

(15)

Office of the Transport Commissioner,
Trivandrum

CIRCULAR NO.13/87.

No.C6-3158/TC/87. Procedure - 9th April, 1987.

Sub:- ~~M.Os.~~ ^{Office} - Enquiry officer - change of designation as.
Public Relations Officer - orders - issued.

Ref:- ~~From~~ G.O.Rt.No.662/87/PW&T dt.1-4-1987.

Government vide the reference cited have passed orders to redesignate the "Enquiry Officer" in the Motor Vehicles Department as "Public Relations Officer".

2. The Public Relations Officer will be available at the counter and perform all the functioning which have been so far performed by the Enquiry Officer. The Public Relations Officer should behave with the public with patience and courtesy and should always take a very helpful attitude and guide the public properly.

3. A separate prominent board should be placed where Public Relations Officer sits. Another board also be displayed at a conspicuous place announcing the people to approach the Public Relations Officer for all their doubts and queries ~~and~~ ^{and} not to any one else.

4. The Regional Transport Officer/Joint Regional Transport Officer should positively ensure that in the event of the absence of the Public Relations Officer (on leave or such other situation) in the seat, a suitable substitute is posted to attend to the work.

5. The instructions contained in the Circular should be implemented immediately and receipt of it should be acknowledged by return.

To *All Officers* - Sd/-
Transport Commissioner.

~~All R.T.Os./Jt.RTOs. of Sub R.T.Offices.~~
All Dy.Transport Commissioners for information.
They should supervise the work.

(Note PL see @Lar no. 26/87 ~~26/88~~
and 13/80)