

CIRCULAR NO.12/1992.

Sub:- M.Vs. - Maintenance of Check report books -
Accounting of - reg -

It has come to the notice that the pages of the Check Report books are not serially numbered and certified. It is also noticed that no proper accounts are maintained in respect of these books. As per Section 200 of M.V.Act read with notification issued in SRO.No.1144/89, the officers of the Department not below the rank of an Assistant Motor Vehicle Inspector have been authorised to exercise the power of compounding certain offences stated in the notification. The check report based on which the offences are compounded is the important document. Hence it is a valuable document like TR5 and Tax Licence. Use of Check report book without observing the prime principle of accounting is highly irregular. Hence the following instructions are issued.

2. The Head of office shall keep a stock register of used and unused books properly. The pages of check report books shall be serially numbered in triplicate and certified by the head of office before issue. The officer shall return the used check report books to the store clerk who will keep both the used and unused check report books on proper accounts. The officer shall also return the book even if it is not completely utilised to the store clerk as and when he is relieved of his duties. These partly used books shall be distributed to his successor on his joining duty.

3. The Stock Register shall be got verified by the Regional Transport Officer in every month and a certificate shall be recorded in the register. The Senior Superintendent (Accounts) who verify the TR5, Tax Licence, Stock Register etc. during his quarterly inspection shall verify these register also. It is also noticed that no proper accounts are maintained in respect of these books. 4. All the concerned are directed to comply the directions forthwith. The Regional Transport Officers and Joint Regional Transport Officers of Sub R.T. Offices are directed to acknowledge the receipt of the Circular. They will also report the stock position of the check report books as on the date of this Circular.

To
1. All RTOs., Jt. RTOs. of Sub Offices.
2. All Dy. Transport Commissioners.
3. Sr.DTC (Taxation) Thiruvananthapuram.
4. Sr.DTC. & Secretary, STA., Thiruvananthapuram.
5. STC., Thiruvananthapuram (6) Asst. Secy, STA., Thiruvananthapuram.
7. All Sr. Supdts., (8) All Jr. Supdts.
9. H.A., (10) Copy to Circular file. (11) Circular Book.
12. Copy to: Supdt. S. He is requested to take steps to print and supply these books with pages serially numbered in triplicate. The book numbers shall also be got printed on the check report books.

Approved for issue

Senior Superintendent.