

C2/11980/TC/07

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.

**1. 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 5<sup>th</sup> 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 10<sup>th</sup> 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 5<sup>th</sup> 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 10<sup>th</sup> 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 5<sup>th</sup> 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



Transport Commissioner on or before 10<sup>th</sup> of the month. One copy to be filed by the Deputy Transport Commissioner for record.

**4. Deputy Transport Commissioners.**

Zonal Deputy Transport Commissioners will continue to send monthly D.O. letters addressed to the Transport Commissioner enclosing their town diaries as per the existing instructions given in circular No. 26/79.

5. While preparing the diary, the officer shall mention the time of attending various duties in the office and in the field, in the diary.

Example:-

05/12/2008

8.15 am. Proceeded to MDL Testing Ground to assist MVI for conducting DL test.

2.40 pm. Attended office duty.

06/12/2008

10.15 am. Attended office duty

6. 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.

Yours Faithfully,

Transport Commissioner (I/C)

To

All Deputy Transport Commissioners.  
All Regional Transport Officers  
All Joint Regional Transport Officers  
All Motor Vehicle Inspectors & Assistant Motor Vehicle Inspectors  
(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



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

Regional Transport Officer :-----For the month of -----

**I General Administration and Supervision**

1. No. of days spent in the office :
2. No. of days on tour :
3. Offices visited and date :

**II. Taxation work**

1. No: of Tax Arrear conferences of Joint Regional Transport Officers :  
and Senior Superintendents working under him/her convened.

2. No: of Staff Conferences convened :

**3. Stage Carriages**

- 1) Total number of Stage Carriages in tax arrears :
- 2) Total amount of arrears of tax in respect of Stage Carriages :
- 3) No. of arrear files in respect of Stage Carriages attended in person :
- 4) No. of Demand Notices issued in respect of Stage Carriages :
- 5) No. of Revenue Recovery initiated in respect of Stage Carriages :
- 6) Arrear Amount collected by issuing Demand Notices :
- 7) Arrear Amount Collected by Revenue Recovery Steps :
- 8) Balance Amount of arrears of tax :

**III. Disposal of Form - G**

Total No. of Form G Pending at the end of the previous month	Received during the month	Disposed during the month	Balance	Remarks

**IV. Disposal of Check reports**

C/ R pending at the end of the previous month	Received during the month	Disposed during the month	Balance	Remarks



**V. Disposal of LAR**

Total No. of LAR	Previous to 2005		2005-2006		2006-07		2007-08		Remarks
	Pending	Disposed	Pending	Disposed	Pending	Disposed	Pending	Disposed	

**VI. Disposal of IAR**

Total No. of IAR	Previous to 2005		2005-2006		2006-07		2007-08		Remarks
	Pending	Disposed	Pending	Disposed	Pending	Disposed	Pending	Disposed	

**VII. Enforcement Works**

a) Total No. of Check Reports prepared	b) Total amount of compounding fee collected

**VIII. Inspection and Super checks****1. No. of Driving Schools inspected -**

Show cause notice issued	Suspended	Cancelled

**2. No. of Pollution Centers inspected -**

Show cause notice issued	Suspended	Cancelled

**3. No. of Retro fitment centers inspected-**

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**

Fatal	People killed	Reason	Action taken against Driver/ vehicle

Non Fatal	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

(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:  
Date:

Signature



(For JRTOs)

-for the month of

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**V. Disposal of IAR**

Total No. of IAR	Previous to 2005		2005-2006		2006-07		2007-08		Remark
	Pending	Disposed	Pending	Disposed	Pending	Disposed	Pending	Disposed	

**VI. Enforcement Works**

a) Total No. of Check Reports prepared	b) Total amount of compounding fee collected

**VII. Inspection and Super checks**

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

**VIII. 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



Non Fatal	People injured	Reason	Action taking against Driver/ vehicle

X. Revenue Collection

- a) Target fixed :  
b) Target achieved :

XI. Percentage

XII. Specific remarks, if any along with your suggestion :

XIII.

REMARKS OF RTO



Signature.

REMARKS OF DTC

Signature,



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

Regional Transport Office : \_\_\_\_\_

Sub Regional Transport Office : \_\_\_\_\_

Work done statement of : \_\_\_\_\_

\_\_\_\_\_ for the month of \_\_\_\_\_

1. Total No. of days spent for the field work :

2. Total No. of days spent in the office :

**I. TAXATION WORK**

(a) Total number of vehicles in tax arrears :

(b) Total Amount of tax arrears :

(c) Total amount of arrears of tax collected :

(d) Balance at the end of the month :

**II. DISPOSAL OF FORM-G**

Total No. of Form G Pending at the end of the previous month	Received during the month	Number of service verification reports submitted during the month	Balance	Review Remarks

**III. ENFORCEMENT WORK.**

(a) Total No. of Check Reports prepared :

(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

#### **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



VIII.

REMARKS OF JRTO

(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:  
Date:

Signature & Designation.