

M-IT4/10077/70/2010

Transport Commissionerate,
Kerala, Thiruvananthapuram

e-mail: tcoffice@keralamva.gov.in

Dated. 07-10-2010

From

The Transport Commissioner
Thiruvananthapuram

To

All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Sir,

Sub: - Motor Vehicles Department- Fund allotted from Service Charges -
Maintenance of Cash Book - instructions issued - Reg.

Ref:- This office order of even no. dated. 26-07-2010

As per Order read above, clear instructions for maintaining separate Cash Book for the amount transfer credited from Service Charges account of the Transport Commissioner @ ₹ 5,00,000/- (Rupees Five Lakhs Only) to each Regional Transport Officer on the Zero Balance account opened by them at State Bank of Travancore local branches, had been issued. However, it has come to notice that certain Regional Transport Officers are not maintaining properly the separate Cash Book as directed. All Regional Transport Officers and Joint Regional Transport Officers in the Sub Regional Transport Offices are therefore, directed to maintain a separate Cash Book in respect of the above allotment in the following proforma.

Cash Book for SB Account No.

Receipts				Payments				Signature by Head of Office with date
Date	Particulars	Voucher No.	Amount	Date	Particulars	Voucher No.	amount	

Yours Faithfully

Sd/-

Transport Commissioner

Approved for Issue

[Signature]
Senior Superintendent

[Signature]
13-10-10

[Signature] 2678/10

[Signature]