

CIRCULAR NO. 12 /2008

Sub:-M.Vs.Dept.-Collection Details of Service Charges – Called for – Reg

Ref:-1. Circular No.04/2007 Dated 13.04.2007

2. This Office letter No.MIT4/7108/TC/2007 Dated 29.06.2007

As per reference 1st cited, necessary instructions have been issued to remit the User Fee in Transport Commissioner's account on next day itself and forward date wise collection statement of the same along with revenue collection statement every month. This position was reiterated as per the reference second cited also. Despite this, it is often found that the details asked for are not being furnished regularly. In the absence of these details, proper reconciliation of the amount with bank account is not possible which may lead to misappropriation of funds. Hence following instructions are issued for strict compliance.

1. All Regional Transport Officers/Joint Regional Transport Officers should verify the remittance details of amount collected under Service Charges for the period from 16.04.2007 to 31.03.2008 with corroborating records and furnish total amount collected during 2007-08 along with reconciliation certificate on or before 15.06.2008.
2. The monthly details of collection made from 01.04.2008 onwards should be furnished on or before 5th working day of the subsequent months
3. The remittances should be reconciled with the bank accounts and certificate of reconciliation obtained every month and kept ready for inspection by the Internal Audit Wing of this office at regular intervals.

The above direction should be strictly complied with and the receipt of this letter should be acknowledged.

Sd/-

Transport Commissioner (in charge)

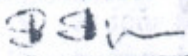
To

All Deputy Transport Commissioners
All Regional Transport Officers
All Joint Regional Transport Officers

Copy to

1. CA to TC, Sr.DTC & Secretary, STA, Sr.DTC (Taxation)
Senior AO, Senior FO, LO, SO
2. S/F and Spare

Approved for issue



Senior Superintendent