

Office of the Transport Commissioner,
Thiruvananthapuram, Dated 17.6.1991.

No.A4-10248/TC/89.

CIRCULAR NO.13/91

17th June 1991.

Departmental Enquiries

Sub:- ~~Motor Vehicles Dept. Estt.~~ - Complaints and petitions received from the Public - Enquiry ~~& further Reports~~ - instructions - issued - ~~reg.~~

Ref:- Circular No.1/91 of Transport Commissioner.

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In the circular cited, directions were issued to the officers who are entrusted with enquiries into complaints and petitions received from the public, to give the importance and urgency to the work and complete the enquiry with utmost speed and submit the reports quickly. A time limit was also fixed that where only record verification is required, the report should be submitted within one month and where collection of oral evidence is required, reports should be submitted within two months at the maximum, unless a shorter time limit is set in special/urgent cases.

2. It has come to notice that inspite of the above instructions, enquiry reports are still delayed in many cases and in a few cases no reports have been received inspite of repeated reminders including D.O. reminders.

3. It is also noticed that in most cases the enquiry reports do not contain a discussion of evidences and as such the disciplinary authority could not arrive at a definite conclusion on the basis of the enquiry reports. Hence the enquiry officers are directed to see that their reports contain the following points.

- a) Statements of the complainant and witness cited in the complaint;
- b) Statement of the accused Officer;
- c) Statements of other witness cited by the complainant/accused during the enquiry.
- d) copies of any document relied on by the complainant/accused.

The enquiry officer should ensure that Statements of the complainant, witness and the accused officer are recorded in his presence. While writing the final report he should discuss the arguments/facts put forward by the complainant and the witness in support of the complaint as also the arguments put forward by the defending accused officer including the documents relied on by both the parties. After having discussed both oral and documentary evidence the enquiry officer should come to a definite finding whether the allegations are true or false.

4. The attention of all concerned is once again invited to the circular No. 1/91 and they are directed to see that the enquiry reports are submitted within the time limit prescribed and also with the full details mentioned above.

5. The receipt of the circular should be acknowledged
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Joint. Tr. Commissioner