Proceedings of the Transport Commissioner, Kerala
(Present: **R.Sreelekha, I.P.S**)

Sub : - Motor Vehicles Department - FAST Project - Audit of Facility Management Services (01-07-2010 to 30-06-2012) – Co-ordinator – Sr. Finance Officer – Appointed - Orders Issued

Read : - 1. G.O.(Rt) No.246/2010/Trans Dated.23-06-2010
2. RFP No. MIT4/746/TC/2011 Dated. 12-06-2012
3. Work order No. M-IT4/746/TC/2011 Dated. 04-08-2014
4. Decision of the Meeting held on 09-12-2014

Order No. M-IT4/746/TC/2011 Dated. 31-12-2014

Government vide paper 1st read above accorded sanction to award the contract for Facility Management Services in Motor Vehicles Department to Centre for Development of Imaging Technology(CDIT). The Facility Management Services includes maintenance of ICT equipments, Non ICT equipments, providing manpower for system administration and house keeping, providing stationery and consumables.

The Department vide paper 3rd read above, has given work order to M/s Vishnu Rajendran & Co for the audit of Facility Management Services (01-07-2010 to 30-06-2012) by C-DIT under the **FAST** Project (**F**ully **A**utomated **S**ervices of **T**ransport Department).

In order to coordinate the audit work, Sr. Finance Officer is hereby appointed as the coordinator of the audit work and the audit work in DTCs/RTOs/SRTOs shall be coordinated by Senior Superintendent / Junior Superintendent / Head Accountant nominated by the Head of Office concerned. The Officers concerned shall provide necessary records and information as and when required by the audit team.

The Check list for the audit work to keep the documents /registers by the offices for the period from **01-07-2010 to 30-06-2012** relating to FAST Project are as follows:

(a.) Monthly / Periodical report forwarded to Head Office.

(b.) Attendance register of C-DIT staff.

(c.) Man power monthly payment statement.

(d.) Consumable Stock Register.

(e.) Stationery Stock Register.

(f.) Delivery Challans filed in serial order.

(g.) Monthly count report of services provided.(Issuance Driving License/ Registration

Certificate etc)

(h.) Details of utilisation /payments made from Service charge collected (nature of payment,

date of payment, amount).

(i) Monthly service charge collection summary (system generated) soft copy in text format.

(j) Bank statement of service charge utilisation account. (If applicable for the office)

(k) Preventive Maintenance Report.

(l) ICT (Information & Communicatio Technology) Equipments Asset Register as on date of

audit inspection.

(j) Call Report.

(f) Software asset register as on date of audit inspection.

(g) Monthly Downtime Report.

(h) Software / patch installation / up dation register as on date of audit inspection.

(i) KSWAN / BSNL downtime report.

(j) Gate pass register.

(k) Data backup register as on date of audit inspection.

(l) List of equipments reported as irreparable (Item Details, Date).

(m) ICT equipments details updated in e-Facility Management System as on date of audit

inspection.

(n) Reports / Documents to be countersigned by the Head of each Office:

(0) Audit team office visit report.

(p) Facility Management Services feed back.

(q) Asset Register.

(r) Soft copy of bank statement service charge account.

Sd/-
R.Sreelekha I.P.S
Transport Commissioner

To: 1. M/s.Vishnu Rajendran & Co.(Chartered Accountants) ,2nd Floor, "Devi
        Nandanam" , 'I'C 26/1754(3), Uppalam Road, Statue, Trivandrum- 695 001
        2. The Director, Centre for Development of Imaging Technology
        (C-DIT), Chitranjali Hills, Thiruvallom, Thiruvananthapuram - 695 027
        (For necessary support to the audit team)
        3. The Registrar, Centre for Development of Imaging Technology
        (C-DIT), Chitranjali Hills, Thiruvallom, Thiruvananthapuram - 695 027
        (For necessary support to the audit team)

Copy to: 1. CA to TC / JTC, Sr. Finance Officer, Law Officer, Accounts Officer, ATC,
        Nodal Officer (SSG Cell) for information.
        2. Section Superintendent (K), Section Superintendent (MIT), Section
        Superintendent (J), Head Accountant, MIT6 Section, K4 Section, System
        Supervisor, SSG Cell to provide necessary records and information as and
        when required by the audit team.
        3. All DTCs, RTOs, JRTOs, MVIs (Check Post) (Directed to provide necessary
        documents required for the audit work)
        4. Project Manager (CDIT) for information and necessary action.
        5. Stock file and spare