

G2-20731/TC/93 Office of the Transport Commissioner,  
Trivandrum, dt. 16.3.96.

CIRCULAR NO. 4/96

25/3/96

Sub:-Maintenance of stock registers of RC Books,  
licence Books, TR 5 receipts etc. further  
instructions issued

Read:- Circular No. 38/68 issued by T.C.

Instances have come to the notice that improper maintenance of stock register in store section and subsidiary registers in the concerned sections for the proper accounting of Registration Certificates, Licence Books, TR5 receipt books etc. has created grave difficulty in keeping the correct account of the articles and also led to disciplinary action against the concerned, who failed to maintain such registers.

Attention is invited to the circular No. 38/68 issued by Transport Commissioner in this regard. All Officers and staff in the Department are again instructed that registers will be properly maintained in their respective Sections for the the correct accounting of Registration Certificates, Driving Licences and TR 5 receipt books. The Head of office will physically verify the registers and stock position periodically as instructed in Circular No. 38/68 and will certify the correctness of the stock position.

Any laxity in the matter will be viewed seriously.

Sd/-

SR.DY. TRANSPORTCOMMISSIONER  
(TAXATION)

To

All Dy. T.Cs./All R.T.Os/All Jt. RTOs.

Copy to: CA to TC, Addl.TC, Sr.DTC(Taxation),  
AO, FO, ATC, Secy.STA, Asst. Secy STA,  
Accounts Officer, All Supts, -/f, spare

Approved for issue

Jr. Supt. 29/3/96

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