

No.F2/3285/TC/2008

Transport Commissionerate,  
Thiruvananthapuram,  
Dated: 07.03.2008.

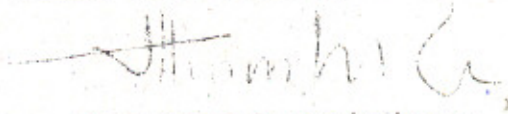
**Circular No.4/2008**

Sub:- M.Vs.Dept. - Maintenance of DCB - Instructions issued - reg -

As per the provisions of Kerala Motor Vehicles Manual (KMV Manual) RTOs/Joint RTOs. are required to maintain in respect of Transport Vehicles a DCB Register showing tax Due, Collected and Balances for every quarter including previous arrears. The head of office is required to check the correctness of entries in the Register with respect to the respective tax files. However it has come to notice that many offices of this department are not maintaining DCB register properly, even though specific provision has been given in the computer interface under "SMART MOVE" for this purpose. Improper maintenance of DCB Register has invited adverse remarks in Audit Reports and Public Accounts Committee also expressed displeasure on this situation.

In view of the above all RTOs/Joint RTOs are hereby directed to ensure that DCB registers are maintained properly in their office. It is to be noted that on migration to the computerized environment, the entries in the manual registers have to be carried over to the computer database. However this has not been done in many offices and only current details are being entered. This also has to be ensured.

All the DCB registers should be got updated before 30.04.08 and the DCB statement for QE.31.03.08 shall be generated from the database and report of compliance forwarded to this office on or before 15.05.08. DTCs concerned should review progress of this work and ensure that the time limit prescribed is strictly adhered to. The concerned RTOs/Joint RTOs should furnish a certificate to Senior Finance Officer, Transport Commissionerate to the effect that DCB Module in the computer has been made up to date carrying over entries from the registers also by 15.04.08.

  
Transport Commissioner.

To

All DTCs, RTOs, Joint RTOs.

Copy to: CA to TC, Addl TC, Sr.DTC&Secy.STA, Sr.DTC (tax)

Sl.AO, Sl.FO, Asst.Secy, Accounts Officer, All Sr.Supts.  
Stock File and Spare.

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