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No. C2-21747/TC/94 Office of the Transport Commissioner,
Thiruvananthapuram, dt. 1.4.96.

CIRCULAR NO. 7/96

Sub:- M.Vs. Dept.--Counter system--work relating to the
reg.n. of vehicles in the RT Offices and Sub RT Offices
modification- instructions issued-

Ref:- Circular No. 57/66 issued by T.C.

In the Circular No. 57/66 issued by the Transport Commissioner, instructions were issued that the applications for registration of vehicles will be presented by the party along with the A.M.V.Is. certificate, at the registration counter. The clerk at the registration counter will then issue an acknowledgement in respect of non transport vehicles, specifying a due date to obtain the registration certificate.

Instances have come to the notice in which the parties retain the document after the vehicles are inspected and certified by the A^MVI and gives at the counter only after a few days presumably with an intention to get a suitable registration number to their vehicles.

To avoid this situation the counter system for the registration of vehicles is modified and the following instructions are issued to be implemented with immediate effect;-

The applicant will present the application for registration along with the necessary documents and fee receipts to the inspecting officer viz. A^MVI/MVI for inspection of the vehicle as is being done now. The inspecting officer will verify the documents and if he is satisfied, he will inspect the vehicle and furnish a certificate in Form 21 and a counter receipt will be issued to the party specifying due date to obtain the registration certificate from the registration counter on the due date. Simultaneously the inspecting officer shall note the Sl.no. or the counter receipt and its due date in the application also. The inspecting officer will hand over all the papers for registration including the papers related to transport vehicles to the concerned registration Section by 3 p.m. on the same day and obtain the acknowledgement of the registration clerk in his despatch register. The registration clerk will enter all the applications in his application register serially as per the number noted in the applications. Then he will register all the vehicles allotting registration number, strictly according to the serial number in the application register and keep ready at the counter for disposal on the due date. The registration certificate and documents related to the Transport Vehicles will be handed over to the concerned circle clerk in the office on proper acknowledgement for further action.

The above instructions shall come into force with immediate effect.

The receipt of the circular should be acknowledged.

Sd/-

Transport Commissioner.

To

All DTCs, All RTOs, All Jt. RT Os, in the Sub RT Offices, CAS to TC,
Addl. TC, Secy. STA, DTC (T), AO, FO, LO, ATC Accounts Officer, Asst. Secy.
STA, All Supts. HA, SF, spare.
Forwarded / By order

Jr. Supt.