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**Proceedings of the Transport Commissioner, Kerala**

**(Present: Smt. SREELEKHA. I.P.S)**

Sub - Motor Vehicles Dept – Motor Vehicles Department – Camera Surveillance system  
–Maintaining of control room-Issue of guide line - Orders issued.

Read: - This office letter of even number Dated 26/06/2012

**Order No. MIT-5/4096/TC/2007 Dated:29/10/2014**

As part of Automation of Enforcement Wing of the Department 3 control rooms have been set up at DTC offices Trivandrum, Eranakulam and Kozhikkode. Under this project Surveillance System has been installed at 5 locations and 25Nos of PDAs have been distributed to the field officers for field checking in Trivandrum, Eranakulam and Kozhikkode districts. M/s Airtel Ltd is the Service Provider for the project.

As part of Camera Surveillance project (Cherthala Mannuthy and Mannuthy Manjeswaram) cameras have been installed at identified locations along Cherthala - Mannuthy stretch and installation is progressing at the extended portion of the project from Mannuthy to Manjeswaram. It was proposed to set up a single control room at DTC Eranakulam for the entire project.

When the outcome of the project was found far beyond expectation and the charge memos generated are quite huge in numbers, the need for one more control room was felt. Hence it is proposed to set up one more control room at DTC Kozhikkode. Once the proposed control room at DTC Kozhikkode is set up, the cameras installed up to Thrissur will come under the control room at DTC Eranakulam and cameras from Malappuram to Kasaragod will be under the control at DTC Kozhikkode.

The Control Rooms and the systems installed in various locations directly come under the control of the Deputy Transport Commissioners of the respective Zones. The Deputy Transport Commissioner will monitor the entire process and will take necessary action for the upkeep and maintenance of the systems installed in his jurisdiction. He will depute officials as required for the control room for authentication of offences, preparation of charge memos and dispatching of the same in a time bound manner. He will also depute the officers from other offices in his Zone for this purpose until alternate arrangements are made. If the required officers are not available he may depute the officers from other Zones in consultation with the DTCs of that Zone or submit proposal to the Transport Commissioner for appointment of officers on contract basis. It is the responsibility of the Deputy Transport Commissioner to ensure the smooth functioning of the control room and dispatching of Charge memos in time.

The Joint RTO in the DTC offices concerned will be in charge of the Control room except the Control room at Eranakulam. He will supervise all the activities in the control room.



He will maintain the attendance of the officers/contract employees deputed at control room. The AMVIs of DTC Squad will authenticate the offence detected through the system. The AMVIs of Mobile Enforcement squads within the Zone are to be suitably deployed in the Control Room as and when required for the authentication of offences. The Jt. RTO DTC Office /MVI /AMVIs DTC Squad will sign the charge memos issued through the system.

The officers deputed/appointed in the control room shall keep a daily diary showing the total number of videos processed, offences authenticated, charge memos generated and charge memos despatched. The Jt. RTO will keep separate register for each camera. He will record date wise statistics of offences recorded, charge memos issued and the down time details. The Jt RTO shall report the failure of equipment's if any to the service provider at once and to record the down time. He shall keep a register of the equipment installed at the Control Room also. The MVI DTC squad will act as liaison officer with the Service Providers.

The Jt RTO/MVI DTC Squad will hear the objections against the memos issued. The officers at control room will provide the video/offence details to the offender for this purpose as and when required.

Since the control room in Eranakulam is at the office of the RTO Enforcement, RTO Enforcement, Eranakulam will be in charge of that control room. The roles and responsibilities of RTO Enforcement, Eranakulam will be the same as for the other Control rooms. RTO Enforcement Eranakulam /MVI DTC Squad, Eranakulam/MVI RTO Enforcement, Eranakulam will hear the objections against the memos issued.

Compounding fee can be remitted at any RTO/Sub RTO/DTC Offices of the department through Payment service Module – a software developed for collection of compounding fee in respect of charge memos issued against the offence detected through Camera surveillance system. The compounding fee for these charge memos shall not be accepted through the SMART MOVE software on any circumstances. The DTC shall initiate necessary arrangement for acceptance of compounding fee in DTC office for offences detected through Automated Enforcement System.

The charge memo issued against an offence shall be despatched within three days by ordinary post. If the offender does not respond, the Registering Authority of the vehicle will issue a reminder and initiate further necessary action through PSM.

No person shall be entertained at the control room at any circumstances without the permission of DTC/Jt. RTO/RTO Enforcement, Ernakulam. This restriction is also applicable to the Technicians of the Service Provider. They have to take permission from DTC/Jt RTO/RTO Enforcement, Eranakulam for access to the Control Room for any purpose. A register shall be kept for this purpose by the officer in charge of the Control rooms. The equipment installed at Control room shall not be moved out of the premises at any



circumstances except for repairs and servicing. In such case the DTC shall issue gate pass. Any movement of equipment outside the control Room shall be noted in the register maintained for the purpose

The Jt RTO/RTO Enforcement Ernakulam will prepare a weekly performance report up to the last day of previous week on the first working day of the next week and forward the same to DTCs concerned. The DTC will prepare a monthly performance statement and forward the same to Transport Commissioner before 5<sup>th</sup> of every month.

The electricity charges, Broad Band Connectivity charges, and other operating expenses of the control rooms shall be met from the fund provided for office expenses. The DTCs may forward necessary proposal for enhancement of monthly allotment as per their requirement, if needed

RTO (Enforcement) shall be responsible for proper use of PDA Device Distributed in his jurisdiction. If any defect is noticed in device, same shall be reported to the RTO (Enforcement), Control room in charge and the service provider by the holder of the PDA device himself. The RTO (Enforcement) will make necessary follow up action for the rectification of error with service provider. The Control room officer will note it in the Down Time Register maintained for this purpose and take necessary follow up action. A separate log book in this regard will be maintained by the officers concerned at control room.

The DTC shall ensure the availability of stationeries for PDA device from Service provider M/s Airtel.Ltd.

As per Go (Rt) No.376/2013/Trans 17/07/2013 the Challan generated through PDA devices are approved by Government as equalant to TR5 receipt. The officers who are allotted with PDA are directed to make field checking with the device only. The RTO (Enforcement) concerned shall prepare daily report in this regard and forward a monthly statement on the number of check report prepared, charge memo issued and compounding fee collected to DTC concerned.

The RTO (Enforcement) concerned will be the administrator of the PDA device. If an officer issued with PDA is transferred he will hand over the device to the Officer taking charge in his place with proper acknowledgement and also inform the RTO (Enforcement) concerned. The RTO (Enforcement) shall make necessary action to activate the same to new user. The RTO will keep a register of PDA user and any change in user shall be noted in the register

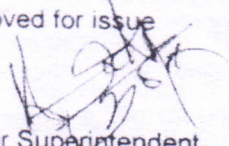
C-DIT will supply A4 size photo copy paper, CD/DVD, printer cartridges / Tonner for Control Rooms on the request of DTCs concerned. The payment in respect of the same will be made as per the existing agreement.



Necessary Technical Assistance can be availed from Keltron/ AirTel who support the projects of MVD. The DTC Concerned shall ensure the proper working of entire system with the help of the Service Provider

Sd/-  
Transport Commissioner

Approved for issue

  
Senior Superintendent

To

- 1) Joint Transport Commissioner (Enforcement)
- 2) All Deputy Transport Commissioners
- 3) Asst. Transport Commissioner
- 4) All Regional Transport Officers
- 5) All Regional Transport Officers( Enforcement)
- 6) All Joint Regional Transport Officers
- 7) Motor Vehicles Inspectors (All Boarder Check Posts)
- 8) Sr. Administrative Officer
- 9) Sr. Finance officer
- 10) Sr. Law Officer