

## Do's

- PUC software should be installed on D:\ drive of system.
- Print duplicate copy of the certificate immediately after the printing of original Certificate.
- Customer's name, address and mobile no. should not be left blank.
- Always check system date before test/printing of certificate.
- Computer specifications should be according to recommendations.
- System should work on UPS.
- PC should always be connected to Internet.
- Once a week click on Download button to get latest updated model list
- Update Calibration date on website regularly
- Ensure communication and proper testing in software after servicing of equipment.
- Always verify Registration no. of vehicle from number plate/RC or other document after its entry in your record.
- Take a Backup of Delhi Transport folder in D drive before making any changes in your Computer settings or Formatting of PC
- Upload all data in case of offline testing before doing any changes in software or PC
- In case of any abnormal behavior in software contact at Transport Department help line number "23830240"
- Ensure that copies of three documents are displayed i.e. (i) Copy of Type Approval of gas Analyser/Smoke Meter (ii) Valid calibration certificate of Gas Analyser/smoke meter (iii) copy of Training certificate of operator.
- Ensure that followings are painted on the PUC booth (i) Prescribed Emission standards (ii) Prescribed Emission checking rates (iii) Steps for pollution checking (iv) Transport Department's helpline no. 42400400
- Charge only as per the prescribed fees. Fee charged from vehicle owner must be mentioned on the PUC Certificate and on duplicate copy.
- Always observe proper testing procedure.
- Do Leak proof check strictly as per procedure.
- Ensure that the probe inserted should be more than 30 centimeters and properly clamped and use proper extension pipes in case of Two wheelers or wherever insertion is less than 30 centimeters.
- During diesel vehicle testing accelerator pedal should be fully pressed during free acceleration test.
- Always wear Mask and Earplug while performing test.
- Issue Rejection slip to the vehicle owner if the vehicle fails emission test.
- Use colour cartridge for taking prints of the PUC certificate.
- The registration number on the photo on the PUC certificate must be clearly visible.
- Put the seal of your name below your signatures on the PUC certificate.
- Every day before closing the PUC centre take Printout of the daily report and file it properly in its file.

## **Don'ts**

- | Don't install any other software on the system.
- | Don't download any third party or games software.
- | Don't share your Internet password.
- | Don't download any unauthenticated information from Internet.
- | Don't make any changes in software setting except com port setting
- | Don't try to make any changes in Delhi Transport folder in D drive
- | Do not issue PUC certificate if the gas analyser/smoke meter's calibration validity has expired.