

No.A7/4175/TC/91.

Office of the
Transport Commissioner,
Thiruvananthapuram,
Dated 7..3..1991.

CIRCULAR No.11/91.

It is observed that very often only one copy of application, representation etc. addressed to Government is submitted to this office for transmission to Government and in such cases copies of the representation/application have to be got typed in this Office which results in wastage of time, energy and Government stationery besides causing avoidable delay. In the circumstances it is instructed that in future applications/representations to be forwarded to Government should be submitted to this Office in duplicate, so that one copy can be kept in this Office records.

2. Similarly applications of Gazetted Officers for leave, Earned leave surrender should also be sent to this Office in duplicate, so that one copy can be sent to the Accountant General for eligibility report and the other copy kept in this Office file.

3 All Heads of Offices are requested to bring these instructions to the notice of all employees for guidance. Representations, applications etc. submitted without observing these instructions will not be entertained in future.

Sd/-
Transport Commissioner.

To

All DTCs/RTOs/Jt.RTO.

All Heads of Sections in T.C's Office for circulation in their respective sections.
CA to TC/JTC/SSTA/Sr.DTC/AO/FO/ATC/LO/SO/AS/SAO.

Approved for issue,

Chulha. Cane
Senior Superintendent.

8/3/91

CL/8.3.