style-type: none"> <li>• Locating reverse gear in sitting position, speed control,</li> </ul>
9. Parking	<ul style="list-style-type: none"> <li>• Parallel, angular, perpendicular parking facing uphill, parking facing downhill, common errors.</li> </ul>
10. Driver's responsibility on the road	<ul style="list-style-type: none"> <li>• Driving behavior, consideration for other road-users, courtesy and competitiveness, over-confidence, impatience and defensive driving.</li> <li>• Distance between cars while driving at Railway crossing.</li> </ul>

11. Qualities of a good driver	<ul style="list-style-type: none"> <li>• Patience, responsibility, self-confidence, anticipation concentration, courtesy, defensive driving, knowledge of road rules/regulations. Knowledge of vehicle controls, maintenance and simple mechanism.</li> </ul>
12. Priority for certain vehicles	<ul style="list-style-type: none"> <li>• Emergency vehicles, Fire engines and Ambulance.</li> </ul>
13. Defensive driving techniques	<ul style="list-style-type: none"> <li>• Judgment</li> <li>• Anticipation</li> <li>• Escape route.</li> </ul>
14. Night driving	<ul style="list-style-type: none"> <li>• Location of head light switch</li> <li>• Procedure</li> <li>• Obligation to light the lamps,</li> <li>• Restriction on lighting the lamps.</li> </ul>
15. Emergency manoeuvres	<ul style="list-style-type: none"> <li>• Prevention is better than cure in case of skidding, horn stuck</li> <li>• Fire, wheels coming out</li> <li>• Brake failure</li> <li>• Burst of front tyre</li> <li>• Sudden obstruction in front of the vehicle</li> <li>• Brake failure during down the slope.</li> </ul>
16. Driving under special conditions	<ul style="list-style-type: none"> <li>• In wet weather</li> <li>• In dawn, dusk and misty roads</li> <li>• In dense traffic.</li> </ul>

### B. Traffic Education

1. Driving regulations	<ul style="list-style-type: none"> <li>• Road use regulations made under section 118 of the Motor Vehicle Act, 1988</li> </ul>
2. Hand signals	<ul style="list-style-type: none"> <li>• Stop, right turn, left turn, overtaking, slow down.</li> </ul>
3. Traffic signals	<ul style="list-style-type: none"> <li>• Schedule to Motor Vehicle Act, 1988</li> </ul>
4. Hand signals of Traffic Constables/ Traffic warden.	
5. Introduction to automatic light signals.	<ul style="list-style-type: none"> <li>• Understanding the order of yellow, green &amp; red light and what these lights convey.</li> <li>• Blinking of yellow light</li> <li>• Blinking of red light</li> </ul>

6. Introduction to road markings.	<ul style="list-style-type: none"> <li>• White line: continuous and broken</li> <li>• Yellow line</li> <li>• Lane marking</li> <li>• Zebra-crossing.</li> <li>• Stop line</li> <li>• Parking markings</li> <li>• Sense of road singles.</li> </ul>
7. Speed regulations on city roads.	<ul style="list-style-type: none"> <li>• On congested road</li> <li>• At traffic junctions (manned &amp; unmanned)</li> <li>• At stop line</li> </ul>
8. Parking at objectionable places.	<p>Don't park vehicle</p> <ul style="list-style-type: none"> <li>• at or near a road crossing, a bend, top of a hill or a humpbacked bridge;</li> <li>• on a foot-path</li> <li>• near a traffic light or pedestrian crossing;</li> <li>• in a main road or one carrying fast traffic;</li> <li>• opposite another parked vehicle or as obstruction to other vehicle;</li> <li>• alongside another parked vehicle;</li> <li>• on roads or at places or road where there is a continuous white line with or without a broken line;</li> <li>• near a bus stop, school or hospital entrance or blocking a traffic sign or entrance to a premises or a fire hydrant'</li> <li>• on the wrong side of the road;</li> <li>• where parking is prohibited;</li> <li>• Away from the edge of the footpath.</li> </ul>
9. Some important provisions of the Motor Vehicles Act, 1988-	Sections 112, 113, 121, 122, 123, 125,126, 131, 132, 134, 185, 186, 194 and 207 of the Motor Vehicle Act, 1988.
10. Know about vehicle registration Plate.	<ul style="list-style-type: none"> <li>• State code, Authority code and number</li> </ul>
11. Test of competence to drive E-Rickshaw	<ul style="list-style-type: none"> <li>• Sub-rule(3) of rule 15 of Central Motor Vehicle Rules, 1989.</li> </ul>
12. Traffic island	<ul style="list-style-type: none"> <li>• Types of roundabouts</li> <li>• Channelisers, median.</li> </ul>
13. Road Junctions	<ul style="list-style-type: none"> <li>• Principles and types</li> <li>• T junctions</li> <li>• Y junctions</li> <li>• Controlled junctions</li> <li>• Uncontrolled junction.</li> </ul>



14. Lane selection and lane discipline.	<ul style="list-style-type: none"> <li>• Drive in a proper lane and change only after giving proper signal</li> </ul>
15. Accidents	<ul style="list-style-type: none"> <li>• Types of accidents</li> <li>• Causes of accidents</li> <li>• Preventive methods</li> <li>• Driver's duties and responsibilities on the occurrence of accidents.</li> </ul>
16. Important provisions in Motor Vehicle Act, 1988(59 of 1988), Central Motor Vehicle Rules, 1989, and the State Motor Vehicle Rules.	<ul style="list-style-type: none"> <li>• Certain definitions</li> <li>• Driving license and its renewal</li> <li>• Certificates /documents to be carried in a vehicle and production of such document on demand by checking officer</li> <li>• Traffic offences and penalties stipulated under the Act and Rules</li> </ul>

### C. Vehicle Mechanism and Repairs

1. Layout of vehicle.	<ul style="list-style-type: none"> <li>• Brakes , parking brakes, location of traction battery, traction motor, power controller and charger</li> </ul>
2. Suspension system	<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Springs</li> <li>• Leaf spring, shackle and shackle Pin</li> <li>• Shock absorber and its bushes.</li> </ul>
4. Brakes system	<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Brake maintenance and adjustment</li> </ul>
3. Electrical system	<ul style="list-style-type: none"> <li>• Traction Battery and its condition, electrolyte level ,charging of battery</li> <li>• Proper locking of battery terminals and cleaning thereof</li> <li>• Head lights, rear lights, brake lights, reverse lights, indicators, horn</li> <li>• Lights-Knowledge to read the charging rate in the Ampere meter.</li> </ul>
4. Tyres	<ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Effects of under inflation / over inflation</li> <li>• Effect of defective tyres.</li> </ul>
5. Instruments cluster, dash board meters.	<ul style="list-style-type: none"> <li>• Their purposes and functions.</li> </ul>
6. maintenance and cleaning of vehicle	<ul style="list-style-type: none"> <li>• Greasing and oiling as per recommendation of manufacturer</li> <li>• Seats .</li> <li>• Body paint, protection of sharp corners/ edges.</li> <li>• Proper looming and insulation of electric wires.</li> </ul>

### **D. Public relations for drivers and gender sensitization**

Some basic aspect about ethical and courteous behavior with other road users. Assist the senior citizen and differently abled persons. Due respect the women. not to pass lewd remarks and unexpected gesture

### **E. Fire -Hazards**

Fire- fighting and prevention methods on vehicle.

### **F. vehicle maintenance**

1. Factors affecting the vehicle parts due to bad and negligent driving.
2. General day-to-day maintenance and periodical inspection
3. Battery maintenance.
4. Brake maintenance.
5. Observation of dash-board meters.
6. Greasing and lubrication.
7. Maintenance of lights , indicators

### **G. First –Aid**

1. Introduction to first-aid.
2. Outline of first-aid
3. Structure and functions of the body.
4. Dressings and bandages.
5. Respiration
6. Injuries to bones.
7. Burning scales.
8. Unconsciousness (insensibility).

### **Know important telephone no.**

1. Police control room	100
2. Women helpline	1091
3. Transport Department helpline	42400400
4. Ambulance helpline	102, 1099 (CATS)
5. Fire control room	101
6. Metro helpline	22185555

## CERTIFICATE OF TRAINING IN DRIVING OF E-RICKSHAW / E-CART

(See rule 8A of CMVR)

Certificate No. ....

Date:- .....

This is to certify that Shri/Smt./Kumari .....  
son / wife / daughter of Shri ..... residing at  
.....  
.....was enrolled in this Association/Institute on ..... and his/her  
name is registered at serial number ..... in our register and that he/she has  
undergone the course of training in driving of **E-rickshaw/E-cart** (Strike out which is not  
applicable) according to the syllabus prescribed for a period from  
.....To ..... satisfactorily.

I am satisfied with his/her physical fitness and sense of responsibility

Signature .....

Name.....

Designation .....

Details of registered E-rickshaw association/manufacture

Name.....

Address.....

Registration No ..... Date .....

**The enrollment of trainee(s) and the driving hours spent by a trainee are to be maintained by the associations/manufacture of E-rickshaws in Form 14 and 15 respectively.**