

No.A1/18578/TC/2011

Transport Commissionerate
Kerala, Thiruvananthapuram
Dated.22.10.2011

From

The Transport Commissioner,
Trans Towers,
Thiruvananthapuram.

To

All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Sir,

Sub:Motor Vehicles Department- Estt- Confidential Report of Staff of Motor Vehicles department –Mode of Preparation and review- instructions issued-reg-

Ref: G.O (P) No.344/66/PD dated.22.08.1966.

In the Government Order read above, the procedure regarding the mode of preparation and maintenance of Confidential Reports was prescribed. Later on various amendments were also issued.The following instructions are hereby issued for the guidance of Reportees , Reporting Officers and Reviewing Officers,

The Heads of the Offices should regard it as his personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all Officers working under his/her direct control. The Reporting Officers and Reviewing Officers for preparing Annual Confidential Reports in the department shall be as follows;

Transport Commissionerate			
Designation	Reporting Officer	Reviewing Officer	Custodian Officer
Head Accountant	Accounts Officer	Senior Finance Officer	Additional Transport Commissioner
Assistant Motor Vehicles-Inspector	Motor Vehicles Inspector	Assistant Transport Commissioner	Additional Transport Commissioner
Junior Superintendent/ Senior Superintendent	Joint Transport Commissioner/ SeniorDeputy Transport Commis sioner(Taxation)/Senior Administ rative Officer/Senior FinanceOffic er/Assistant -Transport Commissioner	Additional Transport Commissioner/Transport Commissioner	Additional Transport Commissioner/ Transport- Commissioner
Motor Vehicles Inspector	Assistant Transport Commissioner	Senior Deputy Transport Commissioner	Transport Commissioner

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Assistant Secretary, State Transport Authority	Assistant Transport - Commissioner	Joint Transport Commissioner	Transport Commissioner
Assistant Transport Commissioner	Joint Transport Commissioner	Transport Commissioner	Transport Commissioner
Senior Deputy Transport-Commissioner (Taxation)	Transport Commissioner	Secretary (Transport)	Transport Commissioner
Joint Transport Commissioner	Transport Commissioner	Secretary (Transport)	Transport Commissioner
Deputy Transport Commissioner's Offices			
Head Clerk	Joint Regional Transport Officer (Administration)	Deputy Transport Commissioner	Additional Transport Commissioner
Assistant Motor Vehicles - Inspector	Motor Vehicles Inspector	Deputy Transport Commissioner	Additional Transport Commissioner
Motor Vehicles Inspector/ Senior Superintendent (Accounts)	Joint Regional Transport Officer (Administration)	Deputy Transport Commissioner	Transport Commissioner
Joint Regional Transport Officer (Administration)	Deputy Transport - Commissioner	Senior Deputy Transport Commissioner	Transport Commissioner
Deputy Transport - Commissioner	Senior Deputy Transport - Commissioner (Taxation)	Transport Commissioner	Transport Commissioner
Regional Transport Offices			
Head Clerk/Head Accountant/Public Relations Officer/Junior Superintendent /Senior- Superintendent	Joint Regional Transport Officer	Regional Transport Officer	Additional Transport Commissioner/ Transport - Commissioner
Assistant Motor Vehicles - Inspector	Motor Vehicles Inspector (senior most in the Office)	Joint Regional Transport Officer	Additional Transport Commissioner
Motor Vehicles Inspector	Joint Regional Transport Officer	Regional Transport Officer	Transport Commissioner
Joint Regional Transport Officer	Regional Transport Officer	Deputy Transport-Commissioner	Transport Commissioner
Regional Transport Officer	Deputy Transport Commissioner	Senior Deputy Transport Commissioner (Taxation)	Transport Commissioner
Sub Regional Transport Offices			
Head Clerk /Head Accountant/Junior Superintendent	Joint Regional Transport Officer	Regional Transport Officer	Additional Transport Commissioner

Assistant Motor Vehicles Inspector	Motor Vehicles Inspector	Joint Regional Transport Officer	Additional Transport Commissioner
Motor Vehicles Inspector	Joint Regional Transport Officer	Regional Transport Officer	Transport Commissioner

It has also come to the notice that there were instances that the Confidential Reports of Officers of the department are not being prepared and maintained in the department in a proper manner . Therefore the following points may be noted regarding the preparation, submission and keeping of Confidential Reports;

Particulars to be furnished in the Confidential Reports

The first page of the Confidential Report shall be filled up by the Officer reported upon(Reportee) along with his/her Self Appraisal. The reporting Officer shall mention the following specific details also in the Confidential Reports;

- (1) Rewards received by the Officers reported upon
- (2) Memos issued/Punishments awarded
- (3) Performance in Revenue Collection
- (4) Performance in Road Safety Works , general discipline ,activities and general reputation will also be considered

The Technical abilities of Assistant Motor Vehicles Inspectors /Motor Vehicles Inspectors should be assessed by a Technical Joint Regional Transport Officer/Regional Transport Officer , if the Reporting Officer is not Technically qualified.

Submission and keeping of Confidential Reports;

It is the responsibility of the Reporting Officer to ensure that the Confidential Reports are written in time in respect of the Officers working under him and shall certify that the remediable adverse remarks if any ,have been brought to the notice of the Reportee.

The Reporting/Review Officers shall provide acknowledgement as and when Confidential Reports are submitted for reporting/review.

The Confidential Reports in final form shall be forwarded in the name cover of Transport Commissioner before 15th February every year by Registered post, by the Reporting Officers and the practice of sending the Confidential Report through the Officers reported upon, is to be stopped.

The Confidential Assistant of Transport Commissioner shall keep in safe custody, the Confidential Reports of Officers of and above the rank of Motor Vehicles Inspectors and Confidential Assistant of Additional Transport Commissioner that of Head Accountants/Head Clerks/Public Relations Officers, Assistant Motor Vehicles Inspectors and Junior Superintendents

The contents of this letter should be brought to the notice of all the concerned Officers . Non-observance of the above instructions will be viewed seriously and action will be taken against those who are responsible for any lapses.

Yours faithfully



Senior Administrative Officer
For Transport Commissioner

25.10.11 *25/10/11*

Copy to: CA to TC, Joint TC, SeniorDTC(Tax) ,Senior A.O, Senior F.O, Senior L.O, Asst:TC
Accounts Officer ,for compliance.