

CIRCULAR NO.05/2013/TC

Sub:- TC – Estt – Creation of the posts of Motor Vehicle Inspectors at the Sub Regional Transport Offices – Assignment of duties and functions - Guidelines and Instructions Issued

Ref:- G.O. (MS) No.16/2013/Tran dated 22/02/2013

As per the G.O. read above 55 posts of Motor Vehicle Inspectors @ one each at the 55 Sub Regional Transport Offices have been created by the government for effective enforcement works. Consequent on the creation of the additional posts there will be two Motor Vehicle Inspectors in every Sub Regional Transport Offices. The intention of the additional posts so created by the government is to have effective enforcement related works at the Sub Regional Transport Offices level. It is, therefore, necessary to assign routine works to the Motor Vehicle Inspectors available at the Sub Regional Transport Offices.

The following distribution of works among the Motor Vehicle Inspectors available at the Sub Regional Transport Offices are ordered with immediate effect:

1. Among the two Motor Vehicle Inspectors available at the Sub Regional Transport Offices, one official is authorized to attend the routine office duties and functions and the other will be on filed duty.
2. The Motor Vehicle Inspector on office duty shall normally attend the routine office work including the following:
  - a) Duties and functions of Motor Vehicle Inspectors relating to Fast Track Counters.
  - b) All other routine works in the office in the capacity as Assistant Registering/Licensing Authority in the Sub Regional Transport Offices i.e. Registration, Transfer of Ownership of Vehicles, HP Endorsement/Cancellation, Issue/Renewal of Driving License, Change of Address, Assignment of License etc.
  - c) Any other duties and functions as per the instructions of the Head of Offices or any other competent authorities concerned.
3. The Motor Vehicle Inspector on field duty shall normally attend the field duties including the following:
  - a) Conducting of Driving License Test, Conductor License Test, Badge Test etc.
  - b) Conducting of Certificate of Fitness Test.
  - c) Accident Inspection in IPC 304 (A) cases and related field enquiries.
  - d) Any other duties and functions as per the instructions of the Head of the Offices or any other competent authorities concerned.



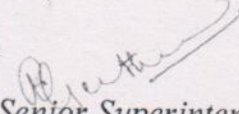
4. The Joint Regional Transport Officers of the Sub Regional Transport Offices concerned is authorized to assign the duties and functions of Motor Vehicle Inspectors on office duty and field duty as mentioned above on a monthly rotation basis.

Sd/-  
**P. VIJAYANAND, I.P.S.**  
**TRANSPORT COMMISSIONER**

To

1. All Regional Transport Officers
  2. All Joint Regional Transport Officers of Sub Regional Transport Offices
  3. All Deputy Transport Commissioners
  4. The Principal Secretary to Government, Transport Department, Government Secretariat, Thiruvananthapuram (with C/L)
  5. The Joint Transport Commissioner & Secretary, State Transport Authority and Joint Transport Commissioner (Enforcement), TC
  6. The Senior Deputy Transport Commissioner
  7. Stock File and Office Copy
- Copy to: 1. The C.A. to the Transport Commissioner  
 2. The C.A. to the Senior Administrative Officer, TC  
 3. The Senior Finance Officer, TC  
 4. The Senior Law Officer, TC

*Forwarded/By Order*

  
*Senior Superintendent*