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5/16/98

Head Office  
Motor Vehicles Department  
Thiruvananthapuram,  
dt. 29.5.98

No. G1.6122/TC/98

CIRCULAR NO. 14/98

Sub:- Prevention of corruption- streamlining of procedure-  
Introduction of register for declaration of private  
cash - Instructions issued-

Allegation of acceptance of bribe along with remittance of official money (fees, tax etc) at various counters at the offices of this department is not uncommon. With a view to prevent such mis-deeds and also to protect the interests of the honest members of the staff from false allegations, it is decided to introduce a 'Register of Declaration of Private Cash' in each office where cash transactions with public ~~do~~ take place.

This Register will be kept in the personal custody of a senior officer and before commencement of duty, entries will be made in it in respect of each official who is assigned the duty of cash collection on the particular day. Each such clerk/ officer is required to declare the amount of private cash on his person. (Any additional amount found with him during the course of the day may lead to a presumption against him). While attesting the entry in the register, the immediate superior officer who supervises such transactions in the office will verify the declared amount physically and sign the register.

The Register will have the following columns (from left to right)

- |                      |                                  |
|----------------------|----------------------------------|
| 1. Sl. No.           | 5. Amount declared (Rs)          |
| 2. Date              | 6. Signature of the official     |
| 3. Time              | 7. Signature of superior officer |
| 4. Name of official: | 8. Remarks.                      |

This register will be brought into effect on 15.6.98.  
Receipt of this Circular will be acknowledged.

*[Signature]*  
K.J. JOSEPH IPS  
ADDL. DIR. GENL OF POLICE  
Transport Commissioner.

To All Dy. TCS/RTOs/Jt.RTOs of Sub RT Offices/MVIs of Check posts. Secy. STA.  
Copy to Cas to TC, Addl. TC, Sr.DTC(T).  
AO/FO/LO/SO,Asst. TC/Asst. Secy.STA /Acts.Officer.

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