

From

The Transport Commissioner,
Thiruvananthapuram

To

All Deputy Transport Commissioners/All regional Transport Officers/
All Joint Regional Transport Officers.

Sir,

Sub:- Motor Vehicles Department – Taxation matters – Duties and responsibilities of
Joint RTOs & Senior Superintendents – Instructions issued.

Ref:- 1. Circular No.15/67 (A1-12168/TC/65 dated 4.5.1967)

2. G.O.(MS) No.34/2000/Tran. dated 13.11.2000.

3. Order No.A1/4920/TC/2001 dated 7.4.2001.

As per reference 1st cited, the duties and functions of Joint Regional Transport Officers at the Regional Transport Offices have been defined. In addition to statutory duties as Additional Licensing and Registering Authorities, supervision of taxation work in Regional Transport Offices was specifically entrusted to the Joint Regional Transport Officers.

As per reference 2nd cited, 13 posts of Senior Superintendents were created in the Regional Transport Offices. Accordingly in all the Regional Transport Offices, a Senior Superintendent is in position. As per reference 3rd cited, the duties and responsibilities of Senior Superintendents were specified. In addition to supervision of establishment matters, Senior Superintendents have been entrusted with the taxation work, maintenance of DCB Registers and all connected works.

On a review of the performances of taxation work, it is seen that the performances of Joint Regional Transport Officers and Senior Superintendents in Regional Transport Offices are far from satisfactory. It is seen that in many cases approximate figures are furnished regarding arrears to be collected. In such instances, it is only to be inferred that the concerned Senior Superintendents and Joint Regional Transport Officers are not discharging their duties in a responsible manner.

This is to inform that disciplinary action will be taken against all the persons responsible for not attending to taxation work earnestly. Senior Superintendents and Joint Regional Transport Officers will be personally held responsible for furnishing of incorrect figures regarding revenue matters, improper maintenance of DCB Registers etc.

As far as the work in the Sub Regional Transport Offices is concerned, it shall be the responsibility of Joint Regional Transport Officers and concerned Ministerial Supervisory Officer to ensure that taxation work is taken seriously. It shall be their personal responsibility to see that DCB Registers are maintained properly and taxation work attended to in time. Proper disposal of "G" forms will also be the responsibility of Joint Regional Transport Officers/Senior Superintendents/Supervisory Ministerial Officers concerned.

It is hereby instructed that Regional Transport Officers will conduct monthly review of taxation work of the Regional Transport Officers and also Sub Regional Transport Officers under him. All connected matters like action taken on maintenance of DCB Registers, disposal of "G" forms, disposal of revenue recovery matters etc., will be reviewed. The Deputy Transport Commissioners are instructed to review the performance of their Zones in a detailed manner in the beginning of the succeeding month. The proceedings of review of taxation and allied matters will be sent to the Transport Commissioner in name cover with their recommendations regarding disciplinary action to be taken against the concerned in case of unsatisfactory performance on their part.

Yours faithfully,

Sd/-
Transport Commissioner