

**MOST URGENT/
TIME LIMIT**

C2/3640/TC/13

Transport Commissionerate
Kerala, Thiruvananthapuram.
Dated: 25.09.2013

From

Transport Commissioner
Thiruvananthapuram.

To

All Deputy Transport Commissioners,
All Regional Transport Officers,
All Joint Regional Transport Officers in Sub RT Offices

Sir,

Sub: MVs Dept:-Funds allotted from Kerala Road Safety Authority- - Fund for various Training programmes related to Road Safety for the year 2013-14- Sanctioned- additional amount allotting of--reg.

Ref: 1. This office order of even number dated 20.05.2013
2. This office letter of even number dated 10.06.2013

The 18th meeting of the Kerala Road Safety Authority has approved the proposal for Road Safety Programmes for the year 2013-14 and allotted Rs. 525 lakhs for road safety programmes for 2013-14 to be met from the balance amount of Rs 9,20,40,656/-. Allotments to Regional Transport Officers were done as per the paper 1st read above. All the officers were directed to furnish the details regarding training and other programme sin Annexure IV and V in each quarter vide paper 2nd read above. The same has not been received from any of the offices. Hence all the Deputy Transport Commissioners are directed to furnish the details for the period upto 31.08.2013 in return without fail. **A follow up meeting is also fixed by the Transport Commissioner to assess the programme on 5.10.2013.** Any lapse in this regard will be viewed seriously.

Yours faithfully

Sd/-

Joint Transport Commissioner
For Transport Commissioner

Approved for issue


Junior Superintendent

Name of Office

Period

Monthly Receipts and Expenditure Statement

Date	Amount Withdrawn from Bank (Receipts)	Name of Training Programme	No. of Batches	Number of Training Programme	Total Expenditure	Balance	Interest Accrued	Balance as per Bank a/c statement

Signature
(Regional Transport Officer/Joint Regional Transport Officer)

Verified with Bank Statement of Bank Account Number..... and found correct
Signature
Senior Superintendent

Conducted **INTERNAL AUDIT** as per the directions contained in letter No.C2/3013/TC/2011 dt 27.11.2012

Signature
Deputy Transport Commissioner

- Fund given by RTOs to Sub RTOs have also to be included in the above statement furnished by RTOs
- Un utilized Amount deposited in the bank also have to be included in the statement

ANNEXURE III

Name of Office

Period

UTILISATION OF FUND (Up to 31.03.2013)

Date of Programme	Name of the Training Programme (item wise)	Place with Name of Hall	Number of Participants	Total Expenditure incurred for each Programme	Remarks

Signature

(Regional Transport Officer/Joint Regional Transport Officer)

Certified that

1. Fund received onon account of Road safety is deposited in the Bank Account No.....
2. Unutilized amount is timely deposited in the bank account
3. Verified all vouchers, cash book and allied registers and found correct
4. Amount withdrawn is utilized as per the direction in letter No.C2/3013/TC/2011 dt 16.05.2011 and subsequent directions from the head office
5. Maintained all registers, vouchers etc. required to be maintained as directed in letter No.C2/3013/TC/2011 dt 16.05.2011 and found correct
6. Subsidiary cash book is maintained by the officers handling fund amount and found correct
7. All Registers and vouchers are kept properly duly counter signed by the Head

Signature

Senior Superintendent

Conducted INTERNAL AUDIT as per the directions contained in letter No.C2/3013/TC/2011 dt 27.11.2012

Signature

Deputy Transport Commissioner

- Fund given by RTOs to Sub RTOs have also to be included in the above statement furnished by RTOs
- Vouchers or copies of vouchers need not be sent to Transport commissioner's Office. All registers, Vouchers and other documents is to be kept properly at the office itself

ANNEXURE IV

Name of Office	
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Period	
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UTILISATION OF FUND (From 01.04.2013)(Monthly)

Date of Programme	Name of the Training Programme (item wise)	Place with Name of Hall	Number of Participants	Total Expenditure incurred for each Programme	Remarks

Signature
(Regional Transport Officer/Joint Regional Transport Officer)

Certified that

1. Fund received onOn account of Road safety is deposited in the Bank Account No.....
2. Unutilized amount is timely deposited in the bank account
3. Verified all vouchers, cash book and allied registers and found correct
4. Amount withdrawn is utilized as per the direction in letter No.C2/3013/TC/2011 dt 16.05.2011 and subsequent directions from the head office
5. Maintained all registers, vouchers etc. required to be maintained as directed in letter No.C2/3013/TC/2011 dt 16.05.2011 and found correct
6. Subsidiary cash book is maintained by the officers handling fund amount and found correct
7. All Registers and vouchers are kept properly duly counter signed by the Head

Signature
Senior Superintendent
Conducted **INTERNAL AUDIT** as per the directions contained in letter No.C2/3013/TC/2011 dt 27.11.2012

Signature
Deputy Transport Commissioner

- Fund given by RTOs to Sub RTOs have also to be included in the above statement furnished by RTOs
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