

MIT2/1552/TC/2005

Transport Commissionerate  
Kerala, Thiruvananthapuram  
Dated 14-09-2007

From

Transport Commissioner  
Thiruvananthapuram

To

All Deputy Transport Commissioners  
All Regional Transport Officers  
All Joint Regional Transport Officers of Sub RT Office

Sub: Motor Vehicles Department - Computerized Fee Receipt and Tax  
licenses Utilization Certificate called for reg-

It has come to notice that tax licenses and fee receipts are not being accounted and utilized properly. It is reported that a considerable number of Tax licences and Fee receipts are being cancelled due to incorrect feeding of data or improper loading of stationery

In the above circumstances following instructions are issued for strict compliance

1. The receipts of the TL and TR 5 (C) shall be recorded in the stock register and got attested by head of office on the date of receipt itself.
2. The Stock received shall be kept under lock and key and stocked in an orderly manner
3. The delivery to counters shall be acknowledged by the clerk recording his name and dated signature
4. The further supply of the stationary shall be given only after verifying the use and accounting of the same already supplied

5. TLs or TR5(C) shall be cancelled only with the permission of the supervisory officer in charge and the reason for cancellation shall be recorded in the TL or TR5 (C) and should be signed by the clerk and countersigned by the supervisory officer
  6. The cancelled TLs and TR5(C) shall be returned to office and produced for verification at the time of internal audit
  7. The cancelled TL and TR5(C) shall be destroyed after the internal audit.
- Any violation of the above direction will attract disciplinary action, Receipt of this circular shall be acknowledged forth with.

All Regional Transport officers and Joint Regional Transport Officers are directed to furnish the stock and utilization of computerized fee receipt Tax Licenses in the enclosed format.

Please note that the report should reach this office on or before  
28-09-2007

Yours faithfully  
S/d  
Senior DTC & Secretary STA  
For Transport Commissioner