

No. A7-5607/TC/98

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Dated 20.5.1998

CIRCULAR-NO. 9/98

Sub: M.V.Dept.- Administration - Office procedure -
Correspondences with Head of Office -
instructions issued.

Ref:

It has come to notice that correspondences to the Head Office are addressed to various Officers. This is irregular. Therefore the following instructions are issued.

- (1) Ordinarily all correspondences from the subordinate Officers should be addressed to the Transport Commissioner.
- (2) Whenever it is intended that a particular letter needs to be noticed firstly by a particular Officer in the Head Office, it may be addressed to the Transport Commissioner but the envelop may be addressed to the particular Officer whose name should be mentioned in the letter itself within bracket.

eg: To The Transport Commissioner
(Name cover. Shri V.C.Ayyappan,
Senior Deputy Transport Commr.
Taxation)
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- (3) In exceptional cases official letters may be addressed to the Controlling Officers.
- (4) Cover containing demand drafts, cheques and other instruments of value meant for the STA may be addressed to the Secretary, State Transport Authority.
- (5) Other letters meant for the State Transport Authority may be addressed to the Chairman, State Transport Authority.

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

To

All Deputy Transport Commissioners/
All Regional Transport Officers/
All Joint Regional Transport Officers.

Copy to: All Controlling Officers/Section Heads.
" CAS to TC and Addl. TC.
" Stock file.

jd.20.5.