

No.A3-6794/TC/98.

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Dated: 14.10.1998.

Circular No.35/98

Sub:- Check Posts - turn of duty of MVI, AMVIs and Peons. —
Instructions issued.

Ref:- 1. Circular No.14/77 dtd. 15.12.77.
2. Circular No.17/98 dtd. 18.6.98.

The turn of duty of Asst. Motor Vehicles Inspectors and peons in Check Posts was specified in Circular first referred. It is come to notice that those instructions are not being complied with in certain check posts and that some of the officers are ignorant of those instructions. Therefore, the pattern of duty ordered in Circular No.14/77 is re-introduced and the following instructions issued.

1. The following cycle of duty is specified for a team of three Assistant Motor Vehicle Inspectors (indicated by alphabets A, B and C) and three peons (indicated by alphabets D, E and F).

<u>Day</u>	<u>Time</u>	<u>MVI</u>	<u>Peon</u>
1st	8 AM - 8 PM	A	D
	8 PM - 8 AM	E	E
2nd	8 AM - 8 PM	C	F
	8 PM - 8 AM	A	D
3rd	8 AM - 8 PM	B	E
	8 PM - 8 AM	C	F
4th	8 AM - 8 PM	A	D
	8 PM - 8 AM	E	E

2. By the above arrangements each team (One Assistant Motor Vehicle Inspector and one Peon) will get 24 hours off after every turn of duty. However, the Motor Vehicle Inspector will be competent to direct any of the Assistant Motor Vehicle Inspectors/Peons to curtail the length of off period for reasons to be recorded (in the vehicle Movement Register) whenever workload demands the presence of additional manpower in the checkpost.

3. The overall responsibility for the functioning of the Check Post throughout the 24 hours will be that of the Motor Vehicle Inspector. Asst. Motor Vehicle Inspectors who are on shift duty will function on the orders of and on behalf of the Motor Vehicle Inspector. For administrative convenience it is ordered that the Motor Vehicle Inspector will be present in the checkpost from 9 AM to 6 PM. He will be available as on duty throughout his period of duty (one month at present).