

**PROCEEDINGS OF THE TRANSPORT COMMISSIONER
THIRUVANANTHAPURAM**

(Present : Shri.Rishi Raj Singh, I.P.S.)

Sub:- TC-Estt – Appointment of System Supervisor on contract basis –
Assignment of duties, functions and responsibilities - Orders Issued.

Read:- 1. G.O. (Rt) No.58/2012/Tran dated 03/02/2012
2. Proceedings of even no. dated 11/12/2013 and 12/12/2013

ORDER NO.A1/5189/2005/TC Dated: 22/03/2014

As per the G.O. read as 1st paper above government have accorded sanction for appointment of a System Supervisor in this office on contract basis under the existing terms and conditions of contract appointment. Subsequently as per the proceedings read as 2nd paper above Shri.S. Anirudhan has been appointed as System Supervisor in this office w.e.f. 12/12/2013 F.N. The duties, functions and responsibilities of the System Supervisor of this office are as mentioned below:

- He will be under the direct control and supervision of the Joint Transport Commissioner and Secretary (STA) in the matter of departmental IT related matters and Senior Administrative Officer in the administrative matters.
- He will be the Liaison Officer (Information Technology) of the department and is a nominated member to interact with the Service Providers, software development teams, departmental Information Technology Division, Technical Support Group (KSITM, SeMT, NIC, CDAC, C-ERT-K etc) for the purpose of conveying and receiving information and co-ordinating all activities relating to computerization of the department
- He will design IT related course and schedule of training programme for the departmental personnel and to submit the report to the Senior Administrative Officer, who will process the report in consultation with the Joint Transport Commissioner and Secretary, STA.
- He will co-ordinate with the Service Provider for Facility Management Services (FMS) to ensure compliance of Service Level Agreement.
- He will be a permanent nominated member of all the IT related committees of the department functions at the Transport Commissionerate.
- He is authorized to conduct Review Meeting with the Service Providers of different IT projects in consultation with the Joint Transport Commissioner and Secretary, STA/Transport Commissioner.
- He is authorized to supervise and administer the State level Web Servers and to furnish report, whenever necessary, to the Joint Transport Commissioner and Secretary, STA/Transport Commissioner.
- He is authorized to undertake the installation/repair of Hardware and Operating Systems and Installation of different Application Software in the networked environment of the department in consultation with the Service Providers.
- He is authorized to chalk out strategies for automation of various offices of the Department of Motor Vehicles and to furnish proposals/reports to the Joint Transport Commissioner and Secretary, STA/Transport Commissioner.
- He is authorized to supervise the development of effective information dissemination system at the departmental level in consultation with the Joint Transport Commissioner and Secretary, STA.
- He is authorized to supervise the development of a computerized data base of local resources and its timely updating. It is also to make the secondary database manageable and accessible.
- He is authorized to supervise the development of suitable management information system (MIS) for implementation and monitoring of various departmental activities.
- He is authorized to supervise the development of computerized information network connecting all functional offices of the department.

- He is authorized to undertake the job of configuring the hardware requirement for the State, Regional, District and Taluk level computerization.
- He is authorized to chalk out strategies and modules for examining the computerization of various offices of the department.
- He is authorized to prepare periodical monitoring formats and other statutory returns relating to various departmental activities in consultation with the Joint Transport Commissioner and Secretary, STA.
- He is authorized to conduct periodical monitoring of the total security of the Data.
- He is authorized to identify specific areas where the department can make use of the present IT policy announced by Government of India and Government of Kerala and to furnish report to the Joint Transport Commissioner and Secretary, STA/Transport Commissioner.
- He is authorized to co-ordinate departmental website development and management activities in consultation with the Service Providers.
- He is authorized to co-ordinate all the e-governance activities of the department in consultation with Joint Transport Commissioner and Secretary, STA.
- He is authorized to chalk out strategies for proper maintenance and upkeep of all the IT related articles kept at the Transport Commissionerate in consultation with the Joint Transport Commissioner and Secretary, STA/Senior Administrative Officer, TC
- Any other duties/functions of IT related matters of the department that will be properly entrusted by the Joint Transport Commissioner and Secretary (STA)/Senior Administrative Officer, TC/Transport Commissioner.

The System Supervisor is attached with the IT Division/MIT Section of the Transport Commissionerate for co-ordinating all the IT related activities with independent and defined duties and responsibilities as mentioned above. He is authorised to record his views/comments on IT related matters in the concerned files/records for decision making at the higher level after properly processing the files at the Section Level.

Sd/-

RISHI RAJ SINGH, I.P.S.
TRANSPORT COMMISSIONER

To

1. Shri.S. Anirudhan, System Supervisor, TC
2. All Officers and Sections in the Transport Commissionerate
3. All Zonal Deputy Transport Commissioners
4. All Regional Transport Officers
5. All Joint Regional Transport Officers of Sub Regional Transport Offices
6. The MIT Section/SSG Cell, TC
7. The Director/Registrar, Centre for Devt. of Imaging Technology (C-DIT), Chithranjali Hills, Thiruvallam P.O., Thiruvananthapuram-695027
8. The State Informatics Officer, NIC Kerala State Centre, CDAC Building, Vellayambalam, Thiruvananthapuram-695033
9. Stock File and Office Copy

Copy to: 1. The P.A. to the Transport Commissioner

2. The C.A. to the Joint Transport Commissioner & Secretary, STA/Joint Transport Commissioner (Enforcement)/Senior Deputy Transport Commissioner (Taxation), TC
3. The C.A. to the Senior Finance Officer/Senior Law Officer/Senior Administrative Officer

Forwarded/By Order

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25/3
Senior Superintendent