

**Proceedings of the Transport Commissioner
(Present: M R Ajithkumar Ips)**

Sub:-	Motor Vehicles Department – Setting up of Social Media Cell (SMC) – Project Co-ordination Team Constituted - Orders Issued.	
Read:-	1.	Framework & Guidelines for the use of Social Media for Government Organization issued from Department of Electronics and Information Technology, Ministry of communications & Information Technology, Government of India.
	2.	Study Report submitted by Sri. Shibu K Itty, Assistant Transport Commissioner, Motor Vehicles Department.
	3.	Decisions of the Technical committee Meeting held on 17/02/2021.

Order No.MIT4/33/2020-TC Dated. 05/05/2021

As per the paper 1st read above, Government of India, Department of Electronics and Information Technology, Ministry of communications & Information Technology issued a national policy and Guidelines for the use of Social Media for Government Organizations.

Sri. Shibu K Itty, Assistant Transport Commissioner was assigned for the study on setting up a social media cell (SMC) in the Motor Vehicles Department. Subsequently a detailed report has been furnished by him for the same vide the paper 2nd read above.

As per the minutes of the Technical committee held on 17/02/2021 it was decided to constitute a state-wide Social Media Co-ordination Team in the Motor Vehicles Department vide the paper 3rd read above.

Therefore, a Project Co-ordination Team is hereby constituted with the following officials :

SI No.	Name, Designation & Office	Role
1.	Shri. Gokul T G Regional Transport Officer (Enforcement) RT Office(Enforcement) , Malappuram	State Nodal Officer
2.	Shri. Arun Kumar K Motor Vehicles Inspector RT Office Thiruvananthapuram.	Zonal Co-ordinator South Zone

3.	Shri. Najeeb K M Assistant Motor Vehicles Inspector Office of the DTC, Ernakulam.	Zonal Co-ordinator Central Zone-II
4.	Shri. Dilipkumar K G Motor Vehicles Inspector Sub RT Office, Kondotty	Zonal Co-ordinator Central Zone-I
5.	Shri. Sheeji D K Assistant Motor Vehicles Inspector Sub RT Office, Koyilandi	Zonal Co-ordinator North Zone
6.	Shri. Ramjith P A Assistant Motor Vehicles Inspector RT Office Thiruvananthapuram.	District Co-ordinator Thiruvananthapuram.
7.	Shri. Najmal U J Assistant Motor Vehicles Inspector RT Office (Enforcement) , Kollam	District Co-ordinator Kollam.
8.	Shri. Saju P Chandran Motor Vehicles Inspector Sub RT Office, Thiruvalla	District Co-ordinator Pathanamthitta.
9.	Shri. Jithin P S Assistant Motor Vehicles Inspector RT Office (Enforcement) , Alappuzha	District Co-ordinator Alappuzha.
10.	Shri. Bijoy S Assistant Motor Vehicles Inspector Sub RT Office, Changanassery.	District Co-ordinator Kottayam
11.	Shri. Mujeeb P S Motor Vehicles Inspector RT Office (Enforcement) , Idukki	District Co-ordinator Idukki
12.	Shri. Mohamed Shefin A K Assistant Motor Vehicles Inspector Sub RT Office, North Paravur.	District Co-ordinator Ernakulam
13.	Shri. Pious Guit Assistant Motor Vehicles Inspector RT Office (Enforcement) , Thrissur.	District Co-ordinator Thrissur
14.	Shri. Ravikumar P M Motor Vehicles Inspector RT Office (Enforcement) , Palakkad.	District Co-ordinator Palakkad.
15.	Shri.Ramji K Karan Motor Vehicles Inspector RT Office (Enforcement) , Malappuram.	District Co-ordinator Malappuram
16.	Shri.Ravi Varma Eradi Assistant Motor Vehicles Inspector	District Co-ordinator

	RT Office, Kozhikkode.	Kozhikkode
17.	Shri. Vykundan T Motor Vehicles Inspector RT Office, Wayanad.	District Co-ordinator Wayanad
18.	Shri. Premarajan K V Motor Vehicles Inspector RT Office (Enforcement), Kannur.	District Co-ordinator Kannur
19.	Shri.Vijayan M Motor Vehicles Inspector Sub RT Office, Vellarikkundu.	District Co-ordinator Kasaragod.

The key tasks and responsibilities of Project Co-ordination Team are as follows :

- A. To monitor whether any misleading messages are being circulated on any Social media applications against the Motor Vehicles Department and to report such messages to Social Media Cell (SMC) .
- B. Ensure that proper responses has to be made against the fake news on Motor Vehicles Department spreading on various Social media platforms only through official page of the department.
- C. Ensure that the responses and comments made by the department officials on social media are polite and respectful to all.
- D. Upload the content related to the various activities of the Department such as road safety programs, driver's awareness campaigns, other directions to the public in the official page of the Motor Vehicles Department.
- E. To Assist the Social Media Cell (SMC) for content preparation and to provide suggestions/ comments for the activities of the Social Media Cell (SMC).
- F. Ensure the uniformity in the opinion on matters relating to department actions and activities on social Media.
- G. The Project Co-ordination Team must obey the legal parameters mentioned in Information Technologies Act 2000, Amended Act 2008, Various rules and regulations and notification of the government.
- H. Ensure that time to time modification in the technology and skills of the officials should be made available for the department activities on social Media.

M R Ajithkumar Ips
Transport Commissioner

To 1 The Incumbents

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2 All DTC's/ RTO's/ JRTO's/ Check post MVI's

Copy to:-

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1. CA to TC, JTC, DTC (Tax), Sr. A.O, Sr. F.O, Sr. L.O for information
2. Asst. Transport Commissioner, Nodal Officer (SSG Cell), System Supervisor for necessary action
3. Statistical Officer, Asst. Secretary STA, Accounts Officer, AccountsOfficer(Audit) for information.
4. Stock file & Spare.