MIT4/2990/TC/ 08   Transport Commissionerate
                                          Kerala, Thiruvananthapuram
                                          Dated: 15-03-2008

Circular No. 5/2008

Sub: - Motor Vehicles Department – Issue of User ID to new employees – Reg.

Consequent to computerization of all the offices of the department it has become necessary to prescribe the procedure for issuing **Employee Identity Card** and the **User ID** for logging in to the computer system. Following procedure is ordered with immediate effect.

When a person joins the department, the Head of office shall arrange to give on the job training to the employee with a suitable supervisory officer. On acquiring necessary capability to operate the system independently, an application in the attached format shall be forwarded to the Central System Administrator in the Transport Commissionerate, duly certified by the Head of Office. User ID will be created by Central Administrator. The Head of Office shall ensure that the new employee has attained enough knowledge before activating the User ID.

The receipt of the circular should be acknowledged.

                                          Transport Commissioner (I/C)

To

All DTC's, All RTO's, All JRTO's

Copy to: CA to TC, CA to Secretary STA, Sr. A.O, Sr. F.O, L.O, Accounts Officer, ATC, Asst. Secy STA , Section Superintendents, SSG TC Office

Application for **SMART-MOVE User ID** ☐ **Employee ID card** ☐

(All entries in Capital Letters; Put ✓ in the relevant column)

Employee Name:

Permanent Employee Number **[PEN]** :

Date of Birth :

Sex : Male ☐ Female ☐

Blood Group :

Date of Joining :

Date of Retirement :

Designation :

Office :

Affix 3.5 X 4.5 cm recent passport size Colour Photograph

Enclose 1 stamp size
&
1 Passport size photo
For Employee ID card

Address:

P.O   PIN

DIST

Phone (STD Code) :

Cell Phone :

E-mail ID :

Qualifications : SSLC ☐ Diploma [ ] Degree [ ] Post Graduation [ ]

Computer Skills : DCA ☐ PGDCA ☐ CCNA ☐ MCSE ☐ Hardware ☐

Office ☐ Photoshop ☐ Web design ☐ Corel Draw ☐ Others ☐

Date: [ ][ ] [ ][ ] [ ][ ][ ][ ]   **Employee Signature:**

Name & Designation of Head of Office   **Signature:**

For Office Use

Date: [ ][ ] [ ][ ] [ ][ ][ ][ ]   Allotted **User ID:**