Transport Commissionerate, Kerala, Thiruvananthapuram, Date: 02/01/2009

CIRCULAR No: 2/09.

Sub: M.Vs. Dept - introduction of monthly diary - scrutiny and review of - instructions issued - reg:Ref: Circular Nos. 22/69, 25/79, 26/79, 6/86, 10/98, 08/07.

Now, duties performed by executive officers are reported to the higher authorities by submitting weekly diaries. Unnecessary delay in the scrutiny and review of diaries are observed due to the submission of diary every week. Hence, the present system of submitting "Weekly Diary" is discontinued and it is decided to introduce "Monthly Diary" and the following instructions are issued superseding all circulars issued in this regard.

Assistant Motor Vehicles Inspectors and Motor Vehicles Inspectors of SRTO's/RTO's/C.P's

The Motor Vehicles Inspectors and Assistant Motor Vehicles Inspectors of Sub Regional Transport Offices/Regional Transport Offices/Check Posts shall submit their Monthly Diary (Annexure III) in duplicate to the concerned Joint Regional Transport Officers before the 5th day of the succeeding month. The Joint Regional Transport Officer shall review the diary and record their opinion in the remarks column as Excellent/very good/good/satisfactory/poor and write his overall assessment in the column provided at the end of the review of work and send to the Regional Transport Officer and Deputy Transport Commissioner concerned on or before 10th of the month. One copy of the Annexure to be kept by the Head of Office, Regional Transport Officer/Joint Regional Transport Officer for record.

2. Joint Regional Transport Officers

The Joint Regional Transport Officers shall submit their Monthly Diary (Annexure II) in triplicate to the Regional Transport Officer within the 5th day of the succeeding month. The Regional Transport Officer shall review the diary and send the report with his remarks in the column to the Deputy Transport Commissioner concerned and Transport Commissioner so as to reach before 10th of the month. One copy to be filed by the Regional Transport Officer and one by the Deputy Transport Commissioner for record.

3. Regional Transport Officers.

The Regional Transport Officer shall submit their Monthly Diary (Annexure I) in duplicate to the Deputy Transport Commissioner, concerned and the Transport Commissioner within the 5th day of the succeeding month. The Deputy Transport Commissioner shall review the diary and record his specific remarks on the appropriate column and send so as to reach the

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Regional Transport Contelled his review the chart and send the report with his betterns in the Edicining the Departy Transpore Coathristener donosmad and fatispoir Commissioned seras to Transport Commissioner on or before 10th of the month. One copy to be filed by the Deputy and Transport Commissioner for record and a subject to be subject to the period of the month. 4. Deputy Transport Commissioners Livrous and State Special Deputy Transport Commissioners Livrous Residence of the Commissioners of th

duplicate the first of the second his concerned and the first of the second his concerned and the first of the second his concerned for the diary and record his second his concerned for the diary and record his second his concerned for the second his second his second his concerned for the second his second

5. While preparing the diary, the officer shall mention the time of attending various duties in want to office and in the field in the diary. Newtonal Transport Officer and Deputy Transport Commissioner converse of pelore 10 20120188

8.15 am. Proceeded to MDL Testing Ground to assist MVI for conducting DL test one of into the conducting DL test one of into the conducting DL test one of into the conducting DL test one of the conducting DL test one 10.15 am. Attended office duty 06/12/2008

The four Regional Transpile Officers shall submit the Regional Transport Officers, Joint Regional Transport Officers, Motor Vehicles Inspectors and Assistant Motor Vehicles Inspectors shall attach a monthly work done statement in the prescribed Proforma attached to the circular, i.e. Annexure I, II & III. The evaluation of the work of each officer shall have a bearing in confidential reports, in addition to other components.

Receipt of this circular shall be acknowledged.

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the time of the specific remarks on the same column and their Mentals and record in the shall review that the specific remarks on the same column and their Mentals and record in specific remarks on the same column and their Mentals Commissioner shall review water many tenoresimulo and the second for the second tenore and the second tenoremission (1/c) and tenoremi

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All Deputy Transport Commissioners.

All Regional Transport Commissioners. All Regional Transport Officers

All Joint Regional Transport Officers

All Joint Regional Transport Officers and to bus sid to believing marker sid All Motor Vehicle Inspectors & Assistant Motor Vehicle Inspectors
(Check Posts also) the month. One copy of the Amexure to be kept to the (Check Posts also)

Copy to:-

1. CAs to TC, Additional TC Senior D T C & Secretary, S.T.A. Senior D.T.C. (Tax) Senior A.O, Senior F.O., L.O, Asst. Transport Commissioner, Asst. Secretary, STA, S.O., SSG, All Section Superintendents, SF And Spare.

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Annexure – I (See Circular No. 2/09) MOTOR VEHICLES DEPARTMENT, KERALA MONTHLY WORK DONE STATEMENT. (For RTOs)

Regional Transport Officer	;	For the mor	th of	
I General Administration and	Supervision			
 No. of days spent in the 	office:			
2. No. of days on tour	100			
3. Offices visited and date			*	
II. Taxation work				
1. No: of Tax Arrear conference	es of Joint Regional	Transport Officers		
and Senior Superintendents	working under him/	her convened.		
2. No: of Staff Conferences con	rvened			
3. Stage Carriages				
1) Total number of Stage C	arriages in tax arrear	rs		
2) Total amount of arrears of	of tax in respect of S	tage Carriages		
3) No. of arrear files in resp	ect of Stage Carriag	es attended in person		
4) No. of Demand Notices	issued in respect of	Stage Carriages		
5) No. of Revenue Recove	ry initiated in respec	t of Stage Carriages		
6) Arrear Amount collected	d by issuing Demand	1 Notices		
7) Arrear Amount Collecte	d by Revenue Reco	very Steps		
8) Balance Amount of arre	ars of tax		:	
III Di L CE C	1.2	A Taken Lan		
III. Disposal of Form - G				
Total No. of Form G	Received during	Disposed during	Balance	Remarks
Pending at the end of the	the month	the month		
previous month			1	
a su model.				132
				1
IV. Disposal of Check rep	ports			
C/R pending at the end	Received	Disposed	Balance	Remark
of the previous month	during the month	during the month		
	Comment of the Comment		1	-
			1	

V. Disposal of LAR

Total No.	Previous to 2005		2005-2	2006	2006-0	7	2007-	08	Remarks
of LAR	Pend ing	Dispo sed	Pending	Dispos	Pending	Disposed	Pendi ng	Disposed	
			1.00	5.250.43	COLD IN	a market			

VI.Disposal of IAR

Total	Previ	ous to 2005	2005-2006		2006-07		2007-08		Remar
No. of	Pen	Disposed	Pendi ng	Disposed	Pending	Dispos	Pendi ng	Disposed	ks
IAR	Security	anasi	1			Total State of		ALC: AT	-

VII. Enforcement Works

a) Total No. of Check Reports	b) Total amount of o	ompounding fee	
prepared	collected		
		3 (A) (A)	

VIII. Inspertion and Super checks

1. No. of Driving Schools inspected

Show cause notice issued	Suspended	Cancelled
2. No. of Pollution Cer	iters inspected -	
Show cause notice issued	Suspended	Cancelled
3. No. of Retro fitment	centers inspected-	1
Show cause notice issued	Suspended	Cancelled

- 4. No. of C.F. Test Super Checked
- 5. No. of MDL Test Super Checked
- 6. Number of Timing Conferences convened
- 7. Total No. of accidents occurred in the jurisdiction: Fatal: Others

IX. Revenue Collection

- 1) Target fixed
- 2) Target achieved
- 3) Percentage of Target achieved

X. No. of accidents and action taken

People killed Reason		Action taken against Driver/vehicle
4		
The Mark Street		

Non Fafai	People injured	Reason	Action taking against Driver/ vehicle

XI. Specific remarks, on important events, issues, suggestion etc.

XII. Date of holding Monthly Conference of JRTO'S/MVI'S

XIII.

REMARKS OF DTC			
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	The state of the s		-
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			-
	The part of		

(The DTC shall write in his own handwriting his overall assessment of the officer in the above column as excellent/very good/good/satisfactory/poor)

Place:	Signature
Date:	

Annexure – II (See Circular No. 2/09) MOTOR VEHICLES DEPARTMENT, KERALA MONTHLY WORK DONE STATEMENT. (For JRTOs)

1. Total? 2. Total? I. Taxati a). Total Circl b). Total c). Total d). Total e). Total g). Total li). Num	No. of days sper No. of days sper No. of Arrear of le Officers conv No. of Staff Co No. of Vehicles amount of Arre amount of Arre no. of arrear fil ber of demand in her of Revenue	conferences in Arrestars of talar disposes	office old work ice of Circle the office es convened ars of tax ix	c Clerks	s &						
a). Total Circl b). Total c). Total d). Total e). Total g). Total lı). Numi	No. of Arrear of the Officers convolute of Staff Convolution of Arreamount of Arreamount of Arreamount of Arreamount of Arrear files of demand in	ened in inference in Arre- ars of ta ar dispo- les atten	the office es convened ears of tax except of during	d in the							
k). Amou	unt collected from collected by ce amount of an	m arrea Revenue	ssued y initiated r by issuing e Recovery	on Demar		h				· · · · · · · · · · · · · · · · · · ·	
Tota Pene	eposal of Formal al No. of Formal ding at the end or vious mouth	G .	Received d	uring		sposed dur onth	ing the	Balance		Rei	marks
										-	
900 material	posal of Che		orts								
	e pending at end previous month		Received during the month		Disposed of during the month		Balance		Rei	marks	
IV. Dis	posal of LAF										
Tota	Mary topic assumption when the training above the resident		2005-200	16		2006-07		2007-	-08	T	Remark
No. of LAF	Pending D	boscqsi	Pending	Lispo	sed	Pending	Disposed	Pen	Disp	os	

V.Disposal of IAR

Total	tal Previous to 2005		2005-200)6	2006-07	2006-07		2007-08	
No. of IAR	Pending	Disposed	Pending	Dispcseá	Pending	Disposed	Pen		

VI. Enforcement	V	Vor	ks
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a)	Total No. of Check Reports prepared	b)	Total amount of compounding fee collected
			in the same of the

VII. Inspection and Super checks

- (a). No. of Motor Driving Schools inspected
- (b). No. of Pollution Testing Centers inspected
- (c). No. of Recro-fitment centers inspected
- (d). Total No. of C.F.Test super checked
- (e). Total No. of MDL Test super checked

VIC. MDL test for Heavy Vehicles

No. of Persons appeared	Passed	Failed	

IX. No. accidents during the month in the jurisdiction

Fatal	People killed	Reason	Action taken against Driver/vehicle		
			and the same		
4					

Non Fatal	People injured	Reison	Action taking against Driver/ vehicle
,			

Target fixed : b) Target achieved :

XI. Percentage

XII. Specific remarks, if any along with your suggestion

XIII.

REMARKS OF RTO		
	-	
	and the second	
		4. "

(The RTO shall write in his own handwriting his overall assessment of the officer in the above column as excellent/very good/good/satisfactory/poor. Necessary justification should also be given briefly for the assessments both above and below the average).

Signature.

REMARKS OF DTC	
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(The DTC shall write in his own handwriting his overall assessment of the officer in the above column as excellent/very good/good/satisfactory/poor. Necessary justification should also be given briefly for the assessments both above and below the average)

Place Date: Signature,

Annexure – III (See Circular No. 2/09) MOTOR VEHICLES DEPARTMENT, KERALA MONTHLY WORK DONE STATEMENT. (For MVIs/AMVIs)

Sub Regional Transport Office	***************************************			31
Work done statement of				
		OI	-	
1. Total No. of days spent for	the field work		. "	
2. Total No. of days spent in the	ne office			
LTAXATION WORK		+		
(a) Total number of vehicle	es in tax arrears			
(b) Total Amount of tax ar	rears			
(b) Total Amount of tax ar (c) Total amount of arrears				
	s of tax collected			
(c) Total amount of arrears (d) Balance at the end of the	s of tax collected			
(c) Total amount of arrears	s of tax collected	Number of service verification reports submitted during the month	Balance	Review Remarks

(a)	Total N	o. of	Check	Reports	prepared	
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- (b) Total Compounding fee collected
- (c) No. of cases charge sheeted before the court

IV. No. of persons tested for issue of driving licenses

(For motor Vehicles Inspector only)

Persons appeared	Passed	Failed

V. Total No. of accidents attended to:

(a) Fatal-

b) Others-

(c). No. of vehicles inspected involved in accident.

S/C	GV	Taxi	M/Car	M/Cycle	A/R	Others	No of persons killed injured	Remarks
						g, 15		

VI. INSPECTION OF VEHICLES

- (a). No. of Vehicles inspected for the issue of C.F.
 - (b). Total No. of CF issued
 - (c) No. of C.F. renewal rejected

VII. REFERENCES.

- (a) Total No. of references pending at the end of previous month
- (b) Total No. of references received during the month
- (c) Total No. of references disposed of during the month
- (d) Balance at the end of the month

REMARKS OF JRTO	
Commence of the second	

The JRTO shall write in his own handwriting his overall assessment of the officer in the above column as excellent/very good/ good/satisfactory/poor. Necessary justification to be given briefly for assessments above and below the average)

Place:

Signature & Designation.

Date: