

No. SSG-2/15086/TC/2012

**Transport Commissionerate, Kerala,**

2<sup>nd</sup> Floor, Trans Towers, Vazhuthacaud, Thycud P.O Thiruvananthapuram - 14,

[☎ 0471-2333337/2333317 FAX 0471-2333314]

[www.mvd.kerala.gov.in](http://www.mvd.kerala.gov.in) [e-mail - [tcoffice@keralamvd.gov.in](mailto:tcoffice@keralamvd.gov.in)]

Dated, 17.06.2017

From

The Transport Commissioner,  
Thiruvananthapuram.

To

All Deputy Transport Commissioners

All Regional Transport Officers

All Joint Regional Transport Officers

Sir,

Sub:- **Motor Vehicles Department** – Implementation of '**Sarathi - 4**' Software  
- Regarding

Ref:- Nil

Your attention is invited to the subject cited above. Department has decided to implement the '**Sarathi-4**' in all Regional Transport Offices and Sub Regional Transport Offices of the State for issuing Driving Licenses. In order to implement the '**Sarathi-4**' Software, User Credential of the employees is required.

Hence, you are requested to furnish the required details in the prescribed excel format attached with letter and to follow the instruction below.

Name of Office	Full name	Short Name	Gender	Login ID	Employee ID	Aadhar Number	email ID	Mobile Number	Designation	Organisation

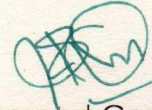
State	Phone Residence	Phone Office	City	Office PIN code	Address 1	Address 2	Address 3	Address 4	PIN code residential	Nationality

1. User ID will be created by prefixing short name to PEN number of the employee.
2. Short name shall be a part of full name having not more than 7 characters. (For example If Name is like Rajesh Gopalan and Pen No is 12345 the short name can be as **Rajesh** and userid will be **Rajesh12345**)
3. Aadhaar Number of the employee shall be entered without space.



4. e-mail ID and Mobile number used are to be a valid one ,Please take care that the furnished e-mail ID and Mobile number are correct.
5. The Head of Office shall certify the list in attached format and sent a soft copy to SSG Cell and soft copy to sarathimvd@gmail.com.

Yours' Faithfully



20.7.14

For Transport Commissioner