

Proceedings of the Transport Commissioner, Kerala
[Present: Sri. RISHIRAJ SINGH I.P.S]

Sub: - Motor Vehicles Dept – Modernization –Re-Constitution-Smart Support Group – Order issued –reg.

- Read: - 1) Order No. MIT-5/22005/TC/2012 Dtd.06/12/2012
2) Order No. MIT-5/22005/TC/2012 Dtd.06/12/2012 & 20/03/2013
3) Order no A1/5189/2005/TC dated 11/12/2013&12/12/2013
4) Order no A1/5189/2005/TC dated 22/03/2014

Order No. MIT-5/22005/TC/2012 Dated. 07/06/2014

All the offices of motor vehicles department are computerized under FAST project since 2007. A group of willing officers were entrusted with the implementation FAST project. This Team was later named as Smart Support Group. The functioning of this group became nominal during 2010 and hence the same was re constituted vide order read 1st and 2nd. The new Smart Support Group has been constituted in two tiers. State level core team and the office level team. The main objective of the new SSG is to assist the department in its e governance initiatives and computerisation activities in the absence of the IT Division in the Department.

Consequent to the appointment of System Supervisor certain roles and responsibilities were assigned to him vide order 3rd and 4th cited above. However on a review of the functioning of the system it is found necessary to issue a comprehensive order for the effective implementation of the e-governance initiatives of the Department. Therefore the following orders are issued in supersession of all the orders issued so far in this regard.

Following shall be the Core Committee at Headquarter Level.

- 1) Joint Transport Commissioner & Secretary STA
- 2) Nodal Officer-Nominated by Joint Transport commissioner
- 3) Assistant Transport Commissioner
- 4) Technical Director ,National Informatics Centre, Kerala
- 5) Asst. Secretary, State Transport Authority
- 6) System Supervisor, Motor Vehicles Department
- 7) Motor vehicle Inspector ,T C Squad
- 8) Account Officer , TC Office
- 9) Senior Superintendent, MIT Section
- 10) Junior Superintendent, SSG Section
- 11) All Clerks of MIT Section
- 12) All Clerks of SSG Section

Following shall be the members at Office level SSG.

- 1) Regional Transport Officer
- 2) Joint Regional Transport Officers
- 3) One staff member from any category from each office nominated by the RTO/ Joint Regional Transport Officer
- 5) System Administrator(SPMVD)
- 6) System Supervisor from Head quarters

Roles and Responsibilities

The Joint Transport Commissioner & Secretary STA .

- Head of SSG and overall supervision of the all e-governance activities of the Department.

The Assistant Transport Commissioner.

- Administration of the Programmers and employees deployed by the SPMVD..

Asst. Secretary, STA

- Coordination of testing of software modules developed by the NIC

The Nodal Officer, SSG

- Convener of state level SSG and Coordination of the discussions with NIC/Software developers and allied matters relating to software development.

SSG core Committee and District/office level SSG cell. Sri. P M Shaji, Jt RTO Trivandrum will continue as Nodal Officer.

System Supervisor.

- Advising Joint Transport Commissioner and SSG in software design, supervision of SAs and ASAs in the State,
- Supervision of the backup policy and reporting of non adherence to JTC
- Supervision of security and pass word policy and reporting of non adherence to JTC
- Overall supervision of Facility management Services.
- Supervision of Preventive maintenance and Disaster management
- Monitoring Data synchronization
- Documentation of the discussions in the SSG Cell meetings.
- Advise district level SSG for smooth functioning of the computerized operations

- Daily report on the functioning and related activities of all offices in the department and submit to Joint Transport commissioner.

The MVI, TC Squad

- Assist ATC and Asst. Secretary for implementation of various projects and coordinating the security and user acceptance testing of software.

The Account Officer

Audit of the project expenditure and the down time penalty calculations.

The SSG core team will meet frequently for the discussions for modification, development and introduction of software modules as required and from time to time. The RTO/Jt. RTO will nominate required officers in any carder to SSG for their office, The member of SSG in the office will be responsible for escalation of any issues to Joint Transport Commissioner/N.O(SSG)/System Supervisor which are not solved locally or in case of any emergency and act in accordance with the direction from them. The SSG cell at district level will finalize the requirement of IT infrastructure with the help of System Supervisor.

The officers included in SSG at RT/SRT Offices will assist SSG Core committee. The Head of Office will provide relaxation in their regular works assigned to them. The officers shall not be entrusted with additional charges of any section under any circumstances.

They will monitor the day today modernization activities and all e-governance programs of the offices with the help of SPMVD. They will collect and forward feedback from other officers to Joint Transport Commissioner. They will monitor the implementation of backup policy, security policy and password policy. The officers will also ensure proper up keep of down time register and call monitoring register, Data synchronization monitor register and liaise with SPMVD for the proper supply of consumable, maintenance of asset management software and proper preventive maintenance of hardware installed in the offices

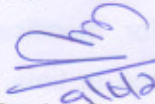
The appointment of the officers in the SSG is exclusively for assisting modernization and computerization activities of the department and not to assist officers in their daily works. Preparation of various reports, system maintenance and error corrections shall not be entrusted with the officers deputed in SSG .

The SSG at RTO/SRTO will forward their reports to System Supervisor over E-mail every weekend. In case of breakdown of any ICT equipments or infrastructure the Head of Office will inform the matter to Joint Transport Commissioner immediately. The SSG at RTO/SRTO will take advice from System Supervisor for the finalization of technology in respect of new ICT equipments and requirements. He will also act as a technical advisor of SSG at RTO/SRTO and will attend their meeting whenever required. He will also visit the

offices frequently and collect the feedback on the policies implemented in the offices and submit his report to the JTC periodically.

Sd/-
Transport Commissioner

Approved for issue


Senior Superintendent

Senior Superintendent

To

- 1)The State Informatics Officer NIC
- 2) Project Manager .C-DIT,SPMVD
- 3)The Officers concerned

Copy to

1. CA to TC,. CA to JTC,.CA to JTC (Enforcement), stock files & spare.
2. All DTCs/All RTOs/Jt RTOs/MVIs of Boarder Check posts.