

CIRCULAR NO. 2/87

No: 24902/TC/86. 19th January, 1987
 Simplified Procedures: Registration, Engine Alteration, Change
 of Colour, Change of Address, etc. - Reg. Permit and
 Sub: Personnel and Administrative Reforms - Work Study in
 the Motor Vehicles Department - Recommendations -
 Implementation - reg. Learners Licence - Procedures issued -

Ref: 1: D.O.Lr.No.1660/WS-1/85/P&ARD dt.13-6-86 from the
 Additional Secretary to Government.
 2: Minutes of the discussion held on 17-11-1986
 in the room of Chief Secretary.

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A team of the Personnel and Administrative Reforms Department, Government of Kerala, has conducted a study with *have* a view to simplifying some of the procedures followed in the Department. In the light of the suggestions of the following orders, are issued.

1. REGISTRATION OF MOTOR VEHICLES:

A specific time is from 10.15 a.m. to 1 p.m. shall be fixed for the receipt of applications for registration of vehicles, at the counter. The applications shall be processed and the Registration Certificate Book with connected records of the vehicle shall be given to the party on the very next day, in the A.N. between 2 p.m. and 5 p.m. through the counter in the case of non transport vehicles. The officers concerned should supervise and ensure that the R.C. Books are issued on the next day itself. In case, the RC cannot be issued, the next day ~~frank~~ for some unavoidable reasons, the date and time when the R.C. will be issued, should be specifically noted in the receipts.

2. ENGINE ALTERATION:

The registered owner of a motor vehicle who intends to replace the engine shall apply on plain paper, affixing court fee stamp, for permission, along with the purchase bill in original. On receipt of the application an acknowledgement shall be issued to the effect that the application is engaging attention and that the alteration shall be made only after he receives permission for the same. This acknowledgement shall be signed by the Junior Superintendent and delivered to the party on the spot if presented in person or despatched on the same day of receipt. The file will then be put up through the Motor Vehicles Inspector for orders. The Motor Vehicle Inspector shall assess the suitability of the engine with reference to the specifications given in the purchase bill in the case of new engine and record his recommendation on the same day. On receipt of the recommendation, sanction/rejection for the alteration shall be issued within 3 days. A copy of the sanction shall specify the period within which the vehicle will be produced for inspection; such period should not be less than two weeks. The Motor Vehicles Inspector may conduct the inspection on the date specified in the proceedings. If the party cannot produce the vehicle on the specified date, extension shall be granted

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which may not exceed one month in the ordinary course at Motor Vehicle Inspector's level. On receipt of the report from the Motor Vehicles Inspector, alterations shall be recorded in the B Register and the R.C. and attested by the Registering/Additional Registering/Asst. Registering Authority concerned within 3 days. There will be only one inspection for replacement with a new engine.

3. CHANGE OF COLOUR:

The registered owner has to apply on plain paper giving full description of the colour proposed to be painted on the vehicle to the Motor Vehicles Inspector in person or through authorised agent. The Motor Vehicles Inspector shall verify whether the colour proposed is one referred under the rules. If it is not reserved, sanction shall be issued on the application itself, with direction to produce the vehicle for inspection with the proposed colour within a period, which may not be less than 14 days. The registered owner shall produce the vehicle for inspection before the inspecting officer along with the sanction, registration certificate and the prescribed fee. The Inspecting Officer will record his inspection note on the application containing the sanction. He shall then hand it over to the inward section and also issue an acknowledgement to the party. The Registration Certificate with the necessary endorsement regarding the alteration of colour shall be returned to the party within 3 days.

4. CHANGE OF ADDRESS (OUTSIDE STATE) PROCEDURE:

There are instances of failure on the part of the registered owners to get the registration number assigned within the prescribed period of 13 months in the case of vehicles which have been brought from outside the state and the address of registered owners changed in the registration certificate. In order to ensure that the registration numbers of such vehicles are assigned with a fresh registration number, a new special register will be maintained by the Registering/Additional Registering/Asst. Registering Authority concerned. The Register will contain the following columns:

1. Sl.No.
2. Foreign Registration No.
3. Date of change of address.
4. Name and local address of the registered owner.
5. Due date on which new registration number is to be assigned.
6. Date on which the registration number is assigned after.
7. Volume number and page number of the B Register.
8. Remarks.

The register will be put up to the Motor Vehicles Inspector I on the 15th of every month (in case the 15th happens to be a holiday the next working day). The M.V.I. will direct the circle officer concerned to enquire and

report about the vehicles which have not been assigned and with fresh registration number, within the prescribed period. The circle officer shall submit the report within a fortnight. On receipt of the report, the concerned section shall issue notice to the registered owner provided on enquiry the vehicle is still plying in the state without getting fresh registration mark assigned. The entries relating to vehicles which have been removed from the State & the serial numbers in the register will be rounded off with an entry in the remarks column "Removed from the State". If the vehicle is found to have changed hands and removed to another district within the state the serial number will be rounded off with an entry in the remarks column, "The name of the district to which transferred" and simultaneous intimation to the R.T.O. of the District concerned intimating the date on which the address was changed, the foreign registration number and the due date within which registration number of the vehicle should have been got re-assigned. In such case, the RTO in whose jurisdiction the vehicle is brought will pursue further action. Change of address in the district shall be sorted out at the weekly conference of the field staff by the RTO.

5. AUTORICKSHAW - REGISTRATION AND PERMIT:

If there is no ban for issue of fresh autorickshaw permits from the higher authorities the proceedings sanctioning the permits may be issued so that the question of registering the vehicle as three wheeler and then converting it into autorickshaw does not arise. Request seeking permission for permit for autorickshaw will held to control vehicle population. The registration of an autorickshaw as three wheeler during the ban period can also be avoided.

Application for permit in respect of an autorickshaw may be made without noting the registration number, upto 5 months before the date of purchase of the autorickshaw. The sanction proceedings will be issued thereon if there is no ban against the issue of Autorickshaw permits. Three wheelers will be registered as autorickshaws on production the vehicle along with the sanction proceedings. The vehicle should have been painted with the prescribed colour while producing for registration. The vehicle will again be produced for certificate of fitness, before the inspecting authority with the number plate and fare rates painted as per rules, and fitting the taxi metre etc. wherever necessary.

6. ISSUES OF LEARNER'S LICENCE:

The present forms LLRA and LLR will be clubbed together and printed in one form in continuity. While receiving the application for learners licence in the revised form, entry may be made in the register concerned. The date of test will be noted in the forms as well as the register and the forms returned duly authenticated along with the booklet regarding road rules, road signs etc. to the applicant. There will be no relaxation for the duration of training a learner should undergo before he is tested for issue of a driving licence.

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To All Officers concerned TRANSPORT COMMISSIONER,

1. All Dy. Transport Commissioners, R.T.Os, Jt. R.T.Os.
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