

No. G3-17621/TC/90. Office of the Transport Commissioner,  
Thiruvananthapuram, dt. 14.2.95. ✓

CIRCULAR NO. 2/95

Sub:-M.Vs.Dept.--Maintenance of CF registers  
procedure to be followed--instructions issued-

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The result of an inspection of various R.T. Offices have revealed the missing or the unsatisfactory way in which the CF registers in the offices are maintained. The available registers do not contain all relevant information which have a bearing on the liability of the vehicles. The omissions/ mistakes/corrections etc. in the register can lead to short collection of revenue to Government. As the entries are crucial to determine the penalty if any to be realised as laid down in Rule 105(5) of KIV Rules, 1989. With a view to ensure that the registers are maintained properly and uniformly the following instructions are issued.

Before the inspection commences, the testing officer should fill up the columns in relation to the vehicle to be inspected. The date of inspection and the date of expiry of CF shall be entered in the register. Information regarding valid CF of any Transport Vehicle must be available at the concerned offices. A monthly review shall be conducted by the RTO regarding the inspection of CF to instil an element of caution in the mind of the inspecting officer, so as to make him do his work conscientiously. I would like to impress upon all the RTOs. that the proper maintenance of the fundamental records and registers are absolutely necessary to keep up the efficiency of the office. The subordinate officers who do not adhere to the instructions should be dealt with by the RTO. As far as this office is concerned the RTO will be personally responsible to the satisfactory maintenance of the registers in their offices. The CF registers will be inspected by the inspection wing of Transport Commissioner's Office in future.

Receipt of the circular should be acknowledged.

Sd/-  
ADDITIONAL TRANSPORT COMMISSIONER.

Approved for issue

Jr. Supdt. 11/3/95

To All DTCs, RTOs, and Jt. RTOs.  
Copy to CA to the Addl. TC, Sr.DTCs, AO, FO and circular  
aj/15.2 file.

11/3/95