

(18)

Office of the Transport Commissioner,
Thiruvananthapuram.

CIRCULAR NO. 14/86.

No. A3/17899/PC/86

24th April 1986.

Office Procedure -

Sub:- ~~Motor Vehicles Department - Establishment -~~
~~Disciplinary - Leaving of Office by the Executive~~
~~Staff - obtaining of prior permission -~~
~~Instructions issued.~~

Ref:-

It has come to notice of the Transport Commissioner that Executive Staff of this Department leave their Office for field work without the prior permission of the head of the office. This has to be put a stop to.

2. Hence it is directed that the Executive Staff viz; Motor Vehicles Inspectors and Assistant Motor Vehicles Inspectors should take permission from the Head of the Office viz. Regional Transport Officers or Joint Regional Transport Officers as the case may be before they leave their office for any field work. In urgent cases of inspection of vehicles involved in accidents if the head of office could not be contacted, the Motor Vehicles Inspector or Assistant Motor Vehicles Inspector can proceed to the spot; but they must report to the Head of Office on the same day after the work is over. The Head of the Office should report ^{to the higher officials} in case a Motor Vehicles Inspector or Asst. Motor Vehicles Inspector leave Headquarters or jurisdiction without permission ~~to~~ the Regional Transport Officer, who will initiate disciplinary action. These heads of Office who fail to report such unauthorised absence will also have to face the consequences. Regional Transport Officers should pay frequent surprise visits to their Unit Offices Sub Regional Transport Offices and check if the Officers and the Clerical Staff are on duty leave or absent without proper permission.

3. Receipt of this Circular will be acknowledged and instruction brought to the notice of the executive staff of your office. In token of having read and understood the directions, their signature should be obtained and kept in your personal custody.

Sd/-

Transport Commissioner.

To

All Officers.

- ~~All Deputy Transport Commissioners.~~
- ~~All Regional Transport Officers.~~
- ~~All Joint Regional Transport Officers of Sub Offices.~~
- ~~All Motor Vehicles Inspectors of Unit Offices.~~