

**OFFICE OF THE TRANSPORT COMMISSIONER CUM CHAIRMAN
STATE TRANSPORT AUTHORITY, ODISHA, CUTTACK**

CIRCULAR NO. 01 OF 2020.

Sub: Introduction of Document Uploading facility in SARATHI applications for issue of LL and DL and dispensing the paper based transactions.

In order to provide paperless and hassle free experience to the Learner's License and Driving License applicants, online Document Uploading in electronic form will be introduced in Sarathi-4 under the 5T policy of Government of Odisha. All the documents uploaded should be converted to PDF/JPEG/JPG format within the size of 200KB.

1. While submitting the application for Learner's License or Driving License, the applicant, will upload any of the document for Identity, Address and Age proof as per the table below:

Sl No	Document Name	Applicable for proof of		
		Identity	Address	Age
1	Aadhaar carrying Date of Birth in dd-mm-yyyy	Y	Y	Y
2	Aadhaar without Date of Birth	Y	Y	N
3	PAN Card	Y	N	N
4	Votor ID Card	Y	Y	N
5	Pass Book	N	Y	N
6	Birth Certificate	N	N	Y
7	School Leaving Certificate	N	N	Y
8	Pay Slip of State/Central Govt.	N	Y	N
9	ID Card issued by State/Central Govt	Y	Y	N
10	ID Card issued by State/Central Govt. with DOB	Y	Y	Y
11	Passport	Y	Y	Y

2. In case the applicant uploads **Aadhaar Card containing Address and Date of Birth in DD-MM-YYYY format**, then separate documents for address and age proof are not required & he will upload only one document.
3. The applicant will only mention his blood group in the application form and no need to upload copy of document in support of his Blood Group. However, the applicant has to produce original blood group report at the time of verification of documents for LL. There is no need to provide the blood group report while applying for AEDL.

4. The applicant has to download the Declaration Form, fill up the same, sign scan and upload.
5. Besides, copy of Medical Certificate is to be uploaded, whenever necessary.
6. The applicant will remain present in person with original documents 45 minutes before the appointed slot and time for capturing bio-metrics and verification of documents.
7. The applicant will not be admitted to the premises before 60 minutes of the allotted slot time.
8. However, it is clarified that for verification of document of Learner's License, Driving License, Change of Address etc., the applicant will have to produce the original documents which were uploaded at the time of online application.
9. In order to make paper less transaction, the applicant need not submit the printed application form in FORM-2 and payment receipt hard copy. He can show the SMS showing his application number during scrutiny of document and bio-metrics capture.
10. There is no need to produce the printed appointment slip for LL/DL slot booking at the time of LL test. The applicant can produce the downloaded digital copy of the appointment slip for slot booking in his mobile.
11. The applicant must bring the printout of slot booking slip for DL test. The testing office will mention the test result such as Pass/Fail on the slip and in case of fail, the cause must be recorded. The testing officer will also mark the test result on the attendance sheet with photograph downloaded from Sarathi.
12. In view of capturing of bio-metrics at RTO Office / DL testing site, the wording in RTO Appointment customization will have to be entered as per the template given in the attached sheet. All RTOs are advised to modify the text in "OFFICE PLACE WHERE TEST CONDUCTED" under "RTO APPOINTMENT CUSTOMISATION" menu as per the template attached.
13. This order will come into effect from 1st Feb 2020.


28-1-2020
Transport Commissioner
Odisha.

Memo No. : 1310

Dated: 28 /01/2020

Copy to DDG, NIC, New Delhi for information and necessary action.

Copy forwarded to all officers at Head Quarters/ All D.C.Ts/ All RTOs for information and necessary action.

Copy to Computer Cell for host in the website/twitter/facebook.

Copy to Guard file.


28-1-2020
Transport Commissioner
Odisha.

**TEMPLATE FOR MODIFICATION IN RTO APPOINTMENT
CUSTOMISATION UNDER "OFFICE PLACE WHERE TEST CONDUCTED"**

RTOs where Computerized LL Test is conducted at RTO Office

You are requested to visit "RTO OFFICE, <Address of RTO Office> 45 MINUTES BEFORE THE SCHEDULED TIME WITH ORIGINALS OF DOCUMENTS UPLOADED & BLOOD GROUP REPORT FOR VERIFICATION AND CAPTURING BIOMETRICS FOLLOWED BY COMPUTER TEST."

RTOs where Computerized LL Test is conducted at DL Testing Ground Building

You are requested to visit "TESTING GROUND, <Address of Skill Test ground> 45 MINUTES BEFORE THE SCHEDULED TIME WITH ORIGINALS OF DOCUMENTS UPLOADED & BLOOD GROUP REPORT FOR VERIFICATION AND CAPTURING BIOMETRICS FOLLOWED BY COMPUTER TEST."

RTOs where DL Bio-metrics at office and DL Test at Testing Ground

You are requested to visit "TESTING GROUND, <Address of Skill Test ground> 45 MINUTES BEFORE THE SCHEDULED TIME FOR DRIVING SKILL TEST. BEFORE THAT YOU SHOULD VISIT RTO OFFICE <Address of RTO Office> FOR CAPTURING BIOMETRICS."

RTOs where DL Bio-metrics and DL Test both at Testing Ground

You are requested to visit "TESTING GROUND, < Address of Skill Test ground > 45 MINUTES BEFORE THE SCHEDULED TIME WITH ORIGINALS OF DOCUMENTS UPLOADED FOR VERIFICATION AND CAPTURING BIOMETRICS FOLLOWED BY SKILL TEST."