

M-IT2/27214/TC/02

Head Office
Motor Vehicles Department,
Thiruvananthapuram,
Dated 03.09.2004

Circular No 27/2004.

Sub: - Motor Vehicles Department - Introduction of
Holograms - Instructions Issued - Regarding.

Ref: - G.O (Rt.) No. 415/2003/Tran dated 01.10.2003.

Government of Kerala, as per the reference cited had accorded sanction for using holograms as a security measure against counter feiting /forgery of documents issued by the department. Accordingly Department has now procured specially designed holograms with certain security features. Therefore it is decided to introduce the same in the department w.e.f. 15.09.2004. Following instructions are issued for proper and effective use of the same.

1. Holograms allotted to each office shall be taken over from the concerned Deputy Transport Commissioner by the Heads of Offices personally.
2. The Joint Regional Transport Officers in the Regional Transport Offices and Sub Regional Transport Offices will keep the stock of holograms under personal custody.
3. They will maintain a stock register in the following format in a Hard Bound book of 100 pages serially numbered and certified.

Date	Issued to Name and designation	No. of holograms in stock	Issued No.	Returned No.	Signature of receiving officer	Balance
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4. The stock of hologram shall be handed over to the successor or the person put in charge whenever the custodian officer is relieved from office on account of transfer/ leave, retirement etc. Handing over/ taking over of the same shall be recorded in the stock register of Holograms and signed by both the officers.

5. The responsibility to affix the holograms shall be of the Supervisory Officer / Registering authority / Licensing Authority.
6. The holograms shall be affixed on the right top portion of the document without obscuring any matter in the document and leaving reasonable space from the edges.
7. Holograms shall be affixed in all Registration Certificates, Driving licences, permits, certificates, tax licences and International driving permits, NOC issued from 15.9.2004 onwards.
8. The attesting officer shall ensure that hologram is affixed properly before affixing his signature.
9. Defective holograms if any shall be sent back to the Head Office along with the monthly stock statement.
10. It shall be ensured that the holograms are intact whenever the document is submitted to the office subsequently for further services or while verifying documents by enforcement officers.
11. Any document suspected to be affixed with forged holograms and coming to notice of the officers shall be forwarded to the head office for examination and orders.

Special care must be taken in handling the holograms and the instructions given above shall be followed without fail.

Receipt of the Circular shall be acknowledged.


TRANSPORT COMMISSIONER.

To

The Joint Transport Commissioner, Senior DTC and Secretary, STA, Senior DTC (Taxation), Finance Officer, Administrative Officer, Law Officer, Asst. TC, Sr. Supdts and Jr. Supdts of TC Office for information and necessary action.

All Deputy Transport Commissioners, R.T.O's, Jt. R.T.O's for strict compliance