

**DRAFT**  
**RECOMMENDATIONS**  
**Transparency International – Pakistan**  
**for Obtaining**  
**A LEARNERS DRIVING LICENSE (LDL)**

**Introduction**

A comprehensive study was carried out by TI-Pakistan along with interviews of Senior and Junior police officials posted at the Driving License Centre. In the various interviews it was evident that the Senior and Junior officials were quite aware of the problems facing the Department relating to the existing organization. In fact it can be frankly said that the senior officers have been very helpful and their knowledge of the existing problems have greatly helped TI-Pakistan in compiling this report.

It is also clear that the major obstacle to the efficiency of the Administration at the Driving License Centre is one of lack of funds, but one must remember that providing sufficient funds for development of infrastructural facilities in any organization is not always a panacea for removal of corruption. Most times it is the funds itself when provided which is a cause for corruption albeit of a different nature. In this case it may not be so, for there is certainly a lack of funds to provide for the basics of running an efficient and effective License Issuing Centre. The present load of applicants is just too much to be handled by the few personnel allocated to the centre at the same time lack of computers and other allied equipment etc adds to the inefficiency.

It is not in the mandate of TI-Pakistan to help the police department locate funds, what we have been assigned to do is to device a new or improve on the existing procedures with regards to restricting the possibility of corruption inadvertently allowed for in the existing procedures for issuing of Learner and Permanent Driving Licenses.

It is normally stated that simplification of any or a set of procedures is probably the only way of reducing corruption, the other is the removal of any discretionary powers available with the public official, but at the same time simplification is not necessarily the solution. It is the discretionary powers of the public official and the lack of "Access to information" to the common citizen which is the root cause of most corruption. These two evils are evident in nearly every existing Law, Ordinance, Act, Regulation or Rule. It is our colonial legacy. The Colonial Powers needed the discretionary powers to rule as much as they needed the secrecy to keep from citizens what was their right.

Issuing Driving Licenses without necessary and important formalities may reduce corruption and facilitate applicants, but then driving licenses are not to be issued whether to Learners or to others without the preliminary requisites which endangers the lives of the applicant, his or her family and or others. A line has to be drawn between facilitating applicants and putting on the road drivers with a piece of paper or card allowing him or her to drive without the necessary qualification to do so. The authorities cannot allow this. It is their duty to protect the lives of citizens, not endanger it.

Taking into consideration both aspects, of facilitation and protection of the lives of citizens, and at the same time looking solely to the problem given to us of reducing corruption, TI-Pakistan is submitting to the authorities our recommendations in the light of our Terms of Reference, which is to reduce corruption and suggest if possible improvement within the existing system. We feel that the safety of the lives of the citizen should take precedence over facilitation, and that a minimum qualification for obtaining a driving license must be adhered to. The foundations of a building must support the structure. The structure being either functionally designed or aesthetically pleasing but at the end of the day the structure must be strong. The police have enough on its hands at present than to let loose on the streets of Karachi drivers with legitimate papers and cards creating havoc.

Transparency International – Pakistan have studied the laws and rules of issuance of “Learners” or “Temporary” or “Provisional” driving licenses of many countries and States of the USA, but have found very little deviation in the need for protection of citizens. The Conditions for issuance of these Provisional or Learners Driving Licenses are far more stringent than what we are recommending to the authorities. This is solely due to lack of funds and resources. It is surely the RIGHT of any Citizens to apply for and receive a driving license, but it is the DUTY of the authorities to issue licenses to only those who deserve it. A case of “Facilitation” for issuance of driving licenses cannot be made if it overlooks the need for protection of lives.

Facilitation and Simplification in obtaining of a driving license are of course essential but must be within the gambit of legality and a minimum required qualification to obtain it. The need here is therefore, not only for simplification in obtaining of a drivers license with a minimum of qualification but with the added need for preventing corruption in obtaining the driving license either through “Speed Money” or “Safarash” or “Wastaa” The latter more often than not allows for other junior officials to take advantage and use the same reasoning for issuing licenses to others illegally. Speed Money or “greasing of palms” is only possible if the evils of Discretion which is available to the public official and that of lack of Access to Information which in this case is the keeping from the applicant the procedures for applying for the license. At most times mystifying the procedure which helps the tout easily find his victim.

We are recommending that the program for “Ensuring Transparency in obtaining of Driving Licenses” be carried out in two phases. Phase I, can be applied immediately as a short term solution, whereas Phase II, which requires excessive funding for purchase of equipment, extra qualified personnel etc. can be developed through a long term strategy and the support of Donor Agencies can be sought.

# PHASE I

## I. PROCEDURES.

### A. APPLICATION FORMS

THERE ARE TWO FORMS THAT ARE REQUIRED TO BE FILLED

1. THE MAIN APPLICATION FORM WITH APPLICANT'S PARTICULARS
2. THE "LDL" PART WHICH MUST BE RETURNED TO THE APPLICANT AS THE "LEARNERS DRIVING LICENSE."
3. A TEAR OFF APPLICATION FORM TO INCLUDE APPLICANT'S DATA AND "LDL".

NOTE:

THE APPLICATION FORMS COULD BE SPONSORED BY PSO / SHELL / CALTEX OR ANY OTHER COMPANY.

### B. OBTAINING DRIVING LICENSE FORMS

- THE FORMS CAN BE COLLECTED FROM THE LICENSE CENTRE
- THE FORMS CAN BE AVAILABLE AT ALL POST OFFICES..
- THE FORMS CAN ALSO BE DOWNLOADED FROM THE TRAFFIC POLICE INTERNET SITE

### C. THE APPLICATION FORMS TO HAVE THE FOLLOWING INFORMATION.

1. PARTICULARS OF APPLICANT
2. PROCEDURES FOR APPLYING
3. TARIFF FOR VARIOUS LICENSES
4. DETAILS OF MEDICAL REQUIREMENTS
5. SPACE FOR SIGNATURE OF TWO GUARANTORS. (PHOTOCOPIES OF NIC CARDS MUST BE ATTACHED)
6. THE APPLICANT MUST SUBMIT / AFFIX TWO ATTESTED RECENT PHOTOGRAPHS
7. MAILING ADDRESS TO WHICH LICENSE WILL BE SENT

NOTE

- \* SPECIFICATION OF THE PHOTOGRAPHS TO BE INDICATED ON THE FORM.
- \* SPECIFICATION OF THE "L" TO BE GIVEN ON THE FORM

### D. THE APPLICANT TO SUBMIT THE FOLLOWING ALONG WITH THE APPLICATION FORM:

- THE DULY FILLED IN APPLICATION FORM
- THE PAID CHALLAN SHOWING PAYMENT OF LICENSE FEE.
- A PHOTOCOPY OF HIS / HER NIC
- PHOTOCOPIES OF GUARANTORS NIC'S
- A MEDICAL CERTIFICATE FROM A RECOGNIZED DOCTOR / CLINIC
- TWO ATTESTED RECENT PHOTOGRAPHS OF THE APPLICANT.
- A REGISTERED PREPAID ENVELOPE OBTAINED FROM ANY COURIER / UMS.SERVICE. (THE PAKISTAN POST OFFICE CAN BE REQUESTED TO PROVIDE THE SAME)

**NOTE:**

DURING SUBMISSION OF THE APPLICATION FORM THE APPLICANT MUST BE IN POSSESSION OF THE FOLLOWING:

- HIS / HER ORIGINAL NIC.
- THE STANDARD HIGHWAY CODE BOOK.

A STANDARD "L" INDICATING LEARNERS TO BE LATER AFFIXED TO THE VEHICLE DRIVEN BY THE APPLICANT.

**E. SIMPLE TESTS REQUIRED TO BE TAKEN BY APPLICANT FOR OBTAINING LDL**

- A TEST FOR KNOWLEDGE OF ROAD SIGNS.
- A SIMPLE PHYSICAL / MEDICAL EXAMINATION.(VISION TEST)

**Note:**

To MONITOR the testing process the centre should be covered by a CCTV system and remotely monitored by senior officials, this can later be made available for real time viewing.

**F. PROCEDURES FOR APPLYING**

AFTER FILLING THE NECESSARY APPLICATION FORMS THE APPLICANT SHALL

1. DEPOSIT THE NECESSARY FEE IN A POST OFFICE.
2. A TRIPLICATE RECEIPT WILL BE ISSUED BY THE POST OFFICE
  - ONE KEPT BY THE POST OFFICE
  - ONE KEPT BY THE APPLICANT
  - ONE SUBMITTED TO THE DEPARTMENT
3. THE FORM WILL BE CHECKED BY A POLICE OFFICER FOR CORRECTNESS
4. THE APPLICANT WILL VISIT THE IN-HOUSE MEDICAL SPECIALIST FOR A FREE SIMPLE MEDICAL / PHYSICAL EXAMINATION. THE OFFICER WILL CHECK THE MEDICAL CERTIFICATE SUBMITTED BY THE APPLICANT AND THEN STAMP THE APPLICATION FORM. THE APPLICANT WILL BE GIVEN A STANDARD ACKNOWLEDGEMENT RECEIPT OF THE SAME OR THAT THE REVERSE OF THE CHALLAN CAN BE STAMPED SHOWING RECEIPT THE RECEIVING OFFICER WILL ALSO STAMP THE REGISTERED PRE-PAID ENVELOPE CONFIRMING THE APPLICANT'S ADDRESS..
5. THE APPLICANT WILL THEN TAKE A SIMPLE TEST FOR KNOWLEDGE OF ROAD SIGNS ETC. THE APPLICANT SHOWS POSSESSION OF THE HIGHWAY CODE BOOK AND THE STANDARD "L." THE CODE BOOK WILL BE STAMPED BY THE OFFICER.INDICATING PROPRIETORSHIP OF THE BOOK. HE WILL ALSO STAMP THE APPLICATION FORM.

**G DEPARTMENTAL PROCEDURES**

1. THE DEPARTMENT WILL THEN FEED ALL DATA INTO THEIR COMPUTER
2. THE DIRECTOR / SENIOR OFFICER CAN THEN SIGN THE LDL
3. THE DEPARTMENT AFTER RECEIVING THE APPLICATION FORMS SHALL WITHIN SEVEN (7) DAYS DESPATCH THE LEARNERS DRIVING

LICENSE TO THE APPLICANT IN THE REGISTERED PRE-PAID ENVELOPE..

4. THE DATE OF DESPATCH TO BE STAMPED ON THE ENVELOPE. THE COURIER SERVICE GIVING RECEIPT OF SAME AS PROOF OF DESPATCH ON THE REQUIRED DATE,
5. ACKNOWLEDGEMENT OF RECEIPT OF THE LDL BY THE APPLICANT MUST BE CONFIRMED BY THE COURIER SERVICE.

#### **NOTE**

THE FOLLOWING PERSONNEL ARE REQUIRED AT THE LICENSING OFFICE.

1. OFFICERS FOR ENQUERIES AND COMPLAINTS + ONE LADY OFFICER
2. MEDICAL OFFICERS. + ONE LADY OFFICER
3. OFFICERS FOR CHECKING THE KNOWLEDGE OF ROAD SIGNS ETC.
4. RECEIVING OFFICERS FOR ACCEPTING FORMS + ONE LADY OFFICER.

#### **IMPORTANT NOTE TO BE PRINTED ON THE APPLICATION FORM.**

1. THE APPLICANT MUST COME IN PERSON FOR SUBMISSION OF HIS FORMS
2. THE APPLICANT MUST HIMSELF RECEIVE THE LDL SENT BY THE COURIER IN PERSON IDENTIFYING HIMSELF AND GIVE A COPY OF HIS NIC CARD TO THE COURIER.
3. THE APPLICANT MUST NOT BE LESS THAN 18-YEARS OF AGE ON THE DATE OF APPLYING FOR THE LICENSE. PROOF OF WHICH MUST BE GIVEN EITHER THROUGH THE NIC, A SCHOOL CERTIFICATE, A BIRTH CERTIFICATE, B-FORM OR OTHER GOVERNMENT APPROVED DOCUMENT.

#### **RECOMMENDATION:**

To facilitate the procedures at the centre, tokens should be issued to the applicants on arrival at the Licensing Centre allocating numbers to each. This will facilitate the department in calling out specific numbers at regular intervals. This allows for less pressure on the department and at the same time allowing the applicant a breathing space to go about his business if necessary.

The Tokens also leads to orderliness in the procedures.

## **II. PROCEDURES FOR RENEWAL OF LDL**

- THE LDL SHOULD BE ISSUED FOR ONLY A PERIOD OF 6-MONTHS. AT THE PRESENT RATE OF RS. 100/=
- FOLLOWING THE EXPIRY OF THE FIRST PERIOD OF 6-MONTHS THE HOLDER OF A LDL CAN APPLY FOR A PERMANENT DRIVING LICENSE (PDS).
- THE LDL CAN ALSO BE RENEWED FOR A FURTHER PERIOD OF 6-MONTHS AT A PREMIUM OF RS.200/=
- IN CASE THE HOLDER OF A LDL FEELS THAT HE CANNOT QUALIFY FOR A PDS, HE /SHE CAN EXTEND THE LDL FOR A FURTHER PERIOD OF 6-MONTHS AT A PREMIUM FEE OF RS. 400/= AND SO ON DOUBLING THE PREMIUM EVERY 6-MONTHS.



## **For obtaining a PERMANENT DRIVING LICENSE. (PDS)**

### **I. PROCEDURES.**

#### **A. APPLICATION FORMS**

THERE IS ONLY ONE FORM REQUIRED TO BE FILLED IN BY THE APPLICANT.

- THE MAIN APPLICATION FORM WITH APPLICANT'S PARTICULARS

NOTE:

(THE APPLICATION FORMS CAN BE SPONSORED BY PSO / SHELL / CALTEX OR ANY OTHER COMPANY)

#### **B. OBTAINING DRIVING LICENSE FORMS**

- THE FORM CAN BE COLLECTED FROM THE DEPARTMENT
- THE FORMS CAN BE AVAILABLE AT ALL POST OFFICES
- THE FORM CAN ALSO BE DOWNLOADED FROM THE INTERNET.

#### **C. THE APPLICATION FORMS MUST HAVE THE FOLLOWING INFORMATION.**

- PARTICULARS OF APPLICANT
- PROCEDURES FOR APPLYING
- TARIFF FOR VARIOUS LICENSES
- DETAILS OF MEDICAL CERTIFICATE REQUIRED (IF MORE THAN 12-MONTHS AFTER FIRST OBTAINING LDL)
- MAILING ADDRESS TO WHICH LICENSE WILL BE SENT
- WHETHER THE APPLICANT IS TO DRIVE HIS OWN CAR OR OTHER.

#### **D. THE APPLICANT MUST SUBMIT THE FOLLOWING:**

- THE STANDARD APPLICATION FORM
- A CHALLAN SHOWING PAYMENT OF LICENSE FEE.
- A PHOTOCOPY OF HIS NIC
- A MEDICAL CERTIFICATE FROM A RECOGNIZED DOCTOR / CLINIC
- A REGISTERED PREPAID ENVELOPE OBTAINED FROM ANY COURIER / UMS.SERVICE. (THE PAKISTAN POST OFFICE CAN BE REQUESTED TO PROVIDE THE SAME)
- THE ORIGINAL LDL. (THE EXPIRY OF WHICH SHOULD NOT EXCEED 60-DAYS)

**NOTE:** DURING SUBMISSION OF THE APPLICATION FORM THE APPLICANT MUST BE IN POSSESSION OF THE FOLLOWING:

- HIS / HER ORIGINAL NIC.
- THE STANDARD HIGHWAY CODE BOOK.
- A REFLECTOR TRIANGLE.

#### **E. TESTS REQUIRED TO BE TAKEN BY APPLICANT FOR OBTAINING HIS**

**/HER PERMANENT DRIVING LICENSE.**

- A TEST FOR KNOWLEDGE OF ROAD SIGNS.
- A SIMPLE PHYSICAL / MEDICAL EXAMINATION.(VISION / COLOUR BLINDNESS TEST)
- ROAD TEST.

**F. PROCEDURES FOR APPLYING**

AFTER FILLING THE NECESSARY APPLICATION FORMS THE APPLICANT MUST

- DEPOSIT THE NECESSARY FEE IN A POST OFFICE
- A TRIPLICATE RECEIPT WILL BE ISSUED BY THE POST OFFICE
  - ONE KEPT BY THE POST OFFICE
  - ONE KEPT BY THE APPLICANT
  - ONE SUBMITTED TO THE DEPARTMENT
- THE FORM WILL BE CHECKED BY A POLICE OFFICER FOR ORRECTNESS
- THE APPLICANT WILL VISIT THE IN-HOUSE MEDICAL SPECIALIST FOR A SIMPLE MEDICAL / PHYSICAL EXAMINATION. THE OFFICER WILL CHECK THE MEDICAL CERTIFICATE SUBMITTED ALONG WITH THE FORM AND STAMP THE APPLICATION FORM.
- THE APPLICANT WILL THEN TAKE A TEST FOR KNOWLEDGE OF ROAD SIGNS ETC. WHERE THE APPLICANT SHOWS POSSESSION OF THE HIGHWAY CODE BOOK. THIS WILL BE STAMPED BY THE OFFICER INDICATING PROPRIETORSHIP OF THE BOOK. THE OFFICER WILL STAMP THE APPLICATION FORM.
- AFTER COMPLETING THE ABOVE THE APPLICANT WILL THEN TAKE THE STAMPED APPLICATION FORM TO THE DIRECTOR WHO WILL CHECK THE FORM AND ASSIGN A ROAD TEST OFFICER FOR THE ROAD TEST. THE TESTING OFFICER BEING SELECTED RANDOMLY OR BY ROTATION
- THE ROAD TEST WILL BE CARRIED OUT AT A CONVENIENT TIME AND PLACE / OR IMMEDIATELY AS THE CASE MAY BE. THE TESTING OFFICER STAMPING THE APPLICATION FORM SHOWING SUCCESS OR FAILURE IN THE TEST.
- IF SUCCESSFUL THE CANDIDATES WILL THEN GET THE APPLICATION STAMPED BY THE DIRECTOR WHO WILL THEN DIRECT THE APPLICANT TO THE DATA PROCESSING ROOM FOR HIS COMPUTERIZED PHOTOGRAPH. AND ISSUANCE OF THE PDL.
- HIS RECEIPT OF PAYMENT WILL BE STAMPED BY THE DATA PROCESSING OFFICER WHICH WILL INDICATE THE DATE OF SUBMISSION.
- THE DATA PROCESSING OFICER WILL ALSO CHECK THE REGISTERED PREPAID ENVELOPE AND STAMP THE ENVELOPE WITH THE SAME DATE..
- THE PERMANENT LICENSE WILL THEN BE MAILED TO THE APPLICANT WITHIN SEVEN DAYS / OR IMMEDIATELY ON PAYMENT OF AN URGENT FEE.

**G DEPARTMENTAL PROCEDURES**

- THE DATA DEPARTMENT WILL FEED THE APPLICANT'S DATA INTO THEIR COMPUTER.
- THE DATA DEPARTMENT WILL THEN PREPARE THE PDL AND POST IT THROUGH THE DESPATCH CLERK / COURIER SERVICE TO THE APPLICANT IN THE REGISTERED PREPAID ENVELOPE.
- THE DATE OF DESPATCH SHALL BE STAMPED ON THE ENVELOPE.
- THE COURIER SERVICE GIVING RECEIPT OF SAME AS PROOF OF DESPATCH WITHIN THE REQUIRED SEVEN DAYS..
- ACKNOWLEDGEMENT OF RECEIPT OF THE LDL BY THE APPLICANT MUST BE CONFIRMED BY THE COURIER SERVICE.

**NOTE**

- THE PRESENT COMPUTERS WOULD BE SUFFICIENT FOR THE PRESENT APPLICATIONS FOR PDL, BUT IF THE RECOMMENDATIONS ARE PUT IN PLACE IT WILL SEE AN INCREASE IN THE NUMBER OF APPLICANTS FOR PDL INSTEADS OF THE EXCESSIVE LDL'S BEING ISSUED PRESENTLY.

**IMPORTANT NOTE TO BE PRINTED ON THE APPLICATION FORM.**

1. THE APPLICANT MUST COME IN PERSON FOR SUBMISSION OF HIS FORMS
2. THE APPLICANT MUST HIMSELF RECEIVE THE PDL SENT BY THE COURIER IN PERSON IDENTIFYING HIMSELF WITH HIS NIC CARD.
- 3.. THE APPLICANT MUST NOT BE LESS THAN 18-YEARS OF AGE ON THE DATE OF APPLYING FOR THE LICENSE. PROOF OF WHICH MUST BE GIVEN EITHER THROUGH THE NIC, A SCHOOL CERTIFICATE, A BIRTH CERTIFICATE, B-FORM OR OTHER GOVERNMENT APPROVED DOCUMENT

**PHASE II**

# **PROCEDURES FOR OBTAINING A LEARNERS DRIVING LICENSE.(LDL)**

## **Introduction**

Understanding the problem of the department and notwithstanding the inability of the applicant in many instances to pay for any sophistication in procedures, it is suggested that the procedures for obtaining of Learner's driving Licenses as earlier recommended in Phase I should not be changed. Any change will not really help either the department or the applicant as the LDL is a short term instrument. Making it any more difficult to obtain should certainly not be the intention of the department.

Issuing a Smart card or any card in the short term that is the expected life of a LDL serves no purpose except to make it more costly.

What can be considered in the Phase II, is enabling the Licensing Centre to carry out the two simple tests of i) the Road Sign and ii) the Vision test by the computer.

A simple program can be developed in which the applicant can in a matter of a few minutes give both tests. This facility will enable a "Computer Printout." Again withdrawing any discretionary power of the public official to pass or fail the applicant.

To facilitate uneducated drivers Audio assisted Computer tests should be designed

Other procedures remaining the same as recommended for in Phase I.

## **PROCEDURES FOR OBTAINING**

# **PERMANENT DRIVING LICENSE. (PDS)**

## **Introduction.**

### **In the long term it should be the intention of the Licensing Centre**

- To eliminate the need for the Public official to be involved in the actual testing of the applicant by using “Simulators” instead of the Road Tests presently being carried out.
- To replace the Laminated Card presently being issued by the Licensing authority by a “Smart Card”.
- Document Management Systems / Archival Preservation and Retrieval.

## **USE OF SIMULATORS**

- The necessity for using “Simulators” is evident in that the “print out” of the results will once again eliminates the possibility of the discretionary powers of the Testing Officer to “pass or fail”
- It will lessen the man power requirements of the Licensing Centre.
- It is time saving and will reduce the time wasted by the applicant in giving the present road test which normally takes a few hours at the least.

### **Note:**

The problem is that the simulators may not really replace the “Road Test” official, whose instinct and close contact with the applicant can be of far greater importance than the passing of the applicant by a Simulator. Most countries still rely on the time tested method of the Road Test Official and for poor and many other developed countries is still the only method.

## **THE SMART CARD AS A LICENSE.**

The use of the “Smart Card” by many developed countries, in place of the Laminated Card presently in use by many Licensing Authorities all over the world is basically twofold.

- Security Reasons: - Difficulty in misuse or duplication.
- Convenience - Multiple Applications.

There is an added cost but it is not prohibitive in replacing the Laminated Card by the “Smart Card” but the benefits of the Smart Card far outweighs the disadvantage in increased cost of the card itself.

## **Benefits of the Smart Card**

The benefits of the Smart card as a License includes:

- Its use as a credit or debit card at Petrol Pumps and Service Stations.
- Car owners can then allow their drivers to use their Smart card at pre-determined Petrol or service Stations without the possibility of cheating, but at the same time keeping a record of petrol usage..
- It allows the traffic Police through a simple “Reader” to have an input to all information of the driver and also allows for recording of traffic violations.
- The possibility of its renewal without much cost.
- Its use as an Identification Card.

- Can be used nationally - the information and relevant identification of the applicant being available on the computer throughout Pakistan, and above all,
- The Smart card is secure and cannot be duplicated easily.
- Licenses cannot be forged or replicated.
- Data stored is protected.
- Penalty amounts can be deducted directly from the cards.
- Cards can be read through hand-held devices.
- Smart card can be used for multi-applications (such as payments/ loyalty, access control etc.).
- Smart licenses can store and maintain history of violations
- Ensures that only valid licence holders drive vehicles, and follow traffic rules laid down from time to time.
- Real estate on the card can be used for publicity/advertising

#### **The hand Held Device / Reader.**

- Hand held devices are tamper-proof.
- Hand held devices can store blacklist of licenses.
- Information can be easily downloaded from or uploaded to a central computer.
- Help ensures, in case of traffic rule violation, that appropriate action is taken against the driving licence holder.

#### **How does the System Work.**

- Driving license is issued on a smart card
- A security deposit from licensee is stored on the card.
- On detection of a violation, officer inserts license card into his hand-held device.
- Police Officer punches in the violation code and fine is transferred from the card to the hand-held device.
- When the Police Officer reports back, the data on his device, is transferred to the central computer.
- Similarly other data like blacklist is downloaded to the officer's device.

### **DOCUMENT MANAGEMENT SYSTEMS / ELECTRONIC ARCHIVAL RETRIEVAL SYSTEM**

Again this can be a part of the long term improvements envisaged by the Licensing Authority, which will have all documents related to the Issuing of Licenses and details of the applicant within its archives in addition to the possibility of its availability on the Internet.

#### **The benefits of this Document Management System are:**

- Nationally Accessible
- Instant Communication
- Paperless Management
- Instant File transfer
- Audit trail
- Improved Time management
- Cost reduction

**The benefits of the Electronic Archival Preservation and Retrieval facility includes:**

- Document Storage, indexed Search and Document Retrieval.
- Hard-copy Printing.
- Security & control of Access.
- Scalability.
- Cleaner Working Environment.
- Easy Access to Documents.
- Reduced Storage Space.
- Centralized Management.
- No need for originals in day-to-day business.
- Better Access Control.
- Access from Anywhere.
- Quickened Search and Retrieval.
- Pathway to Digital Document Filing.
- Reduced Processing Time & Cost.
- Shortened Migration Path to e-Governance.

**FURTHER RECOMMENDATIONS**

- In addition to the above recommendations for “Ensuring Transparency” in the various procedures for obtaining Driving Licenses it is very feasible that the Police department or the “Police Trust / Foundation set up Motor Training Schools in the Major Cities of the Country. This will help raise funds which can then be added on to the benefits of the retired Police force at the same time it will give an opportunity for employment of the retired Traffic police personnel.
- It is also recommended that Senior Credible and qualified officers be transferred to the Licensing Centre, where the Provincial Government can consider raising the salaries and facilities for its officers. It can be done on an experimental basis to see whether providing better salaries and facilities would lessen the need for speed money. It is said that this experiment has proved itself in the Highway traffic Police, thus there is no reason that under strict monitoring this should not be successful here.

**IMPORTANT**

It is noted that it is very easy to obtain a Driving License from other Towns and Provinces of the country and these Licenses are used in Karachi by upcountry drivers in Karachi in large numbers.

**It is therefore highly recommended that:**

- All upcountry License Holders (other than Karachi) must register themselves with the Licensing Centre giving credible Identification and Local residence. Certification of same must be issued to them. This Certification must be sent to their addresses in Karachi.
- All drivers found driving with up country licenses shall be stamped by the traffic police with a simple stamp indicating the date of checking. Drivers must then register themselves within 90 to 120 days of the date of the stamp. Following which they will be fined Rs. 300/- per month after the expiry of the period.
- The Smart cards must be issued to all NEW APPLICANTS of PDL and on RENEWAL OF PDL'S



**Transparency International – Pakistan**  
Strives for a better place to live

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**RECOMMENDATIONS**  
**FOR**  
**ENSURING TRANSPARENCY**  
**IN THE PROCEDURES**  
**FOR OBTAINING**  
**LEARNERS AND PERMANENT DRIVING**  
**LICENSES.**

**UNDER**  
**A MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**

**THE DIG – KARACHI CITY TRAFFIC POLICE**  
**AND**  
**TRANSPARENCY INTERNATIONAL – PAKISTAN**

**August 2002**