

No.A4/5607/TC/98

Head Office,  
Motor Vehicles Department,  
Thiruvananthapuram,  
Dated: 28-10-1998.

CIRCULAR NO.37/98

Sub: Office procedure - Correspondence - Use of letter heads of various offices - instructions issued.

It is noticed that there is no uniformity in use of letter heads of various offices of this Department. Therefore, it is decided to standardise the format as in examples given below:

(a) Head Office

Head Office,  
Motor Vehicles Department,  
Thiruvananthapuram,  
Date:

From

K.J. Joseph, I.P.S.,  
Additional Director General of Police,  
Transport Commissioner.

(b) Zonal Offices

Zonal Office,  
Motor Vehicles Department,  
Ernakulam,  
Date:

From

R.Rajendra Prasad,  
Deputy Transport Commissioner,  
Ernakulam.

(c) Regional Offices

Regional Transport Office,  
Wayanad District, Kalpetta,  
Date:

From

M.V. Mathai,  
Regional Transport Officer.

(d) Sub Regional Offices

Sub Regional Transport Office,  
Attingal, Dated:

From

R.Christopher,  
Joint Regional Transport Officer.

(e) Check Posts

Check Post,  
Motor Vehicles Department,  
Walayar, Dated:

From

Ravindran Puthalath,  
Motor Vehicles Inspector.

Contd....2