

**FileNo. G1/66/2025-TC****30-05-2025**

**Transport Commissionerate, 2<sup>nd</sup> Floor, Trans Towers, Vazhuthacaud, Thycaud P.O  
Thiruvananthapuram - 695 014**

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**Circular No. 17/2025**

**Sub:- Motor Vehicles Department -Surprise Inspection at RTOs and SRTOs –  
Instructions Issued**

Surprise Inspection conducted at one of the offices under Motor Vehicles Department revealed that several officials are arriving at the office after 10:00 AM, the leave register and late attendance register are not being maintained properly, and there is a backlog in Vaahan due to insufficient measures taken to address the issues. Supervisory lapse is also noticed in maintaining the discipline in the office during office hours.

This is a result of infrequent and ineffective inspection of offices. In order to ensure Prompt disposal of work, reduction of pendency, punctuality, the following instructions are issued:

1. RTOs to conduct a minimum of one surprise visit per week to SRTOs in their jurisdiction.
2. DTCs to conduct a minimum of one surprise visit per WEEK to SRTO and one surprise visit per Fortnight to RTOs in their jurisdiction.
3. DTCs & RTOs must prepare an advance inspection & audit plan for the calendar year.
4. Checklist for audit and inspection is annexed herewith.
5. Audit pertains to the tax matters and inspection pertains to establishment and man power resource utilisation matters.
6. RTOs and DTCs to note their remarks in the Senior Officers' Inspection Remarks - Visiting Remarks Register (IRVR Register) and scan and send the remarks to TCO by email the same day from the same office to [tc.mvd@kerala.gov.in](mailto:tc.mvd@kerala.gov.in)
7. SRTOs/RTOs must put up compliance to the IRVR remarks within 15 days to

the Visiting officer with a copy to [tc.mvd@kerala.gov.in](mailto:tc.mvd@kerala.gov.in)

8. Joint Transport Commissioner, Transport Commissionerate will monitor the IRVR and compliance to the same and brief TC on a weekly basis starting from 19th May 2025.

Signed by  
Chakilam Nagaraju  
Date: 30-05-2025 22:36:34

**NAGARAJU CHAKILAM IPS  
TRANSPORT COMMISSIONER**

**Copy to:-**

1. CAs to Transport Commissioner / Joint Transport Commissioner / Joint Transport Commissioner (Enforcement) / Senior D.T.C (Tax) / Senior Administrative Officer / Senior Finance Officer / Senior Law Officer .
2. Statistical Officer / Assistant Transport Officer / Accounts Officer / Accounts Officer (Audit).
3. All Deputy Transport Commissioners / Regional Transport Officers / Joint Regional Transport Officer
4. Nodal Officer (Website) / S.S.G.Cell / M.I.T 2 Section (To Publish on [www.mvd.kerala.gov.in](http://www.mvd.kerala.gov.in) )

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## **PROFORMA FOR INSPECTION OF OFFICES BY SUPERIOR OFFICERS**

### **PART I- OFFICE SET UP**

1. Name of office inspected :
2. Date and time of inspection :
3. Name and designation of inspecting officer :
4. Whether counters are functioning properly :
5. Whether any unauthorized person found inside the office :
6. Whether server room kept. Locked :
7. Whether office maintained neat and tidy :
8. Whether boards like VACB information, right to information act, tax and fees schedule and various service information are exhibited properly :
9. Remarks :

### **Part II -Establishment Matters**

1. Whether verified attendance register and late attendance register and irregularity detected if Any :.
2. Whether casual leave register maintained properly :
3. Whether private cash declaration register maintained properly :
4. Whether cashbook maintained up to date :
5. Whether remittance of challan posted and filed properly and reconciled in time:
6. Status of expenditure reconciliation:
7. Whether e-mail register maintained up to date:
8. Whether movement register maintained properly:.
9. Whether personal register maintained:
10. Remarks:

### **Part III (a)- Performance of Enforcement Officers**

1. Total no of field officers:
2. Total no of eChallans prepared in last month:
3. Total no of EChallan disposed among them:
4. Compounding fee remitted:
5. No of EChallan forwarded to VCourt:
6. No of Echallan submitted for prosecution:
7. Irregularity detected in E Challan and compounding fee collected:

8. Whether pending E challans are forwarded to V Court in prescribed time:
9. Whether target achieved by each officers as per circular:
10. Number of VLTD approval pending and reason:
11. Remarks

### **Part III (b)- Performance of officers in Road Safety Activities**

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- 1. Number of drivers trained: 400
- 2. Whether any training conducted for students: nil
- 3. Whether any road audit conducted and reported: No
- 4. Whether any study report submitted regarding the recurring accident spot: Yes
- 5. Other road safety work attended:
- 6. Remarks

### **Part IV- Pendency in Office**

1. Whether perused pendency statement in system undue delay noticed if any:..
2. Number of registration number allotment pending cases:
3. Number of registration pending in the office:
4. No of MDL suspension pending to complete the process:
5. No of MDL services pending;
6. Number of RMA applications pending and reason for pendency:
7. Number of dismantling applications pending and reason for pendency:
8. Number of G Form pending upto last quarter and reason for pendency: 16 Form G pending files as per VAHAN data
9. Remarks

## **Part V -Tax Work**

1. (a) Total amount of arrear for Q.E 31/03/204 :
2. (b) Arrear collected from the above till the date
3. Whether tax arrear list are prepared and tax file maintained as per instruction:
4. No. of vehicles in arrear:
5. No. of demand notice sent vehicles ;
6. No. of vehicles in arrear list without any action
7. No of demand notice handed over to the circle officer for enquiry and serving to vehicle Owners:
8. Number of demand notice served by circle officers ;
9. No. of RR cases initiated during this year:
10. Whether whereabouts of the vehicle in arrear list traced and action taken:
11. Whether any preliminary SV reports submitted or pending.
12. Preliminary reports is pending in respect of following vehicles
13. Whether DCB statement prepared in time for each quarter and forwarded to RTO/TC:
14. Remarks

## **Part VI-CF Test**

1. Name of the place of CF test:
2. Which are the weekdays allowed for CF test:
3. No of slots defined for CF test:
4. No of vehicles allowed per slots:
5. Whether records verified and register closed in time:
6. No. of vehicle produced for test:
7. Name of the officers each team:
8. Whether registration number plate exhibited in prescribed manner:
9. General appearance of the vehicles:
10. Result of test check of fare meters in auto rickshaw and taxies:
11. Result of test check for air horn:
12. Result of test check for audios and videos in stage carriages:
13. Result of test check for destination board and display of time schedule in stage carriages:
14. Result of test check for Speed governors:
15. Result of test check for VLTD in public service vehicle and goods carriage as prescribed in KMVR 151A:
16. Result of test check for reflectors:

17. Result of test check for first aid box and fire fighting equipments :
18. Result of test check for propeller shaft clamp and rear under run and lateral run protectors.
19. Result of test check for number of seat fitted and measurement:
20. Test check result for colour code of goods vehicles:
21. Whether road test are conducting properly to all vehicles:
22. Total vehicles inspected for CF :
23. No of vehicle CF deferred:
24. No. C.F.R.R. issued and fee utilised:
25. No. CF issued on the particular day:
26. Remarks:..

## **Part VII-Driving Test**

1. Place of driving test:
2. Which are the weekdays allowed for for DL test slot:,
3. No of slots defined for DL test:
4. No of candidates per slots:
5. a) Fresh candidates: ( b ) Retest: (c)Others:
6. Totalnumberofslotsperday:
7. Whether the test started in time and attendance are closed in time:
8. Whether candidates not included in the computer list are tested:
9. Whether test date are preponed without sufficient reason
10. Whether driving test conducted as per circular 20/98 and other connected instructions:
11. Whether instruction are given to the candidate:
12. No of candidate appeared for driving test on the date of checking :
13. Fresh appearance:
14. Re appearance:
15. Total candidates attended:
16. No. of candidate passed and percentage:
17. No. of candidate failed and percentage:
18. Averagepass% inlastweek:
19. Name of officer in each team and whether in uniform:
20. Whether genuineness of the certificate produced by candidate verified and satisfied by testing officers:
21. Result of check test for driving school licence and condition of vehicles:
22. Whether any driving school attended driving test without valid MDS license:

23. Whether any vehicle produced for DL test with expired documents:

24. Remarks::

***Compliance report in this regard should be submitted within 10 days.***

### **PART VIII - DRIVING SCHOOL INSPECTION**

No. of MDS inspected :

Irregularities detected establishments and details:

Sl. No.	Institution	Irregularities noticed and remarks

### **PART VIII – PUC TESTING CENTRE INSPECTION**

No. of PUC centres inspected :

Irregularities detected establishments and details:

Sl. No	Institution	Irregularities noticed and remarks

### **PART XI - E OFFICE**

1. No of tapals received :

2. No of tapals created as e office receipt: Remarks:

### **PART XII - AADHAR AUTHENTICATED FACELESS VAHAN SERVICE**

1. No of applications received as faceless service in last 6 months:

2. No of application disposed among them:

3. No of faceless applications pending for disposal: