

**CIRCULAR No. 10/2006**

It is noticed that the Enquiry Reports received in this office on complaints /petitions/other information are lacking in the required details. The normal procedure required in an enquiry is also not seen adhered to. The following are the defects noticed.

- 1) Petitioner not questioned.
- 2) Witnesses not examined.
- 3) Records not cited.
- 4) There is no recommendation for further action. Also there is inordinate delay in forwarding Enquiry Reports.

In the circumstances cited above, it is instructed that Enquiry Reports forwarded to higher officers will be in the format prescribed below:

- 1) Reference number
- 2) To whom received and reference number
- 3) Name of petitioner/complaint/informant
- 4) List of complaint/information
- 5) Names and addresses of witnesses examined
- 6) Whether complainant/informant has been questioned (if not, reasons thereof)
- 7) Records perused
- 8) Discussion of evidence
- 9) Conclusion
- 10) Signature and Designation of the Enquiry Officer
- 11) Recommendation for further action.

As far as possible the signed statements of witnesses should be recorded and attested by the Enquiry Officer. The signed statement of the complaint/petitioner should invariably be recorded unless there are compelling reasons to be contrary. The Enquiry officer should countersign the signature of witnesses. The findings and recommendations should be in congruity. The conclusions should be based on the discussions of evidences.

This circular direction will take immediate effect.

Receipt of the circular shall be acknowledged.

s/d  
Transport Commissioner.