

No.C1/36907/TC/86

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Date: 10.12.1998.

CIRCULAR No.38/98.

Sub:- Sign Boards for Offices - Instructions issued.

Ref:- This office letter No.C4/36907/TC/86 Dtd.27.11.86.

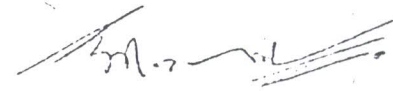
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Specifications for sign boards required to be displayed at the Offices of this department were communicated in the reference cited. With a view to improve upon this, the following instructions are issued:

- 1) The size of the board should be decided on the basis of its location and view, provided that the ratio between the length and width should be approximately 3:2.
- 2) Colour of the board will be chery red and colour of the letters white.
- 3) The first line on the top will be the words "Motor Vehicle Department". The second line will be name of the Office and the third line will be name of the place.

- Eg:-
1. MOTOR VEHICLES DEPARTMENT
ZONAL OFFICE,
ERNAKULAM.
 2. MOTOR VEHICLES DEPARTMENT,
REGIONAL TRANSPORT OFFICE,
THIRUVANANTHAPURAM DISTRICT.
 3. MOTOR VEHICLES DEPARTMENT,
SUB REGIONAL TRANSPORT OFFICE,
THAIPARAMBA.
 4. MOTOR VEHICLES DEPARTMENT,
CHECK POST,
SULTHAN BATTERY.
 5. മലപ്പുറം ജില്ലാ ട്രാൻസ്പോർട്ട് ഓഫീസ്,
റോഡ് ട്രാൻസ്പോർട്ട് ഓഫീസ്,
കിരഗുന്ന്മംഗലം ജില്ല.

As far as possible separate boards, one in English and another in Malayalam may be prepared depending upon the local convenience. Size of the letters in the first line (Motor Vehicle Dept.) and the third line (Name of place) may be smaller than the second line.

The receipt of this Circular will be acknowledged.


K.J. Joseph, IPS,
Transport Commissioner.

To All DTCs/RTCs/Jt.RTCs of Sub RT Offices/MVIs of Check posts.
Copy to: CAS to TC/Adml.TC/Secy.STA/Sr.DTC(T)/AC/FO/LO/SC/
TA/Asst.TC/Asst.Secy,STA.