

MIT5/29/2018-TC

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From
 The Transport Commissioner, Kerala
 Motor Vehicles Department

To
 All-DTCs, RTOs, JRTOs

Sub: - Motor Vehicles Department – Implementation of Vehicle Location Tracking Device system in Public Service Vehicles – Monitoring through VTMS – Directions issued – reg.

Ref: -

- As part of Road Safety Measures and safety of children and public travelling in public service vehicles, the Department has implemented the **Vehicle Location Tracking Device** system. All major milestones of the project have been completed and is Go Live from 16.10.2018. The activities of the vehicles fitted with VLT devices can be monitored using the **Vehicle Tracking Management System**. In this regard, the following directions are issued for strict compliance.
- User name and password** have been created for all the executive officers for login in the VTMS. The username and default password is the **SPARK Permanent Employee Number (PEN)** of the employee. A manual on login procedure and editing of profile is attached as Annexure A. All executive officers are directed to login in the system and check their profile details. Unable to login/changes required in the profile etc. shall be reported to this office.
- The roles of the officers in each designation are given below:-

Designation	Roles
TC	View enforcement data/ map/ reports
JTC	View enforcement data/ map/reports
JTC(E)	Overall monitoring and control of enforcement activities through VTMS Call for reports on action taken regarding enforcement activities identified through VTMS Designate an enforcement officer on weekly basis in the Master Control Room for monitoring.
ATC	Assist JTC (E) in monitoring of enforcement through VTMS. Overall control and supervision of Master Control Room.
DTCs	Zone wise monitoring and control of enforcement activities through VTMS Call for reports on action taken regarding enforcement activities identified through VTMS under their jurisdiction
RTO (E)	District wise monitoring/checking of enforcement activities through VTMS. Designate an enforcement officer from MES on weekly basis in the Control Room for monitoring. They shall give specific instructions for checking based on the enforcement data identified through VTMS.
RTO/JRTO in RT Offices	District wise monitoring/checking of enforcement activities through VTMS. Designate MVI/AMVI for franchisee inspection. Designate MVI/AMVI for VTU tagging approval. Intimate the Zonal Admin for activating/inactivating officers. Intimate the Zonal Admin on transfer/relieve of MVI/AMVI designated.

JRTO in SRTOs	Monitoring/checking of enforcement activities through VTMS.
	Designate MVI/AMVI for franchisee inspection.
	Designate MVI/AMVI for VTU tagging approval.
	Intimate the System Admin/Zonal Admin on transfer/relieve of MVI/AMVI.
MVI/AMVI in RTO/SRTO	Inspect the franchisee as per direction of RTO/JRTO.
	Approve VTU tagging through VTMS.
State Admin/ Project Coordinator	Overall activity control of VTMS.
	Designate zonal administrators.
	Co-ordination with CDAC on system issues.
	Vendor Approval/ Suspension based on the recommendation of CDAC/testing agency.
	Franchisee approval/suspension based on the recommendation of RTO/JRTO.
	Approval/Suspension of VT units based on the recommendation of CDAC/testing agency.
Zonal Administrators	Master data updation.
	Allocate necessary powers to officers in their zone.
	Provide assistance to the users when needed.
	Activate/Inactivate/Transfer users under their zone as per request received from RTO/JRTO.
	Intimate the System Admin on software issues.

- 4. Franchisee Approval procedure:-**
- (i) The list of franchisees received from C-DAC will be forwarded to all RTOs/JRTOs for physical inspection of the franchisee offices. The minimum requirements for approval are:-
- The franchisee shall have an office space.
 - Qualified and well trained technician for fitting the VLT device in the vehicle.
 - A person with computer knowledge for tagging the device in VTMS.
 - The office shall have computer, internet connectivity and printer.
 - The franchisee shall give the customer a call support number for reporting the issues in the VLT device.
- (ii) RTOs/JRTOs shall designate an MVI/AMVI for inspecting the franchisee and shall forward the inspection report in the following proforma to the DTCs. DTCs shall consolidate the same and forward to the Head Office.

Name of office:-					
Date:to.....					
Sl.No.	Name & Address of franchisee	Name of Vendor	Date of inspection	Requirements complied (Yes/No)	Remarks
				a.	
				b.	
				c.	
				d.	
				e.	

- (iii) The validity of the franchisee is one year from the date of approval in VTMS. After expiry of validity, the vendor shall apply for renewal of the franchisee.
- 5. Vehicle Tagging Approval procedure:** The vehicles installed with VLT devices and tagged in VTMS can be viewed in the menu VTU Tagging → VTU Approval.
- (i) The vehicles fitted with VLT device shall be produced before the concerned RTO/SRTO for physical inspection.
- (ii) Heads of Offices shall check every week the list of vehicles in the VTMS fitted with VLT device and issue notice to the vehicle owners to produce the vehicle for inspection. The proforma of the notice is given in Annexure B. *(In the first phase, the fitment is limited*

to EIBs only).

- (iii) Approving officers shall follow the directions in the checklist for inspection and approval of VTU tagging given in Annexure C.
- (iv) The installation certificate issued by the VLT franchisee shall be signed and sealed by the approving officer to be kept in the vehicle.
- (v) Heads of Offices shall forward a weekly report of the number of vehicles approved in the following proforma to the DTCs. A monthly report shall be submitted in the TC conference. DTCs shall consolidate the same and forward to the Head Office.

Name of Office:				
Date:to.....				
Sl.No.	Number of vehicles			Remarks
	VLT installed	VLT approved	Notices issued	

6. Control Rooms: - As part of enforcement activity, one Master Control Room in Transport Commissionerate and 17 Mini Control Rooms in RT offices have been setup for monitoring the vehicles fitted with VLT devices through VTMS.

(A) Master Control Room


- (i) ATC shall be in overall control and supervision of the Master Control Room.
- (ii) One AMVI from MES, TC squad shall be posted in weekly rotation basis for monitoring.
- (iii) In the case of any over speed/alarm trigger, the monitoring officer shall report it to the MES/Head of Office concerned.

(B) Mini Control Room

- (i) The Mini Control Rooms in RTOs shall be shifted to the new RTO(E) offices as and when they are established.
- (ii) The RTOs shall post an AMVI on a weekly rotation basis for monitoring.
- (iii) In the case of any over speed/alarm trigger, the monitoring officer shall inform the vehicle owner and the Mobile Enforcement Squad.
- (iv) A weekly report on the alerts received shall be forwarded in the below proforma to the DTCs. DTCs shall consolidate the same and forward to the Head Office.

Name of office:					
Date:.....to.....					
Sl.No.	Vehicle No.	Alert date & time	Alert type	Action taken	Remarks

Yours faithfully,


 Transport Commissioner
 Signature valid