

No.F1/1221/TC/20030

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K. J. J.
Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Dated 03.12.2003.

Circular No. 35/2003

It has come to notice that a large number of check reports, are pending disposal in all Offices of the Department and that there is no proper accounting and procedure for disposing the same. This situation has made the enforcement work ineffective and led to revenue loss to the Government.

Therefore in super cession of all Circulars/Directions issued in this regard following instructions are issued.

- 1) The stock of check report books shall be numbered properly and accounted in all offices.
- 2) Whenever pages are not numbered at the time of printing they shall be numbered in triplicate by the Store Section itself and certificate by the head of office will be obtained.
- 3) The check report number shall be the serial number of check reports prepared by the officer during the year.
- 4) The check report shall be prepared in triplicate duly affixing the name and designation seal of the officer.
- 5) On completion of the book, it shall be sent to the office to which he is attached and it shall be retained in the office for one year, or till action is complete on all the reports.
- 6) The enforcement officer shall maintain a check report register in the form appended as Annexure I.
- 7) The details of check reports shall be entered in the register.
- 8) The check report prepared on a day shall be handed over to the office on the next working day and acknowledgement obtained.
- 9) There shall be a separate Inward Register in the Inward Section exclusively for check reports, in the form appended as Annexure II. All the check reports received either from officers or from other offices shall be entered in

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this register on the same day of receipt and handed over to the concerned Section under dated acknowledgment in the register.

- 10) There shall be a check report register, pages serially numbered and certified for each Circle Section and for Non Transport Vehicles in the form appended as Annexure III.
- 11) The Check report received shall be registered by the Section Clerk with all details required in the register and the register with the Check Reports and charge memo shall be put up to the RTO/Joint RTO within 5 days of their receipt positively.
- 12) The Section Clerk and the supervisory officer shall be held responsible for any violation of the time limit prescribed.
- 13) The charge memo signed by the PTO/Joint RTO shall be handed over to the Despatch Section forthwith under dated acknowledgment in the Office copy of the Charge Memo.
- 14) If no reply is received within 15 days from the registered owner/permit holder/driving licence holder, following actions should be resorted to within a period of one week.
 - (a) Suspension or cancellation of Registration in all cases in which Section 53 and 55 of the M.V. Act can be invoked.
 - (b) Disqualify/revoke driving licence in all cases in which Section 19 of M.V. Act read with Rule 21 of CMV Rules or disqualification/revocation of conductor licence where section 32 or 34 can be invoked.
 - (c) Place the check report before the RTA for suspension/cancellation of permit where Section 86 of the Act can be invoked
 - (d) Launch prosecution in all other cases.
- 15) The nature of disposal shall be recorded in the column provided for the same in the register and the serial number shall be rounded off with red ink.
- 16) Head of Office shall review the action taken once in a month and take corrective action as necessary.

Check Report Register to be maintained by Checking Officer
(Annexure I to Circular No.35/03)

Sl. No.	Registration No.	Class of vehicle	Date of check	Place of check	Offences detected in brief	Records seized	Ack. by incumbent with dated signature
1	2	3	4	5	6	7	8

Check Report Register to be maintained by Inward Section
(Annexure II to Circular No.35/03)

Sl. No.	Check Report No.	Registration No.	Class of vehicle	Records received along with Check Report	Handed over to Section	Date acknowledgement by Section Clerk	Remarks
1	2	3	4	5	6	7	8

Check Report Register to be maintained by Section Clerk
(Annexure III to Circular No.35/03)

Sl. No.	Check Report No.	Registration No.	Records received	Date of submission to RTO/Joint RTO	Date initial of Supdt.	Compounding fee collected with receipt No. and date	Date of disposal	Signature of Supdt.
1	2	3	4	5	6	7	8	9

- 17) After disposal the Check reports in respect of transport vehicles shall be added to the permit file and those in respect of non-transport vehicles shall be added to the registration file.
- 18) Whenever disqualification of Driving Licence, Conductors Licence or Suspension/Cancellation of Registration/Permit is ordered, a proceedings shall be issued and the details endorsed in the Driving licence/Conductors licence/Registration Certificate/Permit and the issue registers.
- 19) The documents shall be kept in the office till the expiry of the period of suspension or disqualification.

Above instruction shall be complied with scrupulously.

Receipt of this Circular should be acknowledged.


Transport Commissioner.

To

All Regional Transport Officer,
All Joint Regional Transport Officers and
All Deputy Transport Commissioners for information and strict compliance.

Copy to

CA to TC, Joint TC, Secretary, STA, Senior DTC (Taxation), SAO, LO,
FO, SO, ATC, Assistant Secretary, STA for information.

Jd.