

## POLICE CIRCULAR ORDER No. 144

All forms relating to Motor Vehicle Department attached to the Police Office should be kept separately in the Motor Vehicle Department itself instead of being kept together in the Record Room along with other Police forms. Superintendent of Police will make M. V. Accountant/M. V. Clerk in charge of these forms.

Records of  
M. V.  
section to be  
kept  
separately in  
M. V.  
Department.

Separate accounts should be maintained for these forms in a separate stock register. Important forms like Registration Certificates, Tax Tokens and Driving Licences should be entered under specific separate sub-heads.

The Gazetted Officers in charge of the M. V. Department should check the accounts of Registration certificates and Driving Licences at least twice a year, physically verify the stock and append a certificate indicating the result of the check in the Stock Register.

Tax tokens received from the Office of the Superintendent of Police, C. I. D., Crime Branch for each quarter of a year should be accounted for quarterwise.

In the beginning of each quarter, the Stock should be verified and any excess tax tokens of the previous quarter that have not been issued during that particular quarter should be destroyed in the presence of a Gazetted Officer, who should append a certificate about the number of tax tokens issued and destroyed in the Stock Register. An extract of this Certificate should be sent to the Office of the S. P., C. I. D., C. B. for check and record.

The D. I.-G. and the S. P. should check this item of the work during their inspections.

(Previous Police Circulate Order No. 7 of 1961)