

C1/10564/TC/2000

Head Office,
Motor Vehicles Department,
Thiruvananthapuram.
Dated, 7.7.2000.

CIRCULAR No.8/2000

Sub:- Allotment of Vehicle Registration Numbers on the
spot - Procedure - Instructions issued - reg.

During the Conference of Senior Officers of Motor Vehicle Department, held on 4.7.2000 at Thiruvananthapuram, convened by the Hon'ble Minister for Transport, it was decided to allot registration numbers to vehicles on the spot at the time of inspection itself by the Inspecting Officer. The following instructions are issued in this regard.

2. In addition to the Register of Application for Registration, now maintained in the offices of Regional Transport Offices/Sub Regional Transport Offices, a new register to be called "Number Allotment Register" shall be maintained in the offices referred above, with details as follows:

Sl. No.	Name and address of the applicant	Registration Number allotted	Remarks

3. This Register will be maintained in the offices by the Registration Clerk and will be retained for 3 years. This Register will also be entered in the Register of Registers maintained in the offices. The Registration Clerk shall enter the details of reserved numbers in the register every day on opening of office. The Inspecting Officer shall collect the Register from the Registration Clerk and proceed to inspection site. He shall receive the applications for registration of vehicles to be inspected, from the applicants concerned and serially number the applications in the order of their receipt by him. He shall inspect the vehicles and allot the registration numbers to the vehicles on the spot in the serial order of receipt of applications. He shall make corresponding entries in the Number Allotment Register and issue acknowledgement to the applicants noting the registration number on the spot. The applications received shall, after the endorsement of necessary certificates, be handed over to the Registration Clerk on the

same day itself along with the Allotment Register, under proper acknowledgement.

4. The above procedure shall come into force w.e.f. 11.7.2000. All Officers are advised that the above procedure will be strictly followed in letter and spirit. Any deviation from the procedure stated above, with ulterior motives on the part of the Inspecting Officers will invite deterrent disciplinary action. Regional Transport Officers and Joint Regional Transport Officers are hereby instructed to closely supervise the implementation of the new procedure effectively and thereby project a better image of the Motor Vehicle Department among the public.

5. The Circular shall be got noted down by all the members of the Executive and concerned Ministerial staff.

6. The receipt of the Circular should be acknowledged by return.

K.P. Somarajan I.P.S.

(K.P. Somarajan I.P.S.)
Transport Commissioner(i/c)
Thiruvananthapuram.

To

All DTCs, RTOs and Jt. P.T.Os.
All MVIs of Check Posts.
CAs to TC, Addl. TC, Secy.STA, Sr.DTC(T),
ATC, All Sections in the Head Office,
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