

No. C4/5700/TC/2009.

Transport Commissionerate, Kerala  
Trans Towers, Thiruvananthapuram  
Dated 29.05.2009

From

The Transport Commissioner,  
Thiruvananthapuram.

To

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

Sir,

Sub:- Motor Vehicles Department - Minutes of the Conference of all Deputy Transport Commissioners, Regional Transport Officers and Joint Regional Transport Officers held at Kerala Police Academy, Thrissur on 08.05.2009 - forwarding of - reg.

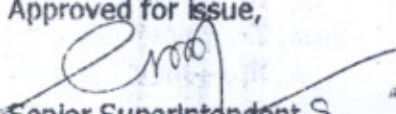
I am forwarding herewith the Minutes of the Conference of all Deputy Transport Commissioners, Regional Transport Officers and Joint Regional Transport Officers held at Kerala Police Academy, Thrissur on 08.05.2009 for information and necessary action.

Yours faithfully,  
Sd/-  
Senior DTC (Taxation),  
For Transport Commissioner

Copy to:

CAs to TC, Addl. TC, Senior DTC & Secretary, STA, Senior DTC (Taxation)  
Senior AO, Senior FO, Senior LO, SO, ATC, AS, AO, MVI (TCs Squad),  
All Section Heads, S/F and Spare.

Approved for issue,

  
Senior Superintendent  
Jd. 30/5/09



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**MINUTES OF CONFERENCE CONVENED BY ADDITIONAL  
TRANSPORT COMMISSIONER ON THE 8<sup>th</sup> MAY 2009 AT KERALA  
POLICE ACADEMY, THRISSUR**

Present SHRI. S. AANANTHAKRISHNAN I.P.S

The following officers were present:

1. Sri. Aananthakrishnan, IPS, Additional Transport Commissioner, Kerala
2. Sri. C.M. Sayed Mohammed, Senior Deputy Transport Commissioner (Taxation)
3. Sri. P.K. Stephen, Dy. Transport Commissioner (CZ-I, Trissur & II Ernakulam)
4. Sri. P.A. Sainudeen, Deputy Transport Commissioner (NZ), Kozhikode
5. Sri. James. E.S., Deputy Transport Commissioner, (SZ), Thiruvananthapuram.
6. Sri. K.R. Sivan, Regional Transport Officer, Thiruvananthapuram
7. Sri. R. Jayaprasad, Regional Transport Officer, Ernakulam
8. Sri. K.N. Gopi, Regional Transport Officer, NS, Thiruvananthapuram
9. Sri. K.A. George, Regional Transport Officer, Kottayam
10. Sri. P.V. Varghese, Regional Transport Officer, Muvattupuzha
11. Sri. A.V. Poullose, Regional Transport Officer, Kannur
12. Sri. K. Premanandan, Joint Regional Transport Officer, Perumbavoor
13. Sri. Evugin Joseph, Joint Regional Transport Officer, Mavelikkara
14. Sri.M.P. Ajith Kumar, Joint Regional Transport Officer, Wadakkancherry.
15. Sri. K.V. Gangadharan, Joint Regional Transport Officer, Ottappalam
16. Sri. A. Ramachandran, Joint Regional Transport Officer, Kanhangadu
17. Smt. Rahila Beevi. H, Joint Regional Transport Officer, Parasala
18. Smt.V.A. Thankamany, Regional Transport Officer, Vadakara
19. Sri. Roy Mathew. K, Joint Regional Transport Officer, Adoor
20. Sri. Sajan. K. Joseph, Joint Regional Transport Officer, Kanjirappally
21. Sri. P.D. Sunil Babu, Joint Regional Transport Officer, Pala
22. Sri. K.R. Vijayan, Joint Regional Transport Officer, Vaikom
23. Smt. V.K. Indiradevi, Joint Regional Transport Officer, Kothamangalam
24. Sri. G. Manoharan Nair, Joint Regional Transport Officer, Kazhakkuttom
25. Sri. R. Thulaseedharan Pillai, Joint Regional Transport Officer, Nedumangadu
26. Sri. P.T. Sasidharan Nair, Joint Regional Transport Officer, Punalur
27. Sri. A.V. Raveendran, Joint Regional Transport Officer, Karunagapally



28. Sri. I. Sundaradas, Joint Regional Transport Officer, Neyyattinkara
29. Sri. Thomas. K.X. Joint Regional Transport Officer, Koduvally
30. Sri. P. Chandran Nair, Regional Transport Officer, Kasaragod
31. Sri. Rajeev Puthalath, Joint Regional Transport Officer, Thalassery
32. Sri. V.M. Rajan, Joint Regional Transport Officer, Chengannur
33. Sri. Prakashbabu, Joint Regional Transport Officer, Pathanamthitta
34. Sri. K. Sreekumaran Nair, Regional Transport Officer, Wayanad
35. Sri. P.C. Thomas, Joint Regional Transport Officer, Thodupuzha
36. Sri. Johnson Mariya Joy, Joint Regional Transport Officer, Idukki
37. Sri. K.G. Samuel, Joint Regional Transport Officer, Thrissur
38. Sri. Prasad Abraham, Joint Regional Transport Officer, Kottarakara
39. Sri. P.M. Mohammed Najeeb, Joint Regional Transport Officer, Alathur
40. Sri. K.M. Shaji, Joint Regional Transport Officer, Thirur
41. Sri. V. Suresh Kumar, Joint Regional Transport Officer, Guruvayur
42. Sri. C.G. Michail, Joint Regional Transport Officer, Cherthala
43. Sri. Shaji Joseph, Joint Regional Transport Officer, Kodungallur
44. Sri. Ummer. K.M. Motor Vehicle Inspector, Sub RT Office Perinthalmanna
45. Sri. P.P. Babu, Joint Regional Transport Officer, Irinjalakuda
46. Sri. B. J. Antony, Joint Regional Transport Officer, Mattancherry
47. Sri. Jojoy.P.Jose, Motor Vehicle Inspector (Joint RTO(i/c), North Paravoor
48. Sri. T.J. Thomas, Joint Regional Transport Officer, Thrippunithara
49. Sri. Manoharan, Joint Regional Transport Officer, Vandiperiyar
50. Sri. P.T. Eldho, Joint Regional Transport Officer, Ponnani
51. Sri. C. Radhakrishnan, Regional Transport Officer, Palakkad
52. Sri. K.N. Vasanthakumar, Regional Transport Officer, Alappuzha
53. Sri. K.P. Sadanandan, Regional Transport Officer, Kozhikode
54. Sri. P.R. Ranjan, Regional Transport Officer, Thrissur
55. Sri. P.P. Krishnan, Regional Transport Officer, Kollam
56. Sri. A.A. Pareed, Assistant Transport Commissioner, Thiruvananthapuram
57. Smt. V.C. Sasikala, CA (Selection Grade)
58. Sri. P.M. Shaji, Motor Vehicle Inspector, N.O, SSG
59. Sri. Pradeep. S., Assistant Motor Vehicle Inspector, SSG Cell
60. Sri. P.A. Ramakrishnan, Motor Vehicle Inspector, Mannarkad



61. Sri. Vijayakumar. B, Joint Regional Transport Officer, Thaliparamba
62. Sri. C.K. Asokan, Joint Regional Transport Officer, Aluva
63. Sri. Abey John, Joint Regional Transport Officer, Thiruvalla
64. Sri. R. Sreekumar, Joint Regional Transport Officer, Kayamkulam
65. Sri. Poulose .K. Koshy, Joint Regional Transport Officer, Mallappally
66. Sri. George. K.Y., Regional Transport Officer, Malappuram

The conference commenced at 10.30 a.m. Senior Deputy Transport Commissioner welcomed all the officers who were present for the conference. Before commencing conference all the gathering expressed their heartfelt condolences to the demise of Shri. C. Narayanan, retired Secretary, State Transport Authority, Thiruvananthapuram. In the conference most of the important matters were discussed. Additional Transport Commissioner expressed his gratitude to all the staff so for the excellent performance shown. Though there are limitations of facilities being faced by our Department. Such limitations have to be overcome and mould a better image of our Department and make good impression among the public as well as among high officials.

Reviewed certain important matters so as to get the actual picture of our Department officers and their performance.

**ROAD SAFETY:** There is an important need to sustain more attention to each and every matter then only our department can achieve the goal as expected. A detailed discussion was held regarding the Road Safety measures. Road safety Authority has been formed just two years back and every year Road Safety week is celebrated, but if we turn back it is clear that enough attention is not given to this item.

The review of the enforcement work shows that the rate of reduction of accidents has not improved as expected. The District wise performance review is as follows:



Eranakulam stands in the 1<sup>st</sup> place for better performance, 2<sup>nd</sup> is Thrissur, Palakkad 3<sup>rd</sup> Kasargod 4<sup>th</sup>, Alappuzha 5<sup>th</sup>, Kollam 6<sup>th</sup>, Thiruvananthapuram 7<sup>th</sup> and Malappuram 8<sup>th</sup>.

Compounding fee is not the only ~~the~~ main aim. Remedial measures for the reduction of accidents are also important criteria. While conducting checking such as over speed, negligent driving and drunken driving are to be curbed. Then only the purpose of conducting road safety week will serve. To find out the above offences, interceptor is to be allotted to all districts not less than one week at a time, but no effective effort or attempt is seen enforced to curb these offences using the equipments as expected. Certain officers have no motivation to detect offences with the use of interceptor and it is reflected in the statement submitted (i.e. the no. of offences detected using interceptor and no. of check reports prepared on over speed are seen very less).

The Zonal level review on enforcement using interceptor is as follows:

North Zone stands in the 1<sup>st</sup> place for better performance, 2<sup>nd</sup> Central Zone II Ernakulam, 3<sup>rd</sup>, Central Zone-I Thrissur and the last place stands by South Zone, Thiruvananthapuram. The number of Check Reports prepared by each Zone is as follows:

North Zone 407, Central Zone-II 371, Central Zone-I 106 and South Zone 55. It is unsatisfactory to note the bad state of affairs of South Zone. There is no use of giving the interceptor those who are showing poor performance and the use of the same can be diverted to other offices, who are ready to perform better. Deputy Transport Commissioner, Thiruvananthapuram and Thrissur are instructed to show better performance in the coming weeks.



The performance of Central Zone-I, Thrissur is less when compared to the previous occasions and it may be due to the absence of Deputy Transport Commissioner, otherwise better performance could have been achieved.

It is also noticed that over load cases are more than other offences for which the use of interceptor is not required, which shows that interceptors are not utilized for the purpose they are meant for. There is no use of conducting checking without any aim or purpose. So as to get proper result as expected, attitude, effort, effectiveness and enthusiasm are the most important qualities to be kept in mind always while performing duties. In the Road Safety measures, importance should be given to Human Life than compounding fee. Revenue collection which is also an important factor to enhance the Government revenue for which many other offences like overload, permit violation, non-payment of tax for which interceptor is not required.

**Preparation of DCB Statement:** It is noticed that certain difficulties are faced for the preparation of computerized DCB statement. Maintenance of DCB Statement is to be simplified and the same will be discussed in the next conference and certain modification will be made for proper maintenance of DCB Statement. The improper maintenance of DCB is mainly due to the lack of computers and staff. A committee headed by Senior Deputy Transport Commissioner (Taxation) is convened to study and recommend changes for the correction of the DCB.

**VEHICLES:** It is also decided that sufficient no. of department vehicles will be allotted to each office for efficient enforcement work and 72 drivers will be posted. The Officers are instructed to utilize the vehicles to improve the road safety scenario as discussed earlier.



**WORK DONE STATEMENT OF OFFICERS:** While reviewing the work done statement of officers, it is seen that most of the officers have not submitted the work done statement in time. The main importance of this statement is to assess the weekly performance of the officers. A circular has been issued during 2009, 2/2009 but timely submission of work done statement is done by only very limited no. of officers. The circular should be effectively complied; otherwise there is no use of issuing such circulars. Therefore it is decided that the head of offices will conduct Monthly meetings every month just before the monthly conference of Deputy Transport Commissioners and assess the work done by sub staff. The work done statements should be submitted promptly by all officers concerned from the month of May.

**DELIVERY OF RECORDS BY POST:** In the despatch related to the records to the parties concerned, certain difficulties are faced at the despatch section. Since the articles sent to the parties are returned undelivered as the same is mentioned on the cover that "delivered only to the addressee". Suggestion from Regional Transport Officer, Muvattupuzha that there is no need of mentioning on the cover that "delivery only to the addressee" against which somebody reported can not be considered because if it is not specified, the whole purpose of the new arrangement is likely to be defeated by agents. Regional Transport Officer, Ernakulam has suggested that the undelivered articles are to be issued to the party by hand if the party seems to be genuine duly accepting an undertaking from them. Additional Transport Commissioner has stated that first of all how many articles are returning in each office and if the no. of undelivered articles are more, the same has to be discussed in detail and a decision taken on it.; However the suggestions and opinions are solicited from all levels before taking a final decision in it.

**DRIVING LICENCES:-** There are instances noticed that at Regional Transport Office, Kozhikode unauthorized licenses were detected and the same is reported in the News paper also. The main allegation is that licenses



are issued to those who are undeserving which has tarnished the image of our Department. Therefore all the officers are directed to be very careful while conducting driving test as well as issuing licenses.

**BACKLOG WORK:** It is known that the Kudumbasree people are working at the counter which should be strictly avoided. While getting the backlog done by Kudumbasree mistakes which happened last time should not be repeated this time. Therefore it is strictly directed that soon after the backlog work of Kudumbasree is over the same is to be verified by our staff regarding the correctness of the backlogged and ensure that the work done by them is genuine.

**DOWN TIME REGISTER:** Proper maintenance of down time register is very important and according to the entry made in the register, the payment of the ECIL people is disbursed. So if the entry is not correct, they will be paid extras than what they have actually due otherwise AG will object while conducting inspection for the excess payment made to them. The down time period is clearly available from the system itself and the entry regarding the same shall be made in the register duly affixing their signature and countersigned by the head of office every day so as to make sure of the genuineness of the entries made in the register for future verification. A format for the maintenance of register is already issued to all the office and it shall be maintained as per the directions issued.

It is also noticed that the ECIL, people are not supplying the stationery articles for the use and efficiency of the computer. It is their duty to supply the stationery articles for the computer system and according to that payment is made to them. Therefore all are directed to report whether ECIL, have supplied the stationery to each office according to the need.



**DISPOSAL OF OLD RECORDS AND FILES:** The Secretary, State Transport Authority has requested Additional Transport Commissioner to give direction to the staff for the early disposal of unwanted old records and files kept bundles in the office premises. Additional Transport Commissioner has directed to list out such records and files and destroy in the presence of Deputy Transport Commissioners concerned and the list is to be kept by the record section duly countersigning the same by head of office for future verification. The details of disposals of old records, registers and files are available in the MV Dept. Executive Gazetted Officers diary published during 2009 regarding the time limit of retaining the old records and files in the office and most of them are unaware of the fact. Accordingly the old files and registers are to be listed out and destroyed. Against which certain officers have raised doubts regarding the information required by RI Act. Additional Transport Commissioner has issued direction that if the records are destroyed as per existing Government instructions, information can be given stating that the records were destroyed during the period (specify) date/month and year of the period). There is no need to keep unwanted registers and files years together. However a detailed circular will be issued with up to date modification denoting important directions for destroying old registers/records and files.

The Regional Transport Officer, Muvattupuzha has requested sanction to purchase sufficient number of cupboards and shelves so as to place the records/registers and files year wise for which Additional Transport Officer has informed that now there is sufficient fund and that can be made available with a detailed list and request by each office. Fund is also available for the purchase of stamps, maintenance of vehicles and so on.

**FARE CARD OF AUTORICKSHAWS:** Recently the Auto rickshaws charges reduced for which fare cards were issued to all office for supplying the same to the Auto rickshaws drivers duly affixing the seal for exhibiting the same for



the information of public who travels in it. But the supply of fare card is not seen effectively done and the enforcement is not carried out those who violate the directions, since many numbers of complaints are received at Transport Commissioner's office regarding the excess fare collection in the Auto rickshaws. Additional Transport Commissioner instructed enforcement staff to detect such Auto rickshaws and compound the offence as per Motor Vehicle Act and Rules. If the enforcement work is not effectively done, there is no use of supplying such cards.

Finally Additional Transport Commissioner has requested to mould good image of the department among the public by taking kind and considerate attitude and approach towards the public by the staff of all Motor Vehicles Department Offices.

Conference came to a close by 12.45pm.

 30/05/09

Senior DTC (Taxation)  
For Transport Commissioner

30/5/09  
