

GOVERNMENT OF PUDUCHERRY  
TRANSPORT DEPARTMENT

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No.165/TD/RTO (HQ)/2020

Puducherry, dt. 11.02.2021

I.D. NOTE

Sub: Standard Operating Procedure (SOP) with respect  
to offences under Motor Vehicle Act, 1988 – Reg.

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With reference to the subject cited above, the Standard Operating Procedure (SOP) with respect to offences under Motor Vehicles Act, 198 is enclosed herewith. It is requested kindly to circulate to all the enforcing officials.



(Dr.A.S. SIVAKUMAR)  
TRANSPORT COMMISSIONER

To

- ✓ 1. The District Collector, Puducherry/Karaikal.
2. The Senior Superintendent of Police (L&O), Puducherry.
3. The Senior Superintendent of Police (Traffic), Puducherry.
4. The Senior Superintendent of Police (L&O), Karaikal.
5. The Senior Superintendent of Police (Traffic), Karaikal.
6. The Regional Administrators, Mahe/Yanam.
7. The Deputy Transport Commissioner, Puducherry.

Copy to:

1. The Director General of Police, Puducherry. } For kind information
2. The Secretary to Govt. (Transport), Puducherry. }

# STANDARD OPERATING PROCEDURE (SOP) WITH RESPECT TO OFFENCES UNDER MOTOR VEHICLES ACT, 1988

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## 1. Issue of Challans:

- 1.1 The Challans for the offenses under the Motor Vehicles Act, 1988 shall be issued to the offenders only by the officials authorized for the purpose from time to time by the Government of Puducherry by a Notification under Sub-section 1 of 200 of Motor Vehicles Act, 1988 recently vide G.O Ms.No.2/Tr.Sectt./2021, dated 28-01-2021.
- 1.2 The Challans may be issued for Compoundable offences or Non-Compoundable Offences or both together.
- 1.3 The Challans may be issued either manually or by using e-Challan machines.
- 1.4 Challans may be issued in three modes i.e. 'Cash', 'Pending' and 'Court'
  - 1.4.1.1 The 'Cash Challans' shall be issued
    - (i) on full payment of Compounding fee by cash or
    - (ii) by transfer of money through swiping card facility available in the e-challan machine or App based QR Code directly to Road Safety Fund Account.
  - 1.4.1.2 The 'Pending Challans' shall be issued, when the offenders are unable to pay the full amount of Compounding fee on the spot. The pending challan amount can be collected through
    - (i) The payment in the cash counter of the concerned office of the Authority.
    - (ii) Through Common Service Centres through Vahan/Sarathi portal online.
    - (iii) By self through online in the Vahan/Sarathi portal.
  - 1.4.1.3 The 'Court Challans' shall be issued for Non-Compoundable Offences. In the end of the trial the penalty amount will be collected through Court and remitted into Government account.

## 2. Collection and Remittance of Compounding Fee:

### 2.1 Cash Challans:

- 2.1.1 The enforcement official may collect the full amount of compounding fee by cash or may facilitate the offender to transfer the money using various options available in the e-Challan machine for online payment.

- 2.1.2 A Nodal officer by each Department i.e (Transport, Police and Revenue) shall be deputed to oversee the operations of Compounding of Offences by the officials of their Department and to co-ordinate with the Transport Department. The Nodal Officer shall arrange to feed the data related to the manual challans on daily basis in the e-challan system so as to recognize the second and subsequent offender by the system and calculate the penalties accordingly.
- 2.1.3 The official who collected the compounding fee by cash shall prepare statement with required particulars on the same day and hand over to the cashier deputed for the purpose in their department. He/she shall also prepare a combined statement of receipts by cash and through online transfer for the challans issued by him/her for the day and submit to the Nodal Officer of respective Department.
- 2.1.4 The cashier, who receives the amount by cash from various enforcement officials, shall issue the receipts for the amounts received, to the officials concerned and shall remit the amount in below mentioned Road Safety Account on daily basis.

Bank Name: State Bank of India, Main Branch, Puducherry.  
Account No.35233870877

- 2.1.5 The officer who receives the daily statements from various enforcement officials under him/her shall prepare a consolidated fortnightly report on issuance of challans along with the details of receipts of compounding fee for that period and shall forward the same to the Transport department.

## **2.2 Pending Challans:**

- 2.2.1 The enforcement officials may issue pending challans when the offender could not pay the full amount of compounding fee either by cash or by online transfer at the place of issue of the challan (on the spot), by giving a suitable time limit not more than 15 days from the date of issue of the challan, to pay the compounding fee and any other dues with respect to the vehicle or the driver as the case may be.
- 2.2.2 The enforcement official should clearly mention the complete details like Cash counter number, Department and Address of the Office etc., of cash counters where the offender has to pay the dues, while issuing the 'Pending challans'.