

Circular No.25/08/TC

Sub:- Motor Vehicles Department - DCB Statement - updation - Further instructions issued

Ref:- (1) Order No: A1/4920/TC/2001 dated, 07/04/2001.

(2) No:A1/4920/TC/2001 dated, 11-01-2002.

(3) Circular No. 4/08/TCO Dated: 07-03-2008.

In the circular referred to above all the Regional Transport Offices/Joint Regional Transport Offices were directed to update the DCB Register for Transport Vehicles with reference to the respective tax files. It is found that the updating work is not progressing at the expected level in many offices. Therefore following further instructions are issued for strict compliance.

- (1) The circle system existing shall be continued till the latest manual DCB Registers are corrected, completed and made up to date in all respects.
- (2) It shall be ensured that the Registration Numbers entered in the DCB Registers are of the class of vehicles to which the DCB Register pertains. There is possibility of including other class of vehicles also by mistake in the DCB Register. All such entries of Non Transport Vehicle shall be deleted duly noting the reason for deletion, in the remarks column of the DCB and entries of Transport Vehicle shall be transferred to the concerned DCB Register.
- (3) All the entries relating to vehicles issued with Clearance Certificate shall be deleted and the reference shall be recorded and attested in the remarks column.
- (4) Any details such as Seating Capacity/Gross Vehicle Weight, Date from which tax is due, date from which the vehicle fell in arrears of tax, balance at the end of 31-12-2008.etc, omitted to be entered in the Register shall be entered and got attested by the Supervisory Office.
- (5) The details of vehicles which are not already entered in the system shall be entered from the manual register and a certificate to the effect that all the entries in the manual register have been entered in the computer system shall be obtained from the Supervisory Officer.
- (6) The Heads of Offices shall personally verify and countersign the above Certificate.
- (7) The Deputy Transport Commissioners shall follow up the progress closely and ensure that the above work is completed before 30-11-2008.

- (8) Once the DCB Register is transferred to the computer system, Instead of distributing vehicles among the circles on the basis of class of vehicle as is done at present, the vehicles shall be distributed among the clerks on the basis of series of registration mark. Ex: A series of Registration Marks 1 to 9999 shall be divided and distributed equally among the clerks available in the office for taxation work and allied matters in a Section.
- (9) Mean while the computer generated Demand Notice shall be issued to the Registered Owners of all the vehicles in arrears with direction to remit the arrears within 15 days from the date of dispatch of the Notice and revenue recovery proceedings shall be initiated if the arrears are not remitted within the prescribed time limit. In the case of vehicles which are under the custody of Police or Motor Vehicles Department for non-payment of tax, the matter shall be intimated by RTO/Jt.RTO to the Revenue Recovery Authorities along with the RR requisition to expedite the R.R Proceedings.
- (10) The DCB Statement for quarter ending 31-12-2008 shall be generated with the computer and furnished on or before 10-01-2009.
- (11) The computer generated DCB Statement for each quarter thereafter shall be furnished before 15th of the succeeding month of each quarter.
- (12) The Senior Superintendent of the Regional Transport Offices are the initial Supervisor and responsible person for the prompt and timely completion of the taxation works of the Offices under the jurisdiction of each Regional Transport Office. Senior Superintendent shall visit Sub RT Offices at least once in a month to supervise and to achieve the above target. He/She shall send the report of progress of Taxation works of each Offices to the Transport Commissioner along with copies to DTC, F.O., RTO. in the name cover before 7th of succeeding month.

The above instructions shall be adhered to scrupulously. Any laxity or violation of time limits prescribed will be dealt with seriously. Dy. Transport Commissioners shall report the progress of the work on or before 30-11-2008 and take all efforts to see that work is completed within the time limits.

[Handwritten Signature]

TRANSPORT COMMISSIONER

22/11/08
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