

A5/20479/TC/2011

Transport Commissionerate
Kerala, Thiruvananthapuram
Dated: 21/10/2011

CIRCULAR NO: 22/2011

Sub: - MVs Dept-Estt- Training for newly recruited LDCs/LDTs- reg
Ref: - Circular No: 5/2008 dated: 15/03/2008

It is noticed that the newly recruited persons of all offices of Motor Vehicles Department, cannot work properly and timely due to the lack of job knowledge ie about the daily routine works done at Regional Transport Offices/Sub Regional Transport Offices. A direction had already been given to all Heads of the offices to give job training to the new employee with a suitable supervisory officer. But the direction is not seen complied with in most of the offices. Hence in continuation of Circular No: 5/2008 dated: 15/03/2008 the following procedure is ordered with immediate effect.

When a fresh hand (LDC/LDT) joins in any of the Offices under this Department, the senior most Junior Superintendent /Head Clerk/ Head Accountant of that office will give training for seven days (one hour each) about the daily routine works of the office. The following subjects must include in the training:

1. Registration of Vehicles
2. Licence
3. Fees and Tax Collection
4. Works related to Tax arrears
5. G- Form
6. Check Reports
7. Personal Register
8. Importance of sending Demand Notice and Revenue Recovery etc.
9. Essential Rules based on KMV Act & Rules
10. Behaviour in office

The head of Office shall ensure that the new employee has attained enough knowledge through the training of the officer.

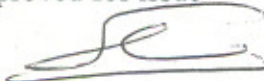
The receipt of the Circular should be acknowledged.

Sd/-
Transport Commissioner

To
All DTCs, RTOs, and Jt RTOs

Copy to: CA to TC, JTC, Sr DTC (T), Sr AO, Sr FO, Sr LO, ATC, Asst Secy, Acct Officer, Section Heads, OC, FC and Spare

Approved for issue


Senior Superintendent


22/10/11