



No. PTA / TAI / 2025 / 1467
Office of the Secretary
Punjab Provincial Transport Authority
Office No. 91 Shadman-2, Lahore
Ph. No. 042-99200359

Dated: 21.07.2025

ORDER

Subject: - SOPs FOR VEHICLES INSPECTION & CHALLANING APP (VICA)

The Competent Authority has pleased to approve the SOPs for the Vehicle Inspection & Challaning App (VICA) in the Punjab. The following SOPs shall be implemented in letter & spirit operation of VICA during on road checking by Secretary RTAs and their allied field staff including SMVEs, MVEs, TSIs, Head Constables, Constables & others.

- No multiple challans shall be issued for one offence in a single day in accordance with the principle of double jeopardy
- Non issuance of manual challan. In case of violation, the concerned Secretary RTA and the allied staff shall be held responsible and strict disciplinary action shall be taken against them
- Ensure higher fines for repeat offenders
- Ensure timely submission of daily reports by 04.00 PM daily
- Mr. Saeed Ahmed, Transport Planning Officer (0324-4510444) & Mr. Shahid Iftikhar, Statistical Officer (0333-4796677) shall act as Liaison Officers for collection of daily reports
- Non-Compliance of such instructions shall be treated as misconduct and disciplinary action shall be initiated against the delinquents


Secretary

**Punjab Provincial Transport Authority,
Lahore**

CC:

1. All Deputy Commissioners / Chairpersons RTAs in the Punjab
2. All Secretary RTAs in the Punjab for strict compliance in letter & spirit
3. Mr. Shahid Iftikhar, Statistical Officer, Punjab PTA, Lahore
4. Mr. Saeed Ahmed, Transport Planning Officer, Punjab PTA, Lahore
5. Ms. Uzma Firdous, Assistant Director (Legal) / Focal Person Vigilance Cell, Punjab PTA, Lahore
6. Mr. Inam, System Network Engineer / Focal Person VICA, Punjab PTA, Lahore