

No.A3/12283/2012/TC

TRANSPORT COMMISSIONERATE
TRANS TOWER
VAZHUTHACAUD
THIRUVANANTHAPURAM-695014
DATED: 24/08/2012

CIRCULAR NO.08/2012/TC

Sub:- TC – Estt – Posting of officials at the various Check Posts in the
Department of Motor Vehicles – Guidelines and Instructions Issued

Ref:- G.O. (MS) No.32/2012/Trans dated 05/06/2012

In pursuance to the orders issued as per the G.O. cited the following guidelines are issued in supersession of all the existing orders and guidelines issued by this office for posting of officials in the various Check Posts of this department:

1. Posting of officials to the various Check Posts of this department will be ordered by this office once in three months or at any earlier time on need basis based on the appraisal of performance of the officials concerned.
2. Considering the arduous nature of duties it has been decided that the 'Check Post Duty' is a mandatory duty for all the Motor Vehicle Inspectors and Assistant Motor Vehicle Inspectors working under the jurisdiction of the Regional Transport Officers concerned irrespective of the fact that the posts intended for the Check Posts are earmarked at the Office of the Regional Transport Officers concerned. In order to ensure these, deployment of officials to the various Check Posts under the Department will be ordered by this office as a 'Monthly Turn Duty' once in a quarter on rotation basis.
3. Since the Check Post Duty is a mandatory one, no exemption from attending the duties will be allowed to any official in a routine course except under unavoidable circumstances prevent the officials to attend such duties on compassionate ground with documentary evidence or the cases of officials, who are under the verge of retirement from service on superannuation within a period of 6 months or under public interest as the case may be and exemption in such cases will be allowed by this office only. However, the Regional Transport Officers concerned are authorized to make any *ad hoc* arrangements in case of any exigency without having any prior approval or orders from this office subject to the specific condition that such arrangements should be under public interest and the arrangements so made to be brought to the notice of this office during the course of the day of such arrangements itself for formal orders/sanction.
4. The period of duty spent by the officials posted to the various Check Posts from the Sub Regional Transport Offices and other offices under the jurisdictional areas of the Regional Transport Officers concerned and *vis-a-vis* shall be excluded from the 'Station Tenure'; but to be reckoned as 'District Tenure' for the purpose of considering the tenure of duties for General Transfer as envisaged in the G.O. cited. Similarly, the period of non-duty allowed as exemption as

envisaged in para 3 above to the officials will be treated as 'Double Duty' in such Station and District for the purpose of Station and District Tenure and will be dealt with accordingly for General Transfer purpose as envisaged in the G.O. cited.

5. Proportionate reduction in the target(s) will be allowed to those officials, who have been prescribed with specific targets, in lieu of the period of duty spent in the Check Posts. Similarly, target of the officials, who have not been prescribed with targets and temporarily replaced as substitute arrangement as prescribed in para 6 below, are the proportionate target of the replaced official for Check Post Duty.
6. Since posting of officials for Enforcement related duties in the various Regional Transport Offices and other offices are based on juniority of officials in the Station concerned, deployment of officials for such Enforcement related duties shall be further reallocated by the Head of the Offices concerned, if necessary under public interest, on juniority basis with reference to the available officials in the Stations concerned including the temporarily deployed officials as in para 7 below.
7. Substitute arrangements in place of the officials posted to the Check Posts from the Sub Regional Transport Offices and other offices under the jurisdiction of the Regional Transport Officers concerned shall be met from the cadre strength of the officials available at the Office of the Regional Transport Officers concerned on temporary working arrangement basis retaining their lien in the place of actual posting prior to the such working arrangement purely on 'Station Seniority Basis'. In such cases also the period of duty spent by the officials concerned as the substitute arrangement shall not be reckoned as 'Station Tenure' at the Regional Transport Offices concerned for the purpose of General Transfer as envisaged in the G.O. cited.
8. The Regional Transport Officers are authorized to make any *ad hoc* arrangements of substituting of any officials posted by this office or posting additional requirements of officials on need basis on exigency under public interest with proper post-sanction intimation to this office not later than during the course of the day of such arrangements itself.
9. The Motor Vehicle Inspectors posted in the Check Posts are declared as Controlling Officers of the Check Posts concerned and all other officials in the concerned Check Posts shall be functioned under the administrative control of the Motor Vehicle Inspectors concerned. In respect of Check Posts having more than one posts of Motor Vehicle Inspectors, the entire such supervisory duties, functions and responsibilities at the respective Check Posts shall be equitably distributed and attended by the Motor Vehicle Inspectors concerned without any overlapping of duties, functions and responsibilities with each other. The Regional Transport Officers concerned shall ensure and confirm such defined duties and functions extended and attended by the Motor Vehicle Inspectors concerned in respect of the Check Posts under their administrative control. No

separate orders or instructions are necessary for allocation of such duties and responsibilities in this regard.

10. As the Check Post Duty ensures round-the-clock duty without having any interval, 'Turn Duty' of officials within the Check Posts concerned shall be chalked out by the Regional Transport Officers concerned so as to ensure the presence of sufficient manning at the Check Posts concerned and discharge of the duties and responsibilities effectively and efficiently under public interest.
11. These orders, instructions and guidelines are invariably applicable for postings all officials including Ministerial, Class IV and any other categories of officials in the Check Posts under this department.
12. The Zonal Deputy Transport Commissioners and Regional Transport Officers concerned shall conduct surprise inspection at the Check Posts under their jurisdictional areas on a regular basis and to forward monthly and quarterly report to this office on or before 5th of the succeeding month itself.

These orders will have effect from **1st September 2012** by superseding all the existing orders, guidelines and instructions issued by this office for posting of officials to the various Check Posts under this department.

Sd/-

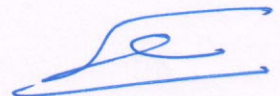
K.S. BALASUBRAMANIAN, I.P.S.
TRANSPORT COMMISSIONER

To

1. All Regional Transport Officers
2. All Joint Regional Transport Officers of Sub Regional Transport Offices
3. All Deputy Transport Commissioners
4. The Principal Secretary to Government, Transport Department, Government Secretariat, Thiruvananthapuram (with C/L)
5. The Joint Transport Commissioner & Secretary, State Transport Authority and Joint Transport Commissioner (Enforcement), TC
6. The Senior Deputy Transport Commissioner, TC
7. Stock File and Office Copy

- Copy to: 1. The C.A. to the Transport Commissioner
2. The C.A. to the Senior Finance Officer, TC
3. The Senior Administrative Officer, TC

Forwarded/By Order



Senior Superintendent