

No.A1-9729 /TC/2011

**Urgent-Time limit**

Transport Commissionerate,  
Kerala, Thiruvananthapuram,  
Dated:27.05.2011

From

The Transport Commissioner,  
Thiruvananthapuram.

To

All Deputy Transport Commissioners  
All Regional Transport Officers  
All Joint Regional Transport Officers

Sir,

Sub: Motor Vehicles department- Estt- Locking of employee record in SPARK  
Compliance report called for-reg-

Ref: U.O Letter No:M-IT6/24976/TC/2006 dated: 21.05.2011.

I am to inform that Government have directed to ensure that the records of the employees of this department are being locked under the Administrative menu by the Heads of Offices and the locked data can be edited by the Head of Office only. Therefore all the Heads of Offices are hereby directed to lock the records of employees under Administrative menu . **The matter should be treated as most urgent and compliance report shall be forwarded with 3 days positively, since a report is due to Government.**

Yours faithfully  
Sd/-

Senior Administrative Officer  
For Transport Commissioner

Approved for issue

  
Senior Superintendent

27.05.11