GOVERNMENT OF MEGHALAYA
TRANSPORT DEPARTMENT.

NOTIFICATION

Dated Shillong, the 6th October, 2025.

No.TPT.8/2020/453- In pursuance of the direction of the Ministry of Road Transport & Highways vide letter No.RT-16011/7/2020-T dated 22nd February, 2021 the Governor of Meghalaya is pleased to notify the Vehicle Location Tracking System (AIS-140) in the State for smooth implementation of the VLT system and all enlisted VLT device manufacturers / Vehicle OEM dealers / Authorized dealers/RFCs are hereby directed to follow Standard Operating Procedure (SOP) enclosed herewith for VLT Device (AIS-140) Fitment and Tagging in the State of Meghalaya.

Sd/-
(Sanjay. Goyal, IAS)
Commissioner & Secretary to the Govt. of Meghalaya
Transport Department.

Memo No. TPT.8/2020/453-A **Dated Shillong, the 6th October, 2025.**

Copy to.

1. The P.S to the Hon'ble Deputy Chief Minister, in-charge Transport for kind information of the Deputy Chief Minister.
2. The P.S to the Chief Secretary for kind information of the Chief Secretary.
3. The P.S to Commissioner & Secretary, Transport Department for kind information of the Commissioner & Secretary
4. The P.A to the Secretary, Transport Department for kind information of the Secretary.
5. The Joint Secretary, Transport Department for kind information
6. The Commissioner of Transport, Meghalaya Shillong for kind information and necessary action.
7. All Deputy Commissioners, Meghalaya, for kind information.
8. All Superintendent of Police Meghalaya, for kind information.
9. All District Transport Officer, Meghalaya, for kind information.
10. The Director of Printing & Stationery, Meghalaya. He is requested to publish above notification in the issue of Gazette and to furnish 50 (copies) of notification to this department.
11. All Administrative Departments. / Head Offices.
12. Guard File.

By Order etc.,

Under Secretary to the Govt. of Meghalaya,
Transport Department

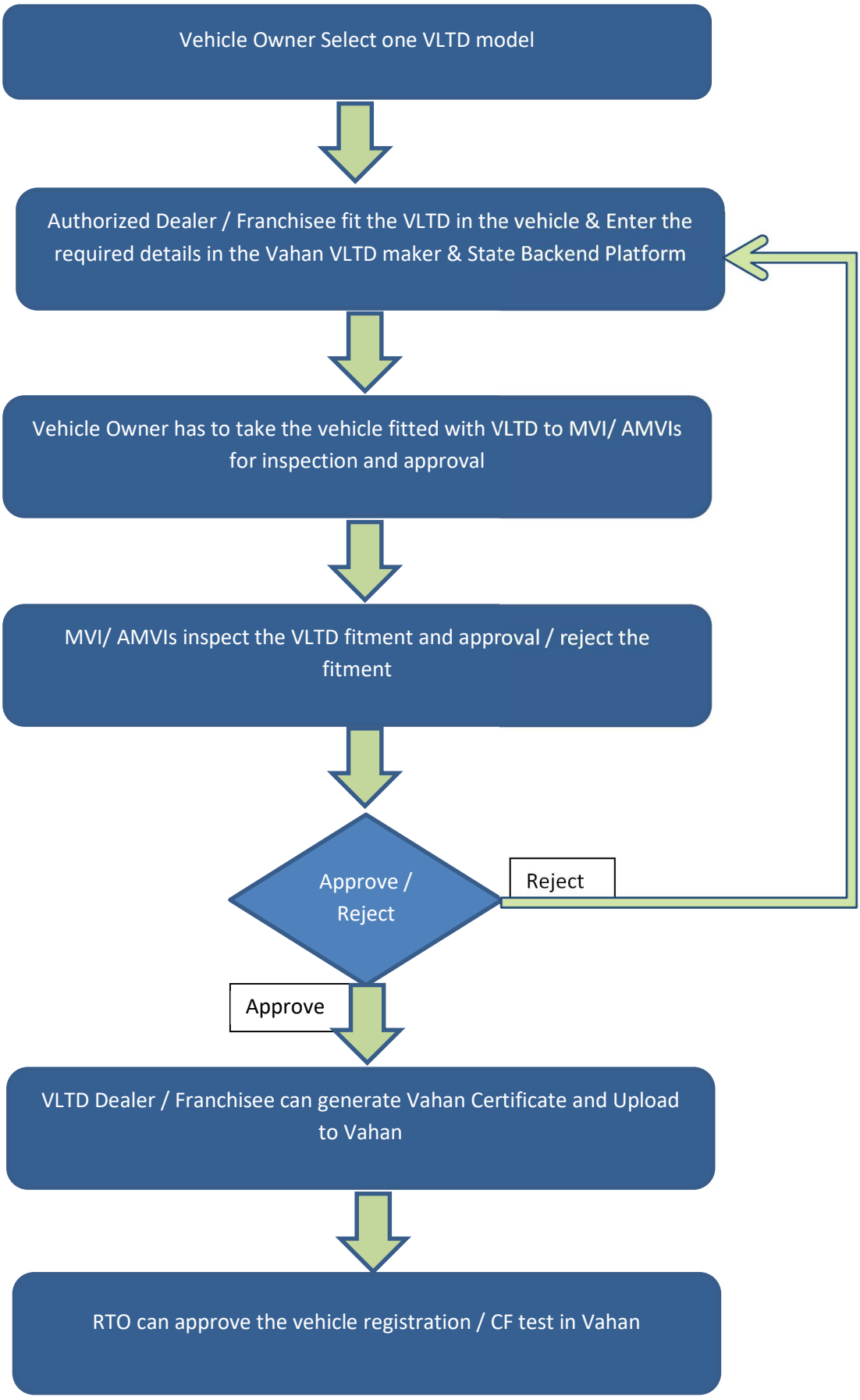
Standard Operating Procedure (SOP) For VLTD Fitment & Tagging

1. About the system

Government of India has mandated Vehicle tracking system and panic button in all transport vehicles. AIS140 is the standard recommended by Ministry of Road Transport & Highway (MoRTH) for vehicle tracking device in India. Department of Transport, Meghalaya has decided to implement AIS140 based Vehicle tracking system in all public transport vehicles. Department has entrusted C-DAC, a government of India agency under Ministry of Electronics and Information Technology (MEITY) for the implementation of the project. C-DAC has developed the Software application to monitor all vehicles fitted with tracking device. A Monitoring & Control Centre (MCC) has been setup at Transport Commissioner Office, Shillong for the monitoring vehicles across Meghalaya.

Department of Transport has shortlisted various manufacturers & models of AIS140 certified Vehicle Location Tracking (VLT) devices. Vehicle owner can choose from any of the approved VLTD vendors and models. It is the sole responsibility of vehicle owner to deal with the matter related to quality, price, warranty and service agreement with the VLTD manufacturer / Dealer.

2. Steps Involved in VLTD Fitment & Tagging



3. SOP for VLT Vendors/Manufacturers

1. The device should be certified for AIS140 compliance by any of the testing agency mentioned in AIS140.This Type Approval Certificate (TAC) of the certified VLTD model need to be uploaded to NIC's VAHAN/VLTD Maker portal.
2. Once TAC is uploaded in VAHAN, login credentials for VAHAN will be provided for the vendor/manufacture.
3. Manufacturer can login to VAHAN and upload VLTD inventory details.
4. Vendors should arrange registered agencies/franchisees for fitment and servicing of VLTD in vehicles.
5. Vendors should have a supervisory control over franchisee's operations and should ensure quality service to customers.
6. Department of Transport, Meghalaya & C-DAC shall communicate with device Vendors / Manufacturers only.
7. State backend application login credentials for vendors will be provided by the Department of Transport, Meghalaya admin.
8. Using the credentials, vendor can login to the State backend application and can add franchisees / Dealers.

4. SOP for Dealers / Franchisees

1. Franchisee will get the login credentials of State backend application from the corresponding manufacturers/vendors.
2. First, Link vehicle details with IMEI number in VAHAN.
3. Dealer / Franchisee can login to the State backend application and tag the VLTD & vehicle.
4. Enter the IMEI number & required details in the State backend application.
5. Save the details by clicking the save button.
6. Verify the owner mobile number through OTP and update the status to Installed.
7. Fitment of VLTD in the vehicle has to be inspected and approved by MVI / AMVIs.
8. After Approval, download VAHAN certificate and Upload activation details to VAHAN.

Franchisees should have the following facilities :-

1. An office in the State with proper GST registration and GST number.
2. Qualified & well trained technicians to fit the VLT device in vehicles.
3. A minimum of one person with computer & internet knowledge for fitting and tagging device with State backend application.
4. A minimum of one computer with internet connectivity & printer for printing the installation certificate.
5. A customer support centre with an active telephone number. This number should begiven to customer to call for support when required.
6. Proper GST bill and agreed warranty assurance should be provided to vehicle owners.

5. Fitment of VLT device & Panic Buttons in Vehicle

1. Position of VLTD fitment inside the vehicle

1.1 Physical mounting of VLT device in vehicle should be as per AIS140 section 5.3. It is mentioned as 'The VLT system shall be mounted in a suitable location such a way that it is not easily accessible /exposed to passengers'.

1.2 VLT device may be fitted over the dashboard for heavy vehicles and in a suitable location in light vehicles.

1.3 Any kind of metal cover or shielding **should be avoided** over VLTD.

1.4 The IMEI Number of VLT device should be clearly indicated above the device in such a way that it can be easily identified.

2 Fitment of Panic Buttons inside the vehicles:

2.1 Emergency button(s) shall be fitted in such a way that every passenger including driver shall be able to access the Emergency button(s).

2.2 Passenger Car shall have at least one emergency buttons on each passenger row easily accessible by each of the passenger.

2.3 There shall also be one dedicated emergency button for the driver.

2.4 Passenger Transport bus shall have emergency buttons at locations easily visible & accessible to all the passengers such as every 2 meters on both the sides on passenger seating area.

2.5 For seats reserved for ladies there shall be a dedicated panic button for each row. It shall be permissible to have a single emergency button for two successive ladies' rows on both sides of the vehicle provided each lady passenger in either row is able to reach and operate the emergency button.

2.6 In case of passenger transport bus which has a glass window covered between two pillars having pitch 2 meter or more, the emergency buttons shall be provided on each pillar.

2.7 National Permit Trucks and other commercial vehicles shall have one dedicated emergency button for the driver. The panic button must be fitted near to driver seat and should be easily accessible to driver.

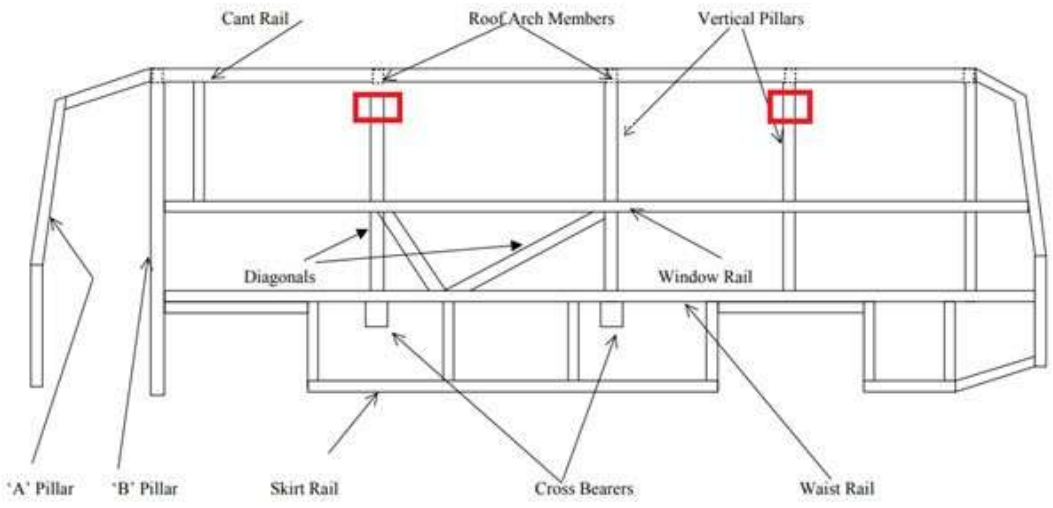


Figure1: Panic Button position in vertical pillars

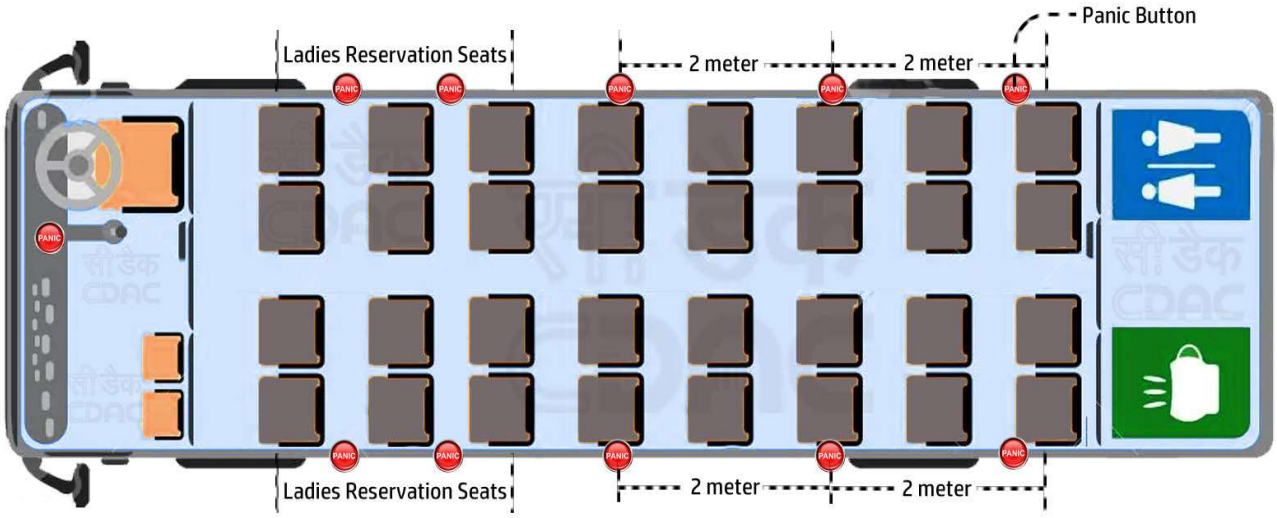


Figure2: Indicative Panic Button positions for Bus

Figure3: Indicative Panic Button positions for car

3 Wiring of VLT and Panic buttons

3.1 VLT devices and panic buttons should be properly wired in the vehicle.

3.2 Wires to panic buttons and hooter/ buzzer should be provided with proper shielding or outer covering.

3.3 No wires should be exposed or seen hanging.

3.4 Wires should be properly coupled and should be fire proof.

3.5 All safety precautions should be taken in fitment of VLT devices and panic buttons.

4 Hooter / buzzer

4.1 Hooter/buzzer for emergency condition and over speed alert should be loud enough to be audible to passengers and nearby people outside the vehicle.

4.2 It should be placed in a convenient position inaccessible by passengers.

5 Notice to Passengers & Public

5.1 Proper indication to passengers and public should be given in the vehicle. Stickers indicating the fitment of Vehicle Tracking Device (Fitted with AIS140 Vehicle Tracking System& Panic Buttons) may be placed at front and back side of the vehicle.

5.2 Information regarding the panic button should be provided to passengers. Messages indicating the use of Panic button should be placed inside the vehicle.eg: ‘Press in case of Emergency Only, Misuse will result in penalty’.

6. SOP for MVI / AMVI

5.3 After fitment of the VLTD and panic button in the vehicle, the vehicle has to be inspected by MVI/ AMVIs for the proper fitment of VLTD and panic buttons.

5.4 The MVI/ AMVIs shall be given a mobile app with which they can check the fitment of VLTD and panic button.

5.5 The major points to be verified by MVI / AMVIs are (as per section 5 of this document)

5.5.1 Physical fitment of VLTD and panic buttons

5.5.1.1 Mounting of VLTD as per the guidelines

5.5.1.2 Number of panic buttons

5.5.1.3 Fitment of panic buttons as per the guidelines

5.5.1.4 Wiring and connections

5.5.1.5 LED indications of panic buttons

5.5.2 Functional check of VLTD & panic buttons

5.5.2.1 MVI/ AMVIs has to enter the vehicle number in the mobile app and verify the location of the vehicle shown in the app with the vehicle actual location

5.5.2.2 Verify the data update time in the app

5.5.2.3 Press panic buttons and check alert is received in the app. **This emergency alerts generated before approval will not be forwarded to ERSS.**

5.5.2.4 Any alerts like over speed, Tilt etc. can be generated and verified by MVI/ AMVI if required.

5.5.2.5 If fitment and functionality of the device is found satisfactory then MVI / AMVI can approve the VLTD, if any issues are found then reject the VLTD.

5.5.2.6 If the VLTD is approved, Dealer / Vehicle owner can generate the certificate and upload the same to Vahan.

7. SOP for RTOs

5.6 RTOs can approve the vehicle registration of CF in Vahan.

5.7 VLTD check should not be skipped in Vahan.

8. SOP for Vehicle Owners

Fitment of Device

- Owner/Customer has to approach the franchisee of any of the approved Vendor.
- Vehicle Owner is free to choose any approved vendor and device.
- Vehicle Owner may have to give the KYC details, RC book and mobile number to the franchisee
- Technician of the franchisee will fit the device in the vehicle and will enter various details like IMEI number, Registration number etc. to VAHAN & Motor Vehicles

Department's web application.

- After successful fitment and completion of data entry the owner has to go to the RTO office with vehicle for inspection by MVI /AMVI.
- MVI /AMVIofficials will inspect the vehicle to verify the fitment of device and panic buttons. If found satisfactory MVD will approve it, else they may reject the device. In case of rejection owner has to approach the franchisee to rectify or replace the device.

Operation of Device

- Once the device is approved the Monitoring & Control Centre (MCC) will continuously monitor your vehicle.
- The device generates various alerts and is monitored at the control room.
- The device should not be removed from the vehicle and should be continuously powered.
- The device and the panic buttons should be maintained in working condition without any failure.
- Tampered or non-functional device may attract penalty.
- Most of the device has LED indications of its working status.
- If the device found to be faulty or the vehicle need some maintenance which require disconnection of the device, then it has to be immediately conveyed to the franchisee, franchisee will register complaint in the application. This will avoid unnecessary alerts like Panic wire cut, Tilt, Main power removal etc.

Operation of Panic Buttons

- Panic buttons are important part of AIS140 implementation. These buttons are placed for the safety of passengers and drivers.
- In case of any emergency, the passenger or driver can press the panic button to inform the control room about the emergency situation.
- All panic buttons have a continuous glowing LED to indicate that the button is working. On pressing of the button the LED will start blinking and the hooter will

start making sound. The device will also send SMS about the emergency condition to control room as well as owner.

- If any repair or maintenance is required for which panic button needs to be removed, then immediately inform franchisee and ask them to register a complaint entry.

Subscription renewal

- Vehicle owner should renew the subscription of the device every year before the test for certificate of fitness.
- The vehicle owner should get a renewal certificate from the vendor stating that the subscription has been renewed.

Checklist for VLTD Fitment Approval

Vehicle Registration No:

VLTD IMEI No:

Inspection date:

Sl No.	Items to Verify	Status (✓ / ×)	Remarks
1.	Mounding of VLTD		
2.	Number of Panic Buttons		
3.	Fitment of Panic Buttons		
4.	Wiring and connections		
5.	Location Verification in mobile app		
6.	Data Update Timein mobile app		
7.	Panic Alert Check		
8.	Other alerts (Optional)		
9.	Messages / Stickers about panic buttons inside vehicle (Optional)		

Inspected By

Name: Status: Approved / Reject

Designation:

Signature: Office Seal