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No. G1. 8232/TC/2003

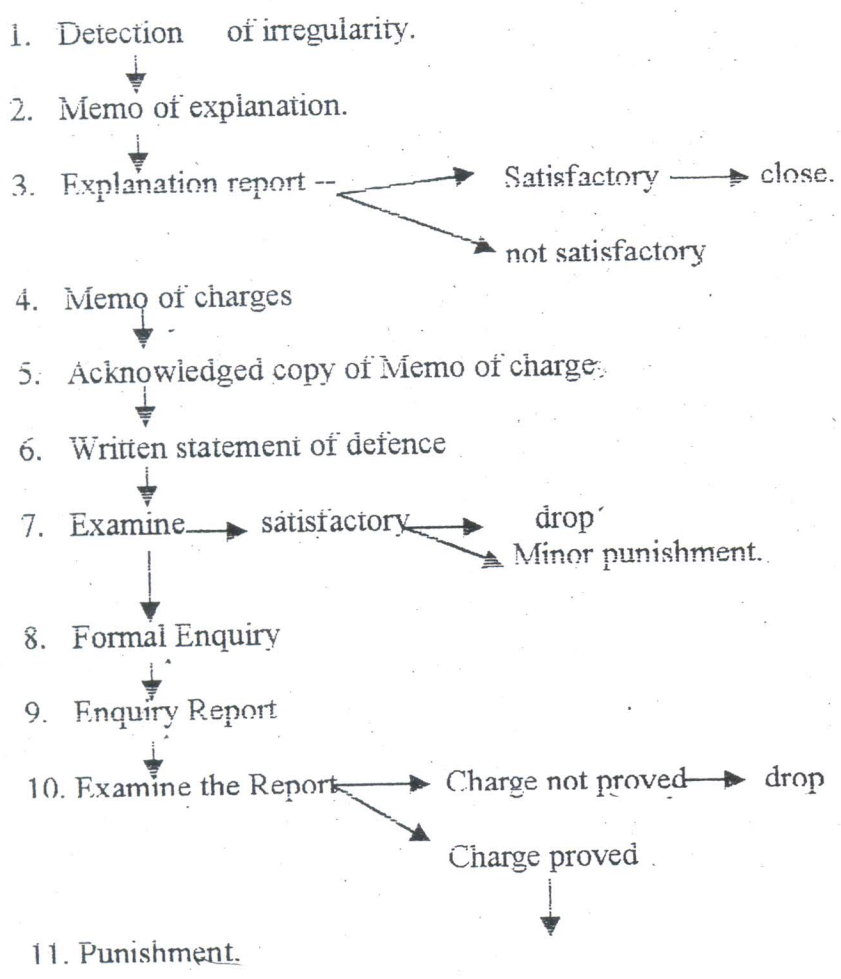
Head Office
Motor Vehicles Department
Thiruvananthapuram,
Dated: 4.2.2003.

CIRCULAR NO. 17/2003

Sub:-- Disciplinary action serving of M.O.C. against and obtaining of statements of defence from delinquent officers and staff - reg

Ref:- Circular No. 13/03 of Head Office, MV Dept.

The process flow chart of disciplinary action proceedings is as follows:-



Following documents are to be furnished through DTC/RTO/Jt. RTO.

1. Explanation to memos/memo of charge framed by Government/Transport Commissioner.
2. Acknowledged copy of Memo of charge.
3. Written statement of defence of the delinquent.
4. Enquiry report.

Hereafter the following time limits for sending the reports by the Head of Office to Transport Commissioner from the date of receipt of the same, should be followed.

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|--|----------|
| 1. Explanation | 10 days |
| 2. Acknowledged copy of memo of charge | 5 days |
| 3. Written statement of defence | 15 days. |

The following defects are usually observed in the documents sent.

1. The head of offices are forwarding only portion of the acknowledged copy of the memo of charge.
2. Even after the prescribed time limit written statement of defence are not seen received from the delinquent officers .
3. The heads of office are not furnishing specific remarks along with the written statement of defence.

Hereafter the following steps should be taken to avoid any defects and hence delay due to defects.

1. Verify and ensure that all the required enclosures are sent with the covering letter.
2. Time limit prescribed above while submitting the written statement of defence shall be followed.
3. The head of office should furnish specific remarks on the written statement of defence.

Sd/-
Transport Commissioner.

To

All DTCs/ RTOs/Jt. Rtos

Copy to: CA to TC/ JTC, Secy. STA/.Sr.AO, FO, LO, SS (G) SF/.Spare

Forwarded by order

~~Sr. Supdt~~