

No.L2/8976/TC/96

Head Office,  
Motor Vehicles Department,  
Thiruvananthapuram,  
Dated: 21..5..98.

CIRCULAR No.10/98

Sub:- Duties --Supervision by Supervisory Officers--  
Introduction of Weekly Diaries-Instructions  
issued --

With a view to ensure better Supervision of duties performed by Officers at various levels, it is decided to introduce a system of submission of Weekly Diaries. The Diary will relate to seven days of a week from Monday to Sunday. Brief description of duties performed during each day will be recorded in the diary in chronological order.

2. Weekly Diaries of Asst. Motor Vehicle Inspectors Motor Vehicles Inspector's and Joint Regional Transport Officers will be prepared in triplicate. The Diary of Regional Transport Officer will be prepared in duplicate. Officers to whom these are to be sent are listed below:-

- |   |   |   |
|---|---|---|
| a) AMVIs and MVI's working in Sub RTO.          | ; | To be sent to Jt.RTO, RTO and DTC.                              |
| b) AMVI and MVI's working in RTO and Checkposts | ' | To be sent to RTO and DTC.                                      |
| c) AMVIs and MVI's attached to DTC              | ' | To be sent to DTC.  |
| d) Jt. RTO                                      | ' | To be sent to RTO, DTC and Head Office (name cover of Addl. TC) |

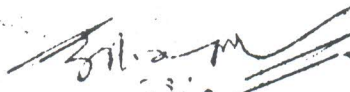
3. The Diary for a particular week should be prepared on the succeeding Monday and despatched to Senior Officers immediately. Senior Officers who receive the Diaries may scrutinise the same and issue instructions/ observations to the concerned officer, marking a copy to superior officers, if necessary. The present system of submission of monthly Diaries by Regional Transport Officer's will be discontinued.

Conti....2/-

- 2 -

4. Zonal Deputy Transport Commissioners will continue to send monthly D.O. Letters addressed to the Transport Commissioner enclosing their own diaries as per existing instructions.

5. Proforma for the weekly diary is enclosed. (Annexure 'A' - for use by Assistant Motor Vehicles Inspectors and Motor Vehicle Inspectors and 'Annexure-'B' for use by Joint Regional Transport Officers and Regional Transport Officers). Diaries will be submitted for the week ending 7.6.1998 onwards. Receipt of this Circular will be acknowledged.



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

To

All Deputy Transport Commissioners.  
All Regional Transport Officers,  
All Joint Regional Transport Officer of  
Sub Regional Transport Offices.  
All Motor Vehicle Inspectors and  
Assistant Motor Vehicle Inspectors.

Copy to: CAS to TC & Addl.TC/Secretary, STA, Sr.DTC(Tax)/  
AO/FO/LO/Asst. TC/SO/Asst.Secretary, STA.

ks/-