

CIRCULAR NO.13/98

*See B1-5975/TC/98
dt. 12.6.98
slight modification
on circular*

Sub:- Office Administration - procedure for acceptance of application fees and tax in Regional/Sub Regional Transport Offices - instructions issued.

- Ref:-
1. Circular No.1/75 dated 27.1.75.
 2. Circular No.40/75 dated 9.12.75.
 3. Circular No.9/87 dated nil.
 4. Circular No.26/88 dated August 1995.

The detailed procedure for payment of tax for transport vehicles was laid down in Circular No.40/75 dated 9.12.1975. This was modified by issuance of various circulars, the latest being No.26/88. Similarly certain instructions regarding payment of tax in respect of non-transport vehicles were issued in Circular No.1/75 dated 27.1.1975 which was modified by Circular No.9/87.

Over the years, due to considerable increase in the vehicle population and partly due to non-compliance of existing instructions, the inconvenience caused to the public (owners of vehicles) has been increasing. Therefore with a view to improve the state of affairs, the under-mentioned simplified procedure is ordered for implementation in all the Regional/Sub Regional Transport Offices.

- (1) Timing for acceptance of cash or demand draft towards tax, fees etc. will be from 10.30 AM to 1 PM and from 1.45 PM to 3 PM on all working days.
- (2) When a member of public remits cash at a fee counter, the Clerk will accept the application and cash, prepare receipt in TR5, himself sign the receipt with his name seal, make necessary entries in the subsidiary Cash Register and issue the acknowledgement (called Counter Receipt).

(Note:- The records including the TR5 receipts may be returned to the applicant on his request, in case the services involve inspection of the vehicle, or the application pertains to another jurisdiction).

- (3) The present practice of the Public Relations Officer noting the amount of fee to be remitted on the applications, will be discontinued. It will be the responsibility of the Counter Clerk to collect the required amount of fee.
- (4) When a person remits current tax of a non-transport vehicle, the Counter Clerk will verify the records, accept the cash, make necessary entries in the subsidiary cash register, prepare the tax licence, himself sign it (affixing his name seal) "for Taxation Officer" make entry in the Registration Certificate book and himself sign the same with his name seal "for Taxation Officer" and return the records including the tax licence to the tax payer.

- (5) When a person remits arrears of tax, the Counter Clerk will follow the procedure in para 4 above and in addition he will issue TR5 receipt duly signed by himself for the amount of arrears collected.
- (6) When a person remits current tax of a transport vehicle the Counter Clerk will verify the Demand Draft with reference to the records, make necessary entries in the Demand Draft Register (Subsidiary Cash Register) prepare the tax licence, himself sign the same affixing his name seal, "for Taxation Officer" make entry in the RC Book and himself sign the same with his name seal "for Taxation Officer" and return the records including the counterfoil of the pay-in-slip.
- (7) When a person remits arrears of tax of a transport vehicle the procedure in para 6 above will be followed and in addition issue TR5 receipt signed by himself "for Taxation Officer" for the amount of arrears.
- (8) An applicant will have the option of remitting fees (for new registration, re-registration etc. requiring inspection of vehicle) either at the Counter in the office or with the officer who is to inspect the vehicle. Officers who accept such fees will follow the procedure applicable to compounding fee.

It will be the responsibility of the Counter Clerk, after 3 PM to entrust the cash collected to the Head Accountant and the records to the concerned Clerk under proper acknowledgement, in a register to be maintained by the Counter Clerk.

The Circulars referred above stand modified to this extent. The revised procedure will be effective from 15.6.1998.

Receipt of the Circular will be acknowledged.



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

To

All DTCs, RTCs. and Joint RTOs. of Sub R.T. Offices,
All MVIS of Check Posts,
CAS to TC, Addl. TC, Sr. DTC & Secretary, STA, Sr. DTC (Tax)
Asst. Secy. STA, AO, LO, FO/ Sr. Supdts., Jr. Supdts.
HA, Accounts Officer,