

**CIRCULAR NO.8/2005**

Sub: - Motor Vehicles Department - Procedures to be adopted for the disposal of pending RMA cases- Revised instructions issued - reg.

Ref: - This office Circular No.11/2004 dated, 19.02.2004  
This office Circular No. 35/2004 dated, 01-12-2004

1. As per the recommendation from the Director of Vigilance & Anti Corruption Bureau and in order to avoid irregularities, malpractice and allied corruption involved in the Assignment of Registration Mark for the vehicles issued with NOC coming from outside States and Union Territories, the Circular cited as the first paper above was issued. All the Registering Authorities were therein instructed to check the Website of the National Crime Records Bureau, New Delhi, and also to obtain "clear signal" by FAX or E-Mail from the Original Registering Authority.
2. Since it was felt that, the above mentioned procedure has caused in-ordinate delay in disposing off the applications and difficulties to the general public, the Circular referred to as the second paper above was issued, instructing the Registering Authorities to await the reply from the Original Registering Authorities regarding the genuineness of the NOC only for a period of 60 days and to send the list of all RMA cases, with full details to the Assistant Transport Commissioner at Thiruvananthapuram in his name cover. It was further instructed that the Assistant Transport Commissioner will in turn, get the details checked through the Website of NCRB and will give a reply to the Regional Transport Officers concerned, within a week of receipt of the communication from the Regional Transport Officers.
3. Streamlining of the procedures as specified in the Circular second cited has, unfortunately and contrary to expectations, resulted in enormous delay and difficulties to the public. In order to avoid the delay and difficulties, the following revised and modified procedures are ordered in supersession of the Circular No. 11/2004 and 35/2004 with effect from 01-05-2005.
4. On receipt of an application for the Assignment of fresh Registration Mark in respect of a vehicle registered in another State, the Registering Authority in Kerala shall write by Registered Post with acknowledgement due, to the Original Registering Authority, requesting to verify and report the genuineness of the NOC within a period of 60 days from the date of issue of the letter. If no reply is received within 60 days, the application will be further processed on the assumption that the Original Registering Authority has no objection to proceeding with the assignment of new registration mark.
5. In such cases, i.e. where no reply has been received from the Original Registering Authority even after the expiry of 60 days, the applicant shall be asked to file an Affidavit regarding the ownership, Possession, use, pending cases, dues outstanding etc., on stamp paper worth Rs.50/- duly attested by a

Notary Public in the Performa enclosed herewith. After obtaining such Affidavit, the vehicle can be assigned with New Registration Mark, provided the same is cleared by the NCRB/SCRB.

6. The correspondence to the NCRB, hereafter, shall be entered into directly by the Registering Authority and it shall be addressed to the Director National Crime Records Bureau, East Block-7, R.K.Puram, New Delhi-110056 (Telephone Numbers (011) 6161072, 6105353, 6172324 E-Mail, ncrb @ vsnl.com ncrb net @ ren 02.nic.in, and Website [www.ncrbindia-org](http://www.ncrbindia-org) [www-ncrb-nic-in](http://www-ncrb-nic-in)) or to the Inspector General of Police, State Crime Records Bureau, Pattom.P.O, Thiruvananthapuram. The expenses shall be met from the head of account provided for Office Expenses.
7. Whenever applications for assignment of fresh Registration mark are received, the RTO/Joint RTO concerned shall verify the documents attached therein and ensure that it is in order. Thereafter the vehicle shall be referred for inspection after accepting the tax and fees applicable to the vehicle concerned.
8. The inspecting officer shall ensure that the Digits and Alphabets of the Engine & Chassis numbers are tallying with the documents produced and are not tampered with.
9. These instructions shall take immediate effect and receipt of the Circular shall be acknowledged.

s/d  
Transport Commissioner