

92

Office of the Transport Commissioner,  
Thiruvananthapuram.

CIRCULAR NO. 9/86

No. C4/38311/TC/86

5th March 1986.

In the Government Circular No. 3461/A2/85/P&ARD dated 30-3-1985 it was instructed that in the case of statutory applications received in the Office, the expected date and time of issue of permit, other relevant papers etc. will be indicated in the acknowledgement card itself and that the documents (i.e. permits etc.) will be issued to the person concerned on the specified date and time. Though indication of date and time in respect of applications for permits which would require statutory formalities such as publication, hearing, enquiry, consideration by S.T.A. etc. may not be feasible, acknowledgement cards for receipt of applications should invariably be issued to all applicants while <sup>presenting</sup> pending over applications at the Enquiry Counter. The due date and time of delivery of documents should be indicated in the acknowledgement card as far as possible. All section superintendents should extend their full assistance for indicating the due date and time, for proper functioning of the Enquiry Counter and also in issuing the documents to the customers on the specified dates. All section clerks will strictly abide by the instructions issued regarding time limits in the disposal of the applications?

(Note: P. in Sec @ Lr no: ~~22/86~~ 26/87 and 22/88 and 1/92)

Sd/-

Transport Commissioner.

To

All Officers:

Office Procedure -

7/2

Sub: - Enquiry Counter -  
- acknowledgement cards  
- for receipt of application  
- detailed instructions.

Ref: - Circulars no: 57/66 & 12/86