

- 162 -

B
3/11/03

No.B1/1507/TC/03

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Dated 12.11.2003.

Circular No.38/03

Sir,

Sub: Motor Vehicles – Realisation of tax arrears – Disposal of 'G' forms –
Directions for timely action on taxation file and recovery of tax
Arrears – instructions for strict compliance – reg.

Ref: (1) Circular No.25/03 dated 04.07.2003.
(2) " No.28/03 dated 17.07.2003.
(3) Reference No.C2/2671/TC/03 dated 10.04.03.

It is noticed with serious concern that some of the officers have not given due importance to the subject cited even after repeated directions. To evaluate the actual situation the under signed shall be inspecting all the offices very shortly.

All the Regional Transport Officers are directed to send their Senior Superintendents to the Sub Regional Transport Offices under them and prepare compliance reports in this matter and send report to the Senior Deputy Transport Commissioner (Taxation), Thiruvananthapuram so as to reach him on or before the 15th day in first month in each quarters. In the same way the Zonal Deputy Transport Commissioners should send their accounts officers to the RTO Offices under them and send compliance report as above. These reports are in addition to the report of Joint RTOs vide Circular No.25/03.

The matters to be inspected are as indicated below:

1. Whether the timings for acceptances of tax and fees are exhibited properly.
2. Whether the DCB Registers are posted as required in Circular No.25/03 and arrears lists are prepared within one week of expiry of grace period and copies of arrears lists are given to the concerned Circle Officers for follow up action.
3. Whether the pay-in-slip registers are maintained properly.
4. Whether the 'G' forms are insisted in duplicates and copies are send to the concerned Circle Officers within 7 days of acceptance of G forms.
5. Whether demand notice of tax arrears are sent in time.
6. Whether the Revenue Recovery steps are taken in time and the interaction with the State revenue authorities are made regularly for expediting Revenue Recovery proceedings as indicated in Para 7 of Circular cited second.
7. Whether the minutes are prepared on the weekly conference as detailed in Para 8 of the Circular cited second.
8. A detailed report showing is number of G forms received during the period from 01.01.01 to till date, action taken pendency of 'G' forms and up to date amounts to be collected for offenders etc. are to be furnished.

- 9. A consolidated statement relating to Check Report received from 01.01.01 up to date indicates Sl.No. Present Status of the vehicle (whether the vehicle was issued with clearance certificate/No Objection Certificate, any Transfer of Ownership was effected without clearing the Check report along with reasons for non taking proper action) and such relevant details. A detailed report should be prepared and transmitted to the Senior Deputy Transport Commissioner (Taxation), Head Office, Thiruvananthapuram, so as to reach him not later than 15th of the first month of the next quarter.

It is observed that the Motor Vehicles Department is loosing huge amount of tax, fees and fine due to negligence and misappropriation of our officials. Such cases cannot be tolerated. Hence all Officers and Subordinates members of Staff are instructed to carryout the instructions issued through the Circulars cited during the discharge of duties entrusted to them. Any slackness or sluggishness in this regard will be viewed seriously and is liable to attract disciplinary action.

Receipt of this Circular will be acknowledged.

[Handwritten Signature]

Transport Commissioner.

To
 All Deputy Transport Commissioners,
 All Regional Transport Officers and
 All Joint Regional Transport Officers.

[Handwritten notes and scribbles]

Copy to
 CA to TC, Joint TC, Secretary, STA, Senior DTC (Taxation),
 FO, LO, S/F and Spare.

Jd.