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**M3/56/2024-TC****28-10-2024**

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**CIRCULAR - 24/2024**

Sub:- Motor Vehicle Department –Starting of Motor Transport Wing at Transport  
Commissionerate – Reg.

At present there are 305 vehicles in the Motor Vehicles Department. Out of which, 228 vehicles are Light Motor Vehicles and 6 are Two Wheelers and remaining 71 are Electric vehicles (under lease with Motor Vehicles Department taken from ANERT) .

The vehicles allotted to various offices are as follows:

1. One Two wheeler and Eleven Light Motor Vehicles (including both electric and diesel) attached to the Transport Commissionerate.
2. Two Light Motor Vehicles (Electric vehicles) allotted to Kerala Road Safety Authority.
3. One Light Motor Vehicle (Electric vehicle) allotted to Transport Minister's Office.
4. One Light Motor Vehicle (Diesel vehicle) allotted to Transport Secretary.
5. Remaining 289 vehicles, i.e., 5 two wheelers and 284 Light Motor Vehicles were allotted to Deputy Transport Commissioners, Regional Transport Officers, Enforcement Regional Transport Officers and Sub Regional Transport Officers.
6. Among the 289 vehicles, registration validity of 64 vehicles (includes 5

two wheelers) has expired and 5 Light Motor Vehicles (Diesel vehicles) have major complaints, hence are not in use.

There are several points which require co-ordination with respect to repairs and maintenance of these vehicles with the field officers and with the Secretariat.

There is a requirement of a separate Motor Transport technical wing to deal with all the matters of vehicles owned, hired or leased by the Motor Vehicle Department. Hence, it is hereby ordered that the Motor Vehicle Inspector posted at Transport Commissioner Office will be designated as Motor Vehicle Inspector, Motor Transport Wing, Transport Commissioner Office. He will maintain a register for all the vehicles. He will also open vehicle-wise Motor Transport Registers (MTRs) to enter details such as:

1) year of manufacture, 2) purchase value, 3) repair and maintenance details and cost, 4) monthly fuel consumption, 5) accidents if any, 6) insurance details, 7) condemnation, scrapping, etc. The proforma for Motor Transport Register is enclosed herewith.

All the Deputy Transport Commissioners, Regional Transport Officers, Enforcement Regional Transport Officers, Joint Regional Transport Officers are directed to share the above details to Motor Vehicle Inspector - Transport Commissioner Office by the 5<sup>th</sup> of every month. (official [email-hari333363@kerala.gov.in](mailto:hari333363@kerala.gov.in).)

The Motor Transport Register shall be put up to the Assistant Transport Commissioner, Transport Commissioner Office by the Motor Vehicle Inspector, Motor Transport Wing of Transport Commissioner Office for signature on a monthly

basis by the 10<sup>th</sup> of every month. M Section will mark a copy of all communications to the Motor Vehicle Inspector, Motor Transport wing on e-office.

Joint Transport Commissioner must inspect the Motor Transport wing once in a quarter and record his remarks in the Inspection Register. Joint Transport Commissioner will put up the Inspection Register to Addl TC and further to Transport Commissioner for perusal and further remarks. He must ensure compliance to the inspection remarks and put up the same for Transport Commissioner's perusal every quarter.

**NAGARAJU CHAKILAM IPS  
TRANSPORT COMMISSIONER**

copy for compliance to...

Joint Transport Commissioner  
All the Deputy Transport Commissioners  
All the Enforcement Regional Transport Officers  
Regional Transport Officers  
Joint Regional Transport Officers  
Motor Vehicle Inspector - Transport Commissioner  
Office

copy to ....

Nodal Officer (Website) / S.S.G Cell (For  
Publishing Departmental Website)

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