

C1/22490/TC/2014

Transport Commissionerate, Keralam
Trans Towers, Thiruvananthapuram
Dated: 05-12-2014

CIRCULAR NO. 23/14

**Sub: Motor Vehicles Department-Issuing clearance certificate-Direction
issuing of-Reg**

Ref: Nil

Several complaints are received from owners of transport vehicles as well as non transport vehicles that even after the vehicles are sold many years ago, they are receiving charge memos for speed violations and also demand notices for not paying tax. The vehicles sold through mediators and used car show rooms are sold further to unknown purchasers and R/C book of the vehicles concerned is handed over without transferring the ownership of the vehicle. When the vehicle is involved in any traffic offence , criminal case or non payment of tax of the vehicle, the registered owner as per the R/C Book is put into trouble. In such cases the department is also helpless. Such instances are noticed in the case of transport vehicles also. Even though clearance certificate is issued by the present Registering Authority, the transferee does not apply for transfer of ownership. As a result of that the vehicle is excluded from the Original Registering Authority but the vehicle is not included under the Present Registering Authority. In the case of non transport vehicles even if the transferee effects the transfer of ownership of the vehicle in the next Registering Authority, the vehicle is not excluded from the Original Registering Authority causing double entry in the system.

In the above circumstances the following procedure for issuing clearance certificate for both transport and non transport vehicles is prescribed so as to avoid manipulations and evasion of transfer of ownership.

1. When a vehicle is sold, the transferor/ transferee shall apply online for transfer of ownership of the vehicle in the prescribed time limit to the office where the transferee ordinarily resides by remitting fee online. Original R/C book and original permit of the vehicle shall be surrendered by the transferor before the original Registering Authority along with the following documents:

- i. Print out of online application for transfer of ownership
- ii. Print out of the receipt for the online payment of fee
- iii. Self attested copies of valid insurance certificate and valid Pollution under Control Certificate.
Provided that while submitting application the superintendent/Head Clerk of the office concerned shall cross check the original insurance certificate and Pollution Under Control Certificate with the copies produced by the applicant

- iv. Attested copy of the address proof of the transferee
- v. Signed photograph of the transferee

2. After the processing the application, the Original Registering Authority shall cancel the surrendered R/C Book and permit of the vehicle. A copy of clearance certificate shall be forwarded through e-mail to the next Registering Authority along with the scanned copies of the transfer of ownership forms and scanned copy of the attested address proof. In the clearance certificate the validity of the insurance certificate and Pollution Under Control Certificate shall be mentioned.

3. While e-mailing the copies mentioned in Serial No.2, the Original Registering Authority shall upload the photograph of the transferee in Registration data of the vehicle concerned.

4. Whenever the e-mail is received from the original Registering Authority, the receiving authority shall immediately start the process of transferring the ownership of the vehicle. The new R/C book shall be despatched to the transferee within the prescribed time period except in the case of transport vehicle having permit.

5. In the case of transport Vehicle having permit, the transferee shall apply for permit before the Registering Authority concerned along with a self addressed stamped envelope to deliver the same by speed post.

The above procedure shall be strictly complied.

Sd/-
Transport Commissioner

To

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

Approved for issue

Senior Deputy Transport Commissioner
(Taxation)

[Handwritten signature]
28.11.17 *[Handwritten date]*