

MIT4/14555/TC/07

Transport Commissionerate
Kerala, Thiruvananthapuram.
E-mail: tcoffice@keralamvd.gov.in
Dated: 30-08-2008

Circular No. 14/2008

Sub: - Motor Vehicles Department – Deletion of old records from the database of
SMART Move – Intimation - Reg.

It is observed that the size of the database of SMART MOVE application is becoming larger day by day which adversely affects the performance. In order to accelerate the performance it is decided to delete data residing in the individual machines in the field offices in respect of the following records after a particular period of time as detailed below. The RTOs/Jt.RTOs shall exercise personal supervision to ensure that only the redundant data as mentioned is deleted.

1.	Learners licence after a period of 6 months from the date of issue of Motor Driving License.	6 months
2.	Data in respect of reservation of fancy registration numbers after 6 months of issue/ starting of next series which ever is later.	6 months
3.	Permits issued / Renewed except in respect of Stage Carriages, after a period of 5 years	5 years
4.	Cash receipts (Smart Support Group will modify SMART MOVE SOFTWARE for creating querying regarding audit is completed or not.)	After audit
5.	Correction and editing of fees.	After audit
6.	Temporary Registration	After 6 months
7.	Inward printed or Despatched	After 1 year
8.	Invalid Motor Driving Licenses	(Not renewed over a period of 5 years of its expiry date) of persons who had crossed the age of 80 years old excluding those entered with date of birth of the year 1900.
9.	Permit of all kind except stage carriage data to be deleted.	6 months after cancellation of permit

10.	Closed Check reports	After audit
11.	No Objection Certificate (NOC) / Clearance certificate	After 1 year of issue
12.	G form in respect of which exemption granted,	After audit
13.	Authorisation in respect of National Permits and Tourist taxis.	After 2 years of issue
14.	Tax license details	3 months after next remittance

Backup shall be taken in CDs and make sure that data can be retrieved, should be kept in the safe custody of respective Heads of Office. All the mandatory documentary records of these transactions should be indexed and maintained by the respective offices according to existing instructions on the matter.

o/c
14-9-08
16/09/08
Addl. Transport Commissioner
7/5/09

To

All DTCs, All RTOs, All JRTOs

Copy to:

1. CA to TC, CA to Secretary STA, Sr. A.O, Sr. F.O, L.O, Accounts Officer, ATC, Asst. Secy. STA, Section Superintendents.

2. **Nodal Officer SSG** – The SSG to make necessary modifications in the software "Smartmove" to enable automatic deletion with sufficient authorisation protocol of such data at such intervals as above