

3262

CI-7419/TC/98.

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Dated: 19.6.1998.

CIRCULAR NO.18/98

Sub:- Office Administration - introduction of revised procedures -
time limits for various services - modified - orders issued -

Ref:- 1. Circular No. 7/66 dt.24.12.69.
2. Circular No.7/74 dt.30.3.74.

The time limit for various services rendered by Regional/
Sub Regional Transport Offices were prescribed and instructions issued
in the circulars referred above. Time limits are also specified in
Appendix-I to the Kerala Motor Vehicles Manual Vol. III.

Due to unprecedented increase in the vehicle population and
resultant increase in the work load in the offices, these time limits
are not being enforced now. Taking this reality into consideration
and also in view of the recent revision of procedures in office
administration, the time limits prescribed for certain services are
re-fixed as given below:

<u>Sl.No.</u>	<u>Nature of service</u>	<u>Due date</u>
1.	Issue and renewal of learner's Licence	Same day
2.	Application for duplicate driving licence.	Seventh day
3.	Application for duplicate badge.	Third day
4.	Renewal of Drivin licence	Seventh day
5.	Issue of conductor's licence	Seventh day.
6.	Issue of duplicate conductor's licence/ badge.	Seventh day
7.	Renewal of conductor's licence.	Third day
8.	Application for registration	Fifth day
9.	Assignment of NW registration mark	Fifth day
10.	Application for temporary registration	Same day
11.	Issue of duplicate Registration Certi- ficate.	Seventh day
12.	Noting of hire purchase/hypothecation	Third day
13.	Termination of hire purchase/hypotheca- tion	Third day
14.	Transfer of ownership	Fifth day
15.	Noting change of address	Fifth day.

(contd...20)

Regional Transport Officers/Sub Regional Transport Officers
may issue office orders from time to time specifying time limit
applicable to the particular office, taking into consideration the
work load, then prevailing, provided that the limits mentioned above
are not exceeded. This Circular will take immediate effect. Receipt
of the Circular will be acknowledged.

TRANSPORT COMMISSIONER.

All Zonal Dy. Transport Commissioners.
All Regional/Sub Regional Offices.

CAS to IC, Addl. TC, Sec., SRA, Sr. LPO (T)

s.e. 19.6.98

Indt No A/3262/98 (NCA)

Copy forwarded to C, C2, C3, A, & C4, HAI HC,
MO and ARMS for further action

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