No. CSB-6(2)/2010-ES.II (Vol. I)  

Date: 10.06.2019

CIRCULAR

Sub: Verification of validity of Driving Licence of CSB Staff Car Drivers & Renewal of documents / vehicle insurance – reg.

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While scrutinizing the Trade Test Results of Staff Car Drivers received from various Institutes/Units of CSB, it is observed by the Competent Authority, that some of the Staff Car Drivers of CSB do not possess valid Driving Licences for driving the Government Vehicles and in some cases, the Driving Licences have expired. Also, in few cases, it was observed that the Staff Car Drivers possess Driving Licence for Non-Transport vehicles.

The above lapses have been viewed seriously by the Competent Authority and it was decided that the following instructions should be brought to the notice of all the Officers In-charge of CSB Units for strict compliance:

(i) To ensure that all the Staff-Car-Divers possess valid Driving Licence to drive the allocated government vehicle;
(ii) To advise the concerned Staff-Car-Divers to get the Driving Licences renewed in-time;
(iii) To ensure that the Government Vehicles (office vehicles) are not allocated to Staff-Car-Divers who do not possess the valid Driving Licence;
(iv) To ensure that immediate action is taken as per Rules against the erring Staff-Car-Divers who do not possess the valid Driving Licence;
(v) To ensure that the Staff-Car-Divers who are provided with Uniforms wear the same during Office Hours;
(vi) To ensure that the Office Vehicles which are not in use are auctioned as per Rules after obtaining necessary approvals;
(vii) To ensure that the Vehicle Insurance is renewed in time till the vehicles are under CSB’s control;
(viii) To ensure that the Registration of the Vehicles (FC) is renewed in time on completion of specified period indicated in the RC Books of the Vehicles;
(ix) To ensure that the Log Book of each vehicle is maintained / updated daily and attested by the concerned Officer.

.....02/-
The details of Driving Licence of the Staff-Car-Driver working under the control of your Institute/Station/Unit may be furnished in the prescribed proforma (enclosed to this circular) so as to reach this office latest by 15th July, 2019 (Monday) positively.

Further, information as on 31st December of every year in the above prescribed proforma should be sent so as to reach this office by 31st January of the subsequent year.

If any lapse in complying with the above instructions is noticed, the in-charges Officer(s) of the concerned Institute/Station/Unit would be held solely responsible.

This issues with the approval of the Competent Authority.

(JULIAN TOBIAS)
JOINT DIRECTOR (ADMN.)

To

All Heads / In-charge Officers of CSB Institutes/Stations/Units.
NOTE: The statement should be duly verified and attested by the In-charge Officer.

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Name &amp; Designation of In-charge Officer</th>
<th>Transport Vehicle Driver Eligible to Renewal</th>
<th>Whether Renewal Issued Last Date of Renewal</th>
<th>Date of Issue of Renewal DL/Type HMLY/ARMY Number</th>
<th>Name of the Driver</th>
<th>Name of the Institution/Station/unit</th>
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