

No. A4-1/TC/2001

Head Office, Motor Vehicles Department
Thiruvananthapuram, Date: 01.01.2001

CIRCULAR No. 1/2001

Sub: Motor Vehicles Department- Inspection of Personal Registers by Officers- reg

In spite of repeated instructions it has come to notice that no inspection of Personal Registers and other registers prescribed in the Manual of Office Procedure is done by any head of office under the Motor Vehicles Department. The various other registers to be maintained in the office as per Motor Vehicles Act and Rules are also not seen inspected. Regular inspection of Personal Registers and other registers is intended for assessing the work of dealing clerks. It is noticed that majority of officers are not exercising the powers/duties and responsibilities vested in them in this regard.

All heads of offices are strictly instructed to ensure that periodical inspection of all the registers is conducted. If it is found on surprise check that such inspections are not done, the laxity and lapse on account of this will reflect in the Confidential Reports of the officers, including heads of offices.

Sd/-

Transport Commissioner

No. A4-6370/TC/2003

Head Office, Motor Vehicles Department
Thiruvananthapuram, Dated: 26.02.2003

CIRCULAR No. 6/2003

Sub: Mvs. Dept. - Inspection of seats by Officers- Reg.

Ref: Circular No. 1/2001 dated 01.01.2001

It has come to notice that despite repeated instructions Inspection of Personal Registers and allied registers prescribed in the Manual of Office Procedure and as per Motor Vehicles Act and Rules are not done by the Heads of Offices in the Motor Vehicles Department. In this context, all the Heads of Offices are once again directed to ensure that seat inspections are carried out at least once in a month positively. Surprise Checks in this regard will be conducted and any laxity to follow the directions issued will be dealt with firmly.

Sd/-

Transport Commissioner