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No. S-5924/TC/95.

Office of the Transport Commissioner,
Thiruvananthapuram, Dt. 3.5.96.

Circular No. 11 /96.

Sub:- M.Vs.Dept. - Maintenance of articles/equipments and obtaining Certificate of Insurance for Departmental Vehicles - reg.

As a part of modernisation, this Department has acquired equipments like Smoke Meters Gas Analysers, Breath Analysers, Computers, Laminating Machines, Photo Copiers, Electronic weigh Bridges etc. Motor Cars, Motor Cycles have also been provided to the officers. Most of the equipments and vehicles are placed at the disposal of Dy. Transport Commissioners, Regional Transport Officers and Joint Regional Transport Officers.

It has often been reported that some equipments like Breath Analysers, Smoke Meters, and Electronic Weighing Machines are out of order and are seldom pressed into service. The custodian officers do not get the equipment repaired/serviced promptly. No earnest attempt is discernible on the part of the officers to put these equipments into use.

In the above circumstances the controlling or custodian officers are informed that it is their duty to effect repairs or replacements incurring the expenses within their financial power. In other cases the custodian officers shall invite quotations/tenders for the work to be carried out and forward the case after completing the formalities and their recommendation to Transport Commissioner for Administrative sanction and allotment of funds.

Similarly as regards Motor Vehicles, the Registration Certificates have been sent to the custodian officers. It is their duty to insure the vehicle against third party risk and obtain pollution under control certificate and keep the records up-to-date. The expenditure shall be met from the appropriate head of account viz. expenditure on Repairs of Motor Vehicle - from 2041-00-102-21 Motor Vehicles 2- Repairs & Maintenance and in other cases - from 2041-00-001-99 Admn. - 05 Office expenses - 4 - Other items. The custodian officers are requested to scrupulously follow the above instructions.

The receipt of the circular should be acknowledged.

Sd/-
Transport Commissioner.

All LTCs, RTOs and Joint RTOs for information.

Copy to: CA to TC, Addl. TC, Secy., SEA, Sr. LTC(P), ATC & Stock file.

2 All S Secy, J Secy, CA & H A
Approved for issue.

Relis
Senior Superintendent.

3.6.5.96