

M-IT4/4805/TC/2011

Transport Commissionerate, Kerala,
Thiruvananthapuram

e-mail: tcoffice@keralamvd.gov.in

web: www.mvd.kerala.gov.in

☎ 0471 – 2333317 / 37

Dated. 25-09-2014

From

The Transport Commissioner, Kerala
Thiruvananthapuram

To

All DTCs/RTOs/JRTOs/MVI (Check Post) **(N/C)**

Sub: - Motor Vehicles Department - Implementation of **e-Facility Management System (e-FMS)** – Report - Reg

Ref: - 1. G.O (Rt) No.584/2013/Tran Dated. 26-12-2013
2. Work Order No. M-IT4/4805/TC/2011 Dated. 03-04-2014
3. This office letter of even no. Dated. 19-05-2014, 01-07-2014 & 14-08-2014

Attention to the references cited. Vide reference 3rd cited, you have been instructed to implement e-Facility Management System (e-FMS). On verification of e-FMS , it is found that you have not given any importance to implement the same which has the facility to manage and monitor the Facility Management Services provided by C-DIT even after 3 letters and reminders.

The main features of this software are as below.

- a. Register the complaints related to Server failure, non supply of stationery etc.
- b. Facility to view the action taken by C-DIT service personnel on the complaints registered.

Urgent | Most Immediate

- c. Monitor the stock of stationery and consumables and raise indent well in advance.
- d. Provision to escalate the pending issues through e-mail.
- e. Maintain Asset Register of ICT & Office Equipments.
- f. Record the details of Facility Management Services paperless.
- g. Automatic generation of reports required for the C-DIT payment , down time calculation etc.

You are directed to take urgent steps to implement e-Facility Management System (e-FMS) in your office and load the full data with immediate effect. Forward the report in the specified proforma within 7 days. Any further lapse in submitting the report will be viewed seriously.

Yours Faithfully

Sd/-
R.Sreelekha I.P.S
Transport Commissioner

Copy to:

1. ATC, Section Superintendent (M Section), Clerk (M1 Section) for information and necessary action.
2. Shri Anirudhan.S, System Supervisor, Transport Commissionerate. (He is entrusted to contact all DTCs/RTOs/JRTOs for the implementation of e-FMS).

Approved for Issue

Senior Superintendent

26.9.14