

**GOVERNMENT OF MIZORAM
DIRECTORATE OF COMMERCE & INDUSTRIES
AIZAWL : MIZORAM**

**Khatla - 796001
the 9th June, 2025**

CIRCULAR

No.D.26020/2/2025-DTE-C&I: Directorate of Commerce & Industries-ah hian sawrkar lirthei (a) Light Motor Vehicle 11(sawm-pakhat), (b) two-wheeler 2(pahnih) leh (c) Heavy Motor Vehicle 1(pakhat) neih mek a ni (off-road).

Mizoram sawrkar in motor kaw l thei china bithliah-ah hian, Directorate of Commerce & Industries chungah **Director, Commerce & Industries leh Additional Director, Commerce & Industries** hna chelhtute chauh an ni. Hnathawktu dang zawngte chu a tul ang a lirthei hmang thei chauh kan ni.

Directorate of Commerce & Industries hnathawh dan-te tun ai a a lo mumal zawk nan te, hnathawktu tute intluk tlang zawk leh hnathawh dan kalphungte a lo felfai zawk nan, a hnuai a kaihhruaina te hi, he Directorate a thawk zawng zawng ten (thawk nghet leh thawk nghetlo), a bik tak a Driver leh Despatch Rider zawng zawng ten ngun tak a kan chhiar a, kan zawm tur a duan chhuah a ni e.

1. **DRIVER HNATHAWH DAN PHUNG:** Driver-te hi sawrkar-in mipui leh ram tan a hna a thawhna kawngah, hnathawktu dangte awlsam zawkna siamtu, hna pawimawh tak chelhtu te kan ni a, nikhata kan hnathawh darkar zat tur hi bithliah fel chat theih a ni lo. Driver hna chu darkar bituk awm lo va, a tul ang zel a hnathawktu tur a beisei tlat kan ni. Mizoram sawrkar hnuai a Driver hna thawk mek te hian kan hnathawh dan phung leh kan nungchang Sawrkar-in min phut tlat te kan hriat thar leh a tan:

(a) Driver-tu pawhin, **Director, Commerce & Industries leh Additional Director, Commerce & Industries** hna chelhtute bik tan lo chuan, hnathawktu dangten lirthei kaw l bik/hman bik an nei thei lo tih kan hriat chian hmasak a ngai.

(b) Driver chuan hnathawktu dangte a tul dan anga hmun hrang hrang (khawchhung leh pawn) a hruai leh kalpui hi kan hna pui ber a ni a. Hotute/hnathawktu tupawh, kan hruai leh ngah mek te kohna/biakpawhna (phone call) ngaihchan leh ngaih pawimawh ber hi kan tih tur a ni.

Pu Hkhat

- (c) Driver chu a theihtawpin a in vawngfai tur a ni a, taksa tihfai leh thawmhnaaw fai tak in bel hi duhthusam a ni.
- (d) Driver (nghet leh nghetlo) zawng zawng in mahni senior te zahthiam, an zai ngai a khawsak thiam leh an thu ngaihchan thiam hi kan zir thar reng a tan tarlan a ni bawk e.
- (e) Driver (nghet leh nghetlo)/Despatch Rider zawng zawngte ruihtheih thil chi hrang hrang lak a fihlim turin kan in hriattir thar leh bawk e.

Driver/Despatch Rider tu pawh duty lai a ruih avanga compliant a awm a nih chuan, a (an) chungah dan hmang a action lak nghal a ni ang.

- (f) Directorate of Commerce & Industries-ah hian, kan hna kalphung a fel zawk nan, Driver Senior zawk-te atangin, "Vehicle Supervisor" leh "Assistant Vehicle Supervisor" tur ruat hi kan kal phung pangngai a ni a, zingah ah anmahni hnen a in report ngei tur a hriattir nawn leh kan ni bawk.

A tul dan a zirin, Vehicle Supervisor/Assistant Vehicle Supervisor ten office kai register pawh a hran a vawng tur a beisei an ni.

- (g) Driver tupawhin lirthei nen a harsatna leh rikrum a tawh thil-ah Officer i/c Vehicle or Vehicle Supervisor/Assistant Vehicle Supervisor a hrilh-hre hmasa tur a ni a, an ni-3 (pathum) nen in biak pawh theih loh a nih pawh in, Superintendent, Administration Section (Establishment Wing) hrilh theih tur a ruat fel a ni bawk.
- (h) Driver leh Despatch Rider ten Driving License nung lai ngei (valid Driving license) an nei ngei tur a ni bawk.
- (i) Sawrkarin chawlh lak dan thar a duan tawh a vangin, Driver ten Casual Leave emaw Leave dang reng reng te pawh an lak duhin emaw an dilin dawnin, Officer i/c Vehicle or Vehicle Supervisor/Assistant Vehicle Supervisor te hrilhriat thin tur a ni a, Driver chawl emaw chawlh dil a vang a ruahmanna dang siam vat a ngaih fo thin a vangin, lirthei a mawhphurtu te hrilhhriat vat hi Driver te mawhphurhna pawimawh tak pakhat a ni.

2. LIRTHEI ENKAWL CHUNGCHANG : Kan lirthei hman mekte hi tlo zawk leh tha tak a enkawl hi Driver leh Despatch Rider-ten kan mawhphurhna a ni.

- (a) Driver/Despatch Rider zawng zawng ten lirthei fai tak a enkawl leh vawn thianghlim hi an mawhphurhna a ni. Vehicle Supervisor/Assistant Vehicle Supervisor ten motor enkawl fai chungchang ah mawh an phur bawk ang.

(b) Vehicle Supervisor/Assistant Vehicle Supervisor ten lirthei zawng zawng hunbi nei a routine check neih dan tur mumal tak an siam fel tur a ni. Tul leh pawimawh tam tak zing a, a pawimawh zual te chu:

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|---|------------------------------|
| (i) Fluid Levels (Engine Oil/Gear Oil/Coolant/Transmission Fluid/Brake Fluid/ Power-steering Fluid) | (ii) Air Filters |
| (iii) Tyres (Motor ke) | (iv) Wiper Blades |
| (v) Motor Battery | (vi) Spark Plugs (2wheelers) |

Entirna: Kan kalphung pangngai, "Engine Oil changing" tan bik register siam a, a thlak hun awm ang hisap a enfiah thin hi Vehicle Supervisor/Assistant Vehicle Supervisor ten chhunzawm zel tur a beisei an ni.

(c) Driver/Despatch Rider ten mahni lirthei chante, a bik takin Fluid Levels (Engine Oil/Gear Oil/Coolant/Transmission Fluid/Brake Fluid/Power-steering Fluid) te hunbi nei a check leh enfel hi an tih tur pual liau liau a ni. Mahni lirthei chan lai Oil chi hrang hrang enfel leh check uluk tawkloh a vang a, lirthei chhiatna thlang a nih chuan, lirthei changtu Driver hian mawh a phur ang.

(a) Lirthei zawng zawng running condition a dah mai bakah, a tul dan a zir a, zin chhuak nghal thei a enkawl hi, Driver/Despatch Rider-te mawhphurhna a ni bawh.

(b) Driver zin chhuak tur reng reng in, mahni nihna ti Chiangtu, ID Proof pakhat tal, Driving Licence nunglai bakah a keng tel ngei ngei tur a ni.

(c) Lirthei chhungah (2Wheelers tel lovin) a theih hram chuan hengte hi dah ngei ngei tur a ni a, a biktakin zin chhuak tur lirthei-ah phei chuan dah ngei ngei tum hram tur a ni.

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| (i) First-aid Kit | (ii) Spare tyre(s) |
| (iii) tui thianglim or bottle fai | (iv) Jack |
| (v) Ducktape | (vi) Wheel Wrench |
| (vii) Flashlight/Torchlight | (viii) Chempui |

3. LIRTHEI SIAM (REPAIR) CHUNGCHANG : Lirthei reng reng khawl thil a nih avangin a siam thatnan sum sen ngai a ni tih hre rengin, a hnuai a ziaik te hi Vehicle Supervisor/Assistant Vehicle Supervisor leh Driver/Despatch Rider tin ten zawm ngei tur a beisei leh hriatitr kan ni.

- (i) Lirthei chungchang, chhia or tawhsual tawh palh awm hunin a hnuai hming ziate hi "MAWHPHURTU" or "PUITU" atan a ruat te an ni:
 - (a) Pu V.Lahmangaiha, Assistant Director (Vehicle)
Contact No:9436144380.
 - (b) Pu Ahimsa, Driver Special Grade, Vehicle Supervisor.
Contact No:9862311776.
 - (c) Pu Vanlalruata, Driver Grade-I,
Assistant Vehicle Supervisor.
Contact No:9436155369.
 - (d) Pi Zosangliani, Superintendent,
Contact No: 9862017167.
- (ii) Lirthei chhia siamthat ngaite chu, Defect Report Form ah a tul ang a ziah luh thlap tur a ni a, Officer i/c Vehicle or Vehicle Supervisor/Assistant Vehicle Supervisor tu emaw berin (a remchan dan angin) Defect Report ah hriatpuina atan a hming an lo ziate (signed) hnu ah, Dealing Assistant hnenah "Work Order" siam turin thehluh tur a ni.
- (iii) Lirthei chhia siamthat a tul hunin Work Order tel lova Lirthei workshop a siamtir hi a theih hram chuan tih loh tur a ni. Tul bik thil ah chuan Officer i/c Vehicle or Vehicle Supervisor/Assistant Vehicle Supervisor phalna lak hmasak theih ni se. Ani hian remchang lo ruat fel tur a beisei a ni.
- (iv) Mahni khalhlai lirthei chhia siamthat -na bill te hi, Driver/Despatch Rider ten ngaihven fo tur a beisei kan ni a, Work Order a ziah bak siam ngai thil awm thei a ni bawk avangin, chung hunah chuan Vehicle Supervisor/Assistant Vehicle Supervisor hrihhriat hmasak hram tur tur a ni.

4. DIRECTORATE OF COMMERCE & INDUSTRIES A HNATHAWK MEK TUTEN LIRTHEI AN HMAN THEIH DAN CHUNGCHANG: Sawrkar lirthei-te hi Sawrkar hna rang tak leh awlsam zawk a thawtheihna hmanrua pawimawh tak pakhat a ni a. A hnuai a ziah ang hian hman dantur inkaihhraina te duan thar a ni. Sawrkar Lirthei hmang tur ten kan hriat thar leh a kan zawm theuh turin chhawpchuah an ni e:

- (i) **Director, Commerce & Industries leh Additional Director, Commerce & Industries** hna chelhtute hi Sawrkar in lirthei kawli thei tur a ruat chhun te anni tih thu, a hma lama ka sawi lan tawh angin, an lirthei bil kawllai chhiat or hman theiloh hun a thleng palh a nih chuan, Lirthei dang a rang thei ang ber a ngaihtuah leh pek nghal tur an ni.

- (ii) He Directorate chhung a, Sawrkar hnathawk dang reng reng, Joint Director hna a tanga a hnuai ber thlengin, lirthei kawl tur a sawrkar phalna nei tumah kan awm lo. Senior Officer thenkhat office kal tur hruai leh thlah haw ("Pick & Drop") remtih te kan awm nual a, heng hnathawktu te hian an mahni chanpual bik motor kawlin an hauh bik thianglo.
- (iii) Driver zawng zawng-te, **Director, Commerce & Industries leh Additional Director, Commerce & Industries** te lirthei hmanlai khalhtu an nih loh chuan, Officer i/c Vehicle or Vehicle Supervisor/Assistant Vehicle Supervisor ten duty dan tur (detailment) an ruahman/remruat te an zawm ngei tur a ni.
- (iv) Sawkar hna tul bikah lirthei hman tul or mamawh zawng zawng ten Officer i/c Vehicle or Vehicle Supervisor/ Assistant Vehicle Supervisor te hrilhhriat hmasak tur a ni a. A theih hram chuan hman duh hun hma darkar chanve (30 minutes) talah hriat lawk tir beisei kan ni.
- (v) Officer i/c Vehicle or Vehicle Supervisor/Assistant Vehicle Supervisor te hnenah, a remchan theih chuan hman tulna leh a hun chhung hriattir tel ni bawk se.
- (vi) Sawkar hna tul (official duty) bikah lirthei hman ngai zawng zawng ten hmunkhat chauh va kal tur an nih leh chumi hmunah chuan hun reitak awm ngai an nih phei chuan, Driver/lirthei in nghah tir reng lo va, in lam leh tur a Driver te hriattir zawk tur a ngen kan ni. Driver/Lirthei in nghah tir reng hian, midang hnathawk ve tho te harsatna kan siam thei tih hriat tlan ni se.
- (vii) Office hna pawimawh chhuahlam a, mimal (private) thil tul dangah lirthei hman tum hi dan dinglai kalh a ni a. Tul bik thilah chuan, lirthei remchan dan ang in ruahmanna (a tla chawpin) Officer i/c Vehicle Vehicle Supervisor/Assistant Vehicle Supervisor in a siam thei ang.

Sd/-MARIA CT ZUALI, IAS

Director,

Directorate of Commerce & Industries.

Memo No.D.26020/2/2025-DTE-C&I

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Aizawl, the 9th June, 2025

Copy to:

1. All Officers & Staff, Directorate of Commerce & Industries kan vai a kan chhiarchhuah ngei leh kan zawm ngei a tan.

2. Officer i/c Vehicle a lo hriat leh a tul ang a hma la zawm zel turin.
3. Superintendent, Establishment a lo hriat leh a tul ang a hma la zawm zel turin.
4. Vehicle Supervisor/Assistant Vehicle Supervisor ten an lo hriat leh a tul ang a hma la zawm zel turin.
- ✓ 5. Website Manager, Directorate of Commerce & Industries, Official Website ah lo dah ngei turin.
6. Driver/Despatch Rider zawng zawng ten nguntak a an lo chhiar leh zawm ngei a tan.
7. Guard File No.10.


9/6/25
(MARIA CT ZUALI, IAS)
Director,
Directorate of Commerce & Industries