

No. G1-1257/TC/89.

Office of the Transport Commissioner,
Thiruvananthapuram, dt. 7.1.93.

CIRCULAR NO. 1/93

Sub:- M.Vs. Dept.--Estt.--Accounting of R.C. Books in
the R.T. Offices and Sub RT Offices--periodical
verification of the stock by the inspecting
officers of the M.V. Dept.--Directions issued.

Ref:- Circular No. 38/68 dated 7.12.68.

In the Circular No. 38/68 dated 7.12.68 directions have been issued to all Regional Transport Officers to have a close watch in the proper maintenance of accounts relating to R.C. Books, Driving Licence Books and Conductor Licence Books. It was also instructed that each Section clerk dealing with Registration of Motor vehicles and issue of driving licence will maintain a stock register of these books and note therein each issue with reference to the number concerned and the R.T.Os. and Jt. RTOs were directed to check up the stock position physically every month and satisfy themselves that the books have been utilised only for genuine purposes and that the balance is actually held under stock.

In spite of these instructions it is now brought to my notice that the accounting of the R.C. Books is not properly done by the RTOs. and Jt. RTOs. Receipt and issue of RC Books are not seen duly acknowledged by the concerned then and there. Lapses in this respect have resulted in loss of RC Books from certain offices.

In the circumstances all officers who are concerned with inspection of Sub Offices in this Department are directed to conduct detailed verification of the stock and accounts of RC Books and submit periodical report to the Transport Commissioner on 10th of every month. The Supdt. 'S' Section, Transport Commissioner's Office will compile the statement.

Sd/-

TRANSPORT COMMISSIONER.

To

The Inspection Wing of TC's Office.
All DTCs, - All RTOs, All Jt. RTOs,
All Gazetted Officers of TC's Office
CA to TC, JTC, Sr.DTC & Secy. CPA, Sr.DTC (I)
AO, FO and stock file.

For Transport Commissioner.

aj/8.