

File Number :MIT2/70/2019

Date : 30-09-2024

Transport Commissionerate, II-nd Floor, Trans Towers,
Vazhuthakkad, Thycaud P.O, Thiruvananthapuram - 695 014
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Circular Number 20/2024

Subject:- MVD- Handling over & Taking over of Charge - Transfer of e files and physical documents - orders issued- reg

Ref :- Note From Transport Commissioner

The following are ordered with immediate effect

1. Joint RTO'S concerned are the local admins for e-office. They are responsible for prompt action on role assignment to new incumbents after transfer orders, within 2 days.
2. No physical files shall be allowed w.e.f 01/10/2024. All inward tapals should be diarised in e- office on the same day or within 24 hours.
3. The following Vahan & Sarathi files shall be included in e-office
 1. Tax Exemption
 2. RC Cancellation
 3. Permit Files related of stage carriages
 4. Suspension and Cancellation files of RC, Licence, MDS, Dealership and PUC

K MANOJKUMAR**JOINT TRANSPORT COMMISSIONER & SECRETARY STA**

Copy To:

- 1 CA to TC/ Addtl TC / JTC / JTC (enf) / Senior F.O/ Senior L.O/ Senior Administrative Officer
- 2 Statistical Officer/ ATC / Accounts Officer / Accounts Officer (Audit) / All Section Superintendents
- 3 All DTC's / All RTO's / All JRTO's / MVI's- Checkposts (For Necessary Action).
- 4 Nodal Officer (Website) / S.S.G Cell (For Publishing Departmental Website)

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