

No.A5/19896/2013/TC

Telephone No.0471-2333314

Fax No.0471-2333314

DEPARTMENT OF MOTOR VEHICLES

OFFICE OF THE TRANSPORT COMMISSIONER

TRANS TOWER, VAZHUTHACAUD

THYCAUD P.O., THIRUVANANTHAPURAM-695014

DATED: 30/05/2014

From

The Transport Commissioner

To

All Zonal Deputy Transport Commissioners

All Regional Transport Officers

All Joint Regional Transport Officers of Sub Regional Transport Offices

Sir,

Sub:- MVD – Disposal of pending files – Conducting of Special Drive/Adhalaths –
Instructions Issued

Ref:- 1. G.O. (Rt.) No.197/2014/P&ARD dated 05/05/2014

2. This office letter of even no. dated 12/05/2014

3. Government letter No.6691/D3/2014/Tran dated 17/05/2014

As per the G.O. 1st and the government letter 3rd cited it has been instructed to take immediate action for special file disposal drive/adhalath in this department during May-June 2014 for disposal of pending files over three years. In order to comply with the government orders/instructions I am directed to request you to conduct special file drive/adhalath for disposal of all pending files pertaining to the offices. The following procedures may be followed for strict compliance of the government instructions in the matter:

1. **File disposal drive** may be conducted at the level of the Head of Offices concerned viz. Joint Regional Transport Officers in respect of Sub Regional Transport Offices, Regional Transport Officers in respect of Regional Transport Offices and Deputy Transport Commissioners in respect of Zonal Offices concerned and to take action to dispose of all pending files available in the respective offices with particular attention of the files pending for more than three months duration.
2. **Special File drive/adhalath** may be conducted at the higher level viz. at the level of the Regional Transport Officers in respect of Sub Regional Transport Offices concerned and Deputy Transport Commissioners in respect of Regional Transport Offices concerned.
3. As the last phase **Special File disposal drive/adhalath** will be conducted at the level of the Head of the Office i.e. at this office level for which the time and venue will be intimated separately.
4. The details of the files pending/files disposed of/files entered in the Call Book for subsequent reopening/files remaining at the office etc on completion of the Special drive/adhalaths conducted at the level of the Head of Offices, higher levels etc should be furnished to this office immediately on completion of the drive/adhalath.

5. After the completion of the steps in Sl. No.1 and 2, no files of more than three months duration except the cases where orders of this office/government/other higher authorities/courts/tribunals etc are kept pending at each and every offices of this department and all such pending files should be discussed in the Special File Drive/Adhalath proposed to be conducted at this office level. Head of the Offices concerned will be held personally responsible for any lapses noticed subsequently and the matter will be dealt with accordingly.
6. The files disposed of either in the Special Drive/Adhalaths conducted as mentioned above or disposed of earlier should not be dumped in any offices; but to be properly transferred and kept with in the Record Room of the offices concerned. Systematic arrangements of the disposals at the Record Room should be ensured by the Head of Offices concerned as prescribed in the Manual of Office Procedures.

In respect of the steps in Sl. No.1 above, all Head of Offices i.e. Joint Regional Transport Officers in respect of Sub Regional Transport Offices, Regional Transport Officers in respect of Regional Transport Offices and Deputy Transport Commissioners in respect of Zonal Offices concerned should ensure that **Special Drive be conducted and completed on or before 13/06/2014** and in respect of the steps in Sl. No.2, **Special File Adhalath should be completed on or before 20/06/2014. Special File Disposal Drive/Adhalath at this office level will be conducted before 30th June 2014** and the time, date and venue will be intimated separately. It should be ensured that no files of more than three months duration except the files relating to the various OPs/WPs/OAs pending before the Honourable Courts/Tribunals, requires further instructions/orders from this office/government/other statutory higher authorities are kept pending at the office on any account. When action in a file for a conceivable time, say 3 months to 6, is not active, then such entries are closed in the Personal Register and they are entered in the Call Book to be opened on a specified date or earlier. The reopening of files at the appropriate date to be ensured by the Head of the Offices concerned.

Compliance report in the matter should be furnished to this office on or before 21/06/2014.

Yours faithfully,



C.V. SUNIL KUMAR
SENIOR ADMINISTRATIVE OFFICER
For Transport Commissioner