

CIRCULAR NO.13/2000

Sub:- Allotment of Registration Numbers in alphabetical order and acceptance of tax - Revised Procedure - Instructions issued - regarding.

Ref:- Head Office Circulars No.8/2000 and 9/2000.

AS per Circular 8/2000, procedure for allotment of Registration numbers to vehicles on the spot at the time of inspection itself was prescribed. AS per Circular 9/2000, procedure for acceptance of tax in respect of such inspected vehicles was prescribed. On a review of the procedure, it has been found that there are still chances of manipulation in respect of allotment of numbers to vehicles. Therefore in order to make the procedure foolproof and transparent, the following revised procedure is hereby prescribed for inspection of vehicles and allotment of registration numbers.

The Registration Clerk shall enter in red ink the details of reserved numbers in the 'Number Allotment Register' every day on opening of office. The Inspecting Officer shall collect the Register from the Registration Clerk and proceed to the Inspection Site to reach there at 10.30 hours. He shall receive the applications, scrutinise carefully each application, and accept those which are complete in all respects; incomplete applications shall be returned at the site itself, noting the discrepancies/deficiencies. The applications for registration of vehicles will be received by the Inspecting Officer upto 12.00 hours. Applicants turning up after 12.00 hours will be advised to present their vehicles on the next day for inspection.

The Inspecting Officer shall inspect the vehicles in the order of receipt of applications and endorse necessary certificate on the applications. On completion of inspection of all the vehicles, the Inspecting Officer will arrange the applications strictly in alphabetical order of the names of the applicant (as listed in the Telephone Directory) and allot Registration Numbers to vehicles accordingly. Corresponding entries will be made in the Number Allotment Register by the Inspecting Officer. Thereafter he will prepare the acknowledgement slips and also the intimation slips which will be handed over to the applicants. The Inspecting Officer shall hand over the Register and applications to the Registration Clerk, under proper acknowledgement immediately after completion of procedures mentioned above.

Circular No.8/2000 stands modified to the above extent. Instructions issued in Circular No.9/2000 shall be followed without any change. Instructions contained in this Circular shall come into effect on 25.9.2000.

The receipt of this Circular shall be acknowledged.


TRANSPORT COMMISSIONER.

All DTCs, RTOS. and Jt. RTOS.

All MVIS of Checkposts.

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