

M-IT4/3050/TC/2011

Transport Commissionerate  
Kerala, Thiruvananthapuram  
e-mail: tcoffice@keralamvd.gov.in  
☎ 0471 – 2333317 / 37  
Dated. 23-08-2011

From

The Transport Commissioner, Kerala  
Motor Vehicles Department  
Thiruvananthapuram

To

All DTCs, RTOs, JRTOs

Sub:- Motor Vehicles Department – Renovation / Modification of Offices –  
Reg

Ref:- Decision of the FAST Project Monitoring Committee held on 06-07-2011

Attention is invited to the reference cited. The FAST Project Monitoring Committee vide reference cited above has agreed to entrust Government agencies like Nirmithi Kendra, SIDCO etc to submit a unique plan for the renovation and to get the work done through them in all the offices. Therefore you are instructed to prepare a layout and plan of the office and get a detailed estimate proposal from the above said Government agencies and forward to this office for approval following the guidelines below:

- a. Prepare a layout plan with view to have modern facilities for the citizen and staff.
- b. Counters shall be more service oriented like the counter tables in the new sub offices with chairs for the applicants to sit and avail the service.
- c. New notice boards visible to all ages of persons to read and follow the instructions and also displays office section etc.
- d. FAST Track Counter shall be near to PRO to give speedy service. Service offered through the counter shall be exhibited permanently.
- e. Rearrangement of Despatch, Inward counters for easy access to the public.
- f. Server room shall be clean and dust free for better performance of the air conditioner.
- g. Take steps to do the Server room wiring following APC UPS standards to mount the UPS in the server rack and accommodate UPS battery rack in the server room itself. Ensure that no stationery and consumables are kept in the server room.

h. Infrastructure maintenance including electrical (with proper earthing and standard materials to save electricity), painting, carpentry, plumbing etc.

I. Movable Partitions to block the touts and others to access the office after the fees counter is closed and provision to meet PRO for any enquiry.

j. Ensure that the estimate includes 3 years maintenance cost also.

h. An agreement in stamped paper worth ₹100/- to the effect that the implementing agency shall be responsible to replace / repair free of cost any defect or damage noticed in the work for a minimum period of three years from the date of completion of the work. DTCs of respective zones are authorized to sign the agreement on behalf of Transport Commissioner with them and send the agreement to this office.

You are requested to take this matter seriously to give a new look and improved citizen service facilities to your respective offices.

Yours faithfully

Sd/-

Joint Transport Commissioner  
For Transport Commissioner

Copy to : ATC, Transport Commissionerate for necessary action at Transport Commissionerate.

**APC UPS Electrical wiring requirements :**

Sl. No.	10 KVA UPS	Input Wiring	Output Wiring
	MCB Rating	63 Amp 4 pole (3 phase)	40 Amp (Single Phase)
	Wiring Rating	10 sqmm 4 wire UGC (Copper)	10 sqmm 2 wire UGC (Copper)
	Earth wire Rating	8 sqmm Copper Earth Wire	8 sqmm Copper Earth Wire
	Wire	6 sqmm 5 metres X 5 wire	6 sqmm 5 metres X 3 wire

Sl. No.	5 KVA UPS	Input Wiring	Output Wiring
1.	MCB Rating	32 Amp (Single phase)	20/21 Amp (Single Phase)
2.	Wiring Rating	10 sqmm 2 wire UGC (Copper)	10 sqmm 2 wire UGC (Copper)
3.	Earth wire Rating	8 sqmm Copper Earth Wire	8 sqmm Copper Earth Wire
4.	Wire	6 sqmm 5 metres X 3 wire	6 sqmm 5 metres X 3 wire