

Home Office,
Motor Vehicles Department,
Thiruvananthapuram,
Dated: 28.7.1998.

Handwritten initials/signature

CIRCULAR NO. 22/98

Sub.- Check posts - Streamlining of procedures - instructions issued.

Ref:- Circular No.17/98 Dated 16.6.1998.

With a view to improve the functioning of check posts under this department, certain instructions were issued in the Circular referred above. After a review of the present position, the following further instructions are issued.

- (1) The present practice of insisting of submission of applications for various services at the check post will be discontinued. The officer on duty at the check post will interview the applicant, scrutinise all the documents and render the services required.
- (2) The total amount collected by the check post against various items of fees/tax will be recorded as the last item of entries in the permit issued by the Check post. This will be done by affixing a rubber stamp worded as given below:

Tax Rupees:

Fees Rupees:

Total.

- (3) In order to inform the applicants arriving at the check post on the rates of fees, tax etc. liable to be paid, a display board will be put at a conspicuous location at the check post premises. This could be done by painting the details on the wall of the check post building. (The matter to be included on the display board is enclosed).
- (4) The register of declaration of private cash prescribed in Circular No.14/98 dt.29.5.98 will be introduced in all the check posts immediately. Officers as well as Peons will make entries in this register immediately before commencement of duty on each day.

Receipt of this Circular will be acknowledged.

Handwritten signature

K.J. Joseph, IPS,
Additional Director General of Police
Transport Commissioner.

Encl: One.

To
All Deputy Transport Officers/
All Additional Transport Officers/
All Sub Regional Transport Officers.

Copy to: C.As. to TC, Addl. TC, Sr.DTC & Secy, STA, Sr.DTC(T)
Asst. TC, Stock File and Spare.