

SUO MOTO DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT,2005

S.No	Item	Details of Disclosure	
1	Particulars of its organization , function and duties (Section 4(1) (b) (i))	(i) Name and address of the Organization (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart	Transport Commissionerate 2 nd Floor, Trans Towers , Vazhuthacaud, Thiruvananthapuram Transport Commissioner https://mvd.kerala.gov.in/en/our-mission https://mvd.kerala.gov.in/en/services Organization chart (Page 7)
2	Power and duties of its officers and employees (Section 4(1) (b) (ii))	Powers and duties of officers and employees	Powers and Duties of officers and employees (Page 8,9)

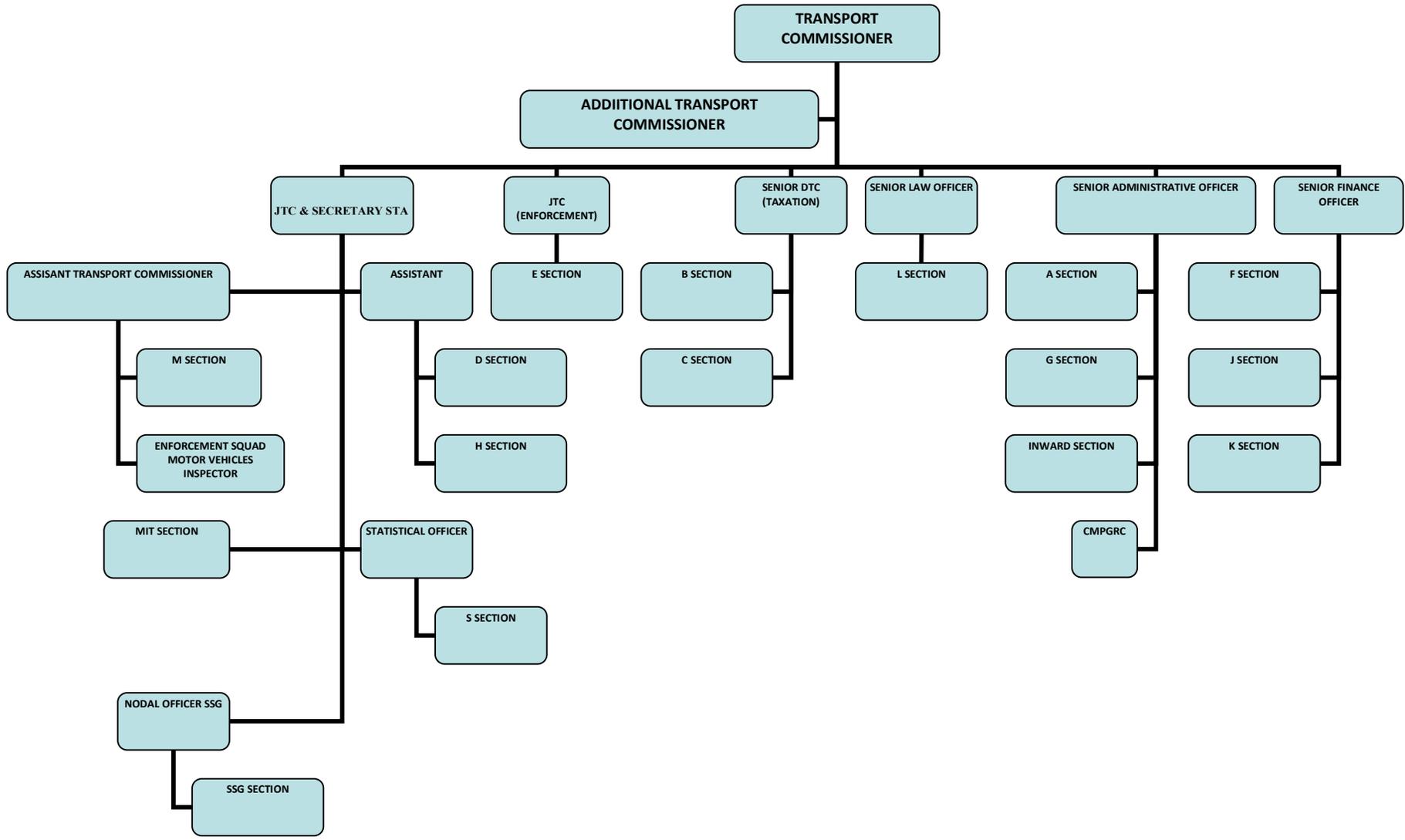
3	Procedure followed in decision making process including channels of supervision and accountability (Section 4(1) (b) (iii))	Process flow of applications submitted	The office functions based on the file processing described in Manual Of Office procedure of Government of Kerala . The process flow can be seen in the link below. The detailed channel of supervision is described in the Organisation chart (page7).
4	Norms for discharge of functions (Section 4(1) (b) (iv))	Norms for discharge of functions	The office functions based on the procedures established by Government of Kerala as per Manual of Office Procedures.
5	Rules, regulations instructions manual and records for discharging functions (Section 4(1) (b) (v))	(i) Acts, Rules Manuals etc (ii) Transfer policy and transfer orders	Central Motor Vehicles Act, Central Motor Vehicles Rules, Kerala Motor Vehicles Rules, Manual of Office Procedure, Kerala Service Rules, Kerala Financial Code, Kerala Budget Manual, Kerala State and Service Subordinate Service Rules, Kerala Government Servants Conduct Rules and other Acts , Rules, Codes and manuals issued and published by Government of Kerala from time to time. The department do not have a separate transfer policy. The department follows the transfer policy issued by Government Order G.O(P) 3/2017/P&ARD and subsequent amendments.

6	Categories of documents held by the authority under its control (Section 4(1) (b) (vi))	<p>(i) Categories of documents</p> <p>(ii) Custodian of documents/categories</p>	<p>Service/Administrative/Financial/Audit/State Transport Authority/Road Safety/Modernisation/Taxation/Act and Rules/Purchase and Stores and related records.</p> <p>As assigned to respective sections.</p>
7	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof(Section 4(1) (b) (vii))		
8	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	<p>(i) Name of Boards, Council, Committee etc.</p> <p>(ii) Composition</p> <p>(iii) Dates from which constituted</p> <p>(iv) Term/ Tenure</p>	State Transport Authority

		<p>(v) Powers and functions</p> <p>(vi) Whether their meetings are open to the public?</p> <p>(vii) Whether the minutes of the meetings are open to the public?</p> <p>(viii) Place where the minutes if open to the public are available?</p>	
9	Directory of officers and employees [Section 4(1) (b) (ix)]	Department directory	https://mvd.kerala.gov.in/index.php/ml/directory
10	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	List of employees with basic and gross salary (page 10-14)
11	Budget allocated indicating particulars of all plans , proposed expenditures and report of disbursements made[Section 4(1) (b) (xi)]		

12	Manner of execution of subsidy program (Section 4(i)(b)(xii))		
13	Particulars of recipients of concessions, permits or authorisations granted by it[Section 4(1) (b) (xiii)]		
14	Details in respect of the information, available to or held by it, reduced in an electronic form[Section 4(1) (b) (xiv)]	Details made available in electronic form	Department have published most of the orders, circulars and related items issued by it in the website www.mvd.kerala.gov.in and the same is available to the public.
15	Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use[Section4(1) (b) (xv)]		
16	Names, designations and other particulars of the Public Information Officers	Name, Designation and particulars of SPIOs	Name, Designation and particulars of SPIOs (page 15-17)

ORGANISATION CHART



Powers and duties of officers and employees [Section 4 (1) (b) (ii)]

Sl.No	Designation & Sanctioned Strength	Powers and Duties
1	Transport Commissioner (1)	Head of the Department. Financial delegations of department headed by Secretary to Government and above. Quasi Judicial powers conferred under Motor Vehicles Act, Motor Vehicles Taxation Act and Rules made there under.
2	Additional Transport Commissioner (1)	Vigilance Officer of the Department. Modernisation, Plan schemes and IT related activities of the Department, Road Safety and Enforcement activities, Administration matters of First Gazetted Officers of the Department.
3	Joint Transport Commissioner & Secretary State Transport Authority (1)	Controlling officer in respect of Modernisation & Plan schemes of the Department and & Secretary State Transport Authority
4	Joint Transport Commissioner (Enforcement) (1)	Controlling officer in respect of the Enforcement Wing of the Department, SAFE KERALA Project, Purchase, Departmental Vehicles, Stores etc
5	Senior Administrative Officer (1)	Controlling officer in respect of Establishment matters of the Department
6	Senior Finance Officer (1)	Controlling officer in respect of Financial matters of the Department
7	Senior Law Officer (1)	Law Officer of the Department
8	Senior Deputy Transport Commissioner (Taxation) (1)	Controlling officer in respect of Taxation and Act and Rules administered by the Department
9	Assistant Transport Commissioner (1)	Estate Officer , Purchase Officer and in charge of Departmental Vehicles and Stores
10	Statistical Officer (1)	Officer in charge of Statistics and Data collection
11	System Supervisor (1)	
12	Accounts Officer (DDO) (1)	DDO of Transport Commissionerate
13	Accounts Officer (Audit) (1)	Head of the Internal Audit Wing of the Department
14	Assistant Secretary (STA) (1)	Assistant Secretary of State Transport Authority
15	Senior Superintendents (10)	Supervision of all work relating to the Sections concerned and staff attached.
16	Motor Vehicle Inspector (1)	Attached to the Transport Commissioner's Squad
17	Assistant Motor Vehicle Inspectors (2)	Attached to the Transport Commissioner's Squad

18	Junior Superintendents (5)	Supervision of all work relating to the Sections concerned and staff attached.
19	Head Accountant/Head Clerk/Public (5) Relation Officer	Supervision of all work relating to the Sections concerned and staff attached. Maintenance of Cash Book and Allied Registers. Front Office duty.
20	Confidential Assistant (8)	All secretarial work, Stenographic Assistance
21	Fair Copy Superintendent (1)	Supervision of Fair Copy Section and Despatch Section
22	Senior Clerk/Clerk (57)	Noting/Drafting, Maintenance of records, scrutiny of cases and allied matters allotted to the seat.
23	Selection Grade Typist /Senior Grade Typists/Upper/Lower Division Typists (6)	Fair copy works and Inward
24	Attender (3)	To perform the works allotted them in Inward / Despatch / Records Sections.
25	Driver (6)	Driving and up keep of Departmental vehicles. Maintaining log-book
26	Office Attendant (13)	Office Attendant will be under the immediate control of the section heads who are responsible for the transaction of work in the sections and officers. They are expected to do the duties allotted to them by section heads and clerks and also by the officers to whom they are attached.
27	Part time sweeper (2)	Cleaning and up keep of Office
28	Watcher (1)	Night Watchman

SALARY DRAWN ON 01.01.2022

SL NO	PEN and NAME of EMPLOYEE	BASIC PAY	GROSS SALARY
TRANSPORT COMMISSIONER			
1	324945 (KL 1995) M R AJITH KUMAR IPS	211300	314837
ADDL. TRANSPORT COMMISSIONER			
2	908958 PRAMOJ SANKER P S	86100	123567
JOINT TRANSPORT COMMISSIONER (ENFORCEMENT)			
3	311140 MURALEE KRISHNAN B	132100	148347
SENIOR ADMINISTRATIVE OFFICER			
VACCANT			
SENIOR FINANCE OFFICER			
4	100652 VIJAYAKUMAR B	SALARY NOT DISBURSED	
SENIOR LAW OFFICER			
5	152241 SUNIL KUMAR V R	112800	130696
SENIOR DEPUTY TRANSPORT COMMISSIONER (TAXES)			
6	429102 A K SASIKUMAR	112800	127696
ASSISTANT TRANSPORT COMMISSIONER			
7	134798 AJITH KUMAR K	85000	96450
ACCOUNTS OFFICER			
8	134809 DEEPA G NAIR	79000	92430
9	135086 PRASAD M	79000	92430
ASSISTANT SECRETARY STA			
10	134724 AJITH KUMAR B K	79000	89430
MOTOR VEHICLE INSPECTOR			
11	134794 MAHES S	75400	85218
SENIOR SUPERINTENDENT(HG)			
12	134904 MOHAMED RAFI	79000	89430
13	134890 PRAKAS K S	77200	90324
SENIOR SUPERINTENDENT			
14	134708 AJITH G NATH	71800	84006
15	135249 JAI DEVAN K R	70000	81900
16	134947 JOSE A	71800	81006
17	135665 MERCY KUTTY SAMUEL	70000	81900

18	135748 MOHANAN P	70000	78900
19	134702 PRIYA P	68400	80028
20	135722 SHERLY B	50400	56878
21	135457 SALIM THOMAS N J	71800	84006
STATISTICAL OFFICER			
22	349437 NISARUDEEN M	68400	80028
CONFIDENTIAL ASSISTANT SELECTION GR			
23	441047 PREETHA PB	65200	76894
ASSISTANT MOTOR VEHICLE INSPECTOR			
24	847491 KISHORE K	49000	57680
25	628573 RAMANATH P S	53900	60413
JUNIOR SUPERINTENDENT			
26	134706 BAIJU G S	56500	66105
27	135105 BINDU K	57900	67743
28	134865 INDU P S	57900	64743
29	134802 BIJU P L	59300	66381
30	135750 LEKHA S NAIR	63700	71529
FAIR COPY SUPERINTENDENT			
31	134738 SHIHEENA BEEGAM J	63700	71529
HEAD ACCOUNTANT			
32	134752 LAKSHMI M NAIR	52600	61542
33	134713 SREEKALA B	50200	58734
34	134824 UNNIKRISHNAN G V	51400	60138
35	134760 USHA B NAIR	70000	78900
HEAD CLERK			
36	307057 SHAKILA BEEGAM N	50200	57484
CONFIDENTIAL ASSISTANT SENIOR GR			
37	250405 SEENA K S	50200	58734
38	705478 SHEENA S	49000	57330
CONFIDENTIAL ASSISTANT GR I			
39	471615 DEEPA V S	42300	46491
40	323387 SAIFUDEEN T	47800	52926
SENIOR CLERK			
41	160911 AMALSYAM S S	38300	44811

42	641701 ARCHANA A S NAIR	45600	53352
43	627436 ASWATHY S L	37400	43758
44	703655 CHITRA DEVI AN	43400	50918
45	274251 DEEPA S S	46700	54639
46	634153 DEEPA D K	44500	52065
47	727155 DEEPA V	37400	43758
48	709216 DIVYA V L	38300	41811
49	628130 GANESH VP	37400	43758
50	134857 GIREESAN B	52600	61542
51	633196 JERIN JACOB	39300	45981
52	410586 JERUSALEM BROTHER RAJ D	45600	53352
53	134932 JYOTHI S	43400	50778
54	134934 LATHA KUMARI S	49000	54330
55	134853 MANOJ P	50200	58734
56	401321 MURUKADAS G	41300	45321
57	135332 NANDAKUMAR N B	49000	57330
58	570392 PRASAD KUMAR C	38300	44811
59	486299 PRIYA S NAIR	46700	54639
60	614081 RAJESH KS	49000	54330
61	333254 RANJITH A	45600	53352
62	690099 REKHA C S	40300	44151
63	492709 SHEEJA RANI S	41300	45321
64	249801 SMITHA K	29200	42232
65	135017 SREEKALA K M	52600	61542
66	390454 SREEKALA S	46700	54639
67	755275 SUNITHAKUMARI S	36500	41705
68	355139 SURAMOL E S	40300	44151
69	476193 VINOD P S	49000	54330
UD TYPIST			
70	704353 KUSUMAM C A	41300	45321
CONFIDENTIAL ASSISTANT GR.II			
71	733535 SUNITHA K	33800	38546
72	784508 VINEETHAVARGHEESE S	32000	34440
DRIVER SNR. GRD			
73	134782 PREMLAL W	44500	52505
74	134920 RAJESH S	44500	49285

75	134776 SHAJILAL L K	45600	53552
LD CLERK 8 YRS (NOT QUALIFIED)			
76	249930 RAJA R	40300	44151
CLERK			
77	897239 ABDUL MUTHALIF C	27200	28824
78	912647 AJITH R CHANDRAN	26500	31145
79	907194 ANEENA KEERTHY M S	26500	31005
80	887701 ARUN M S	27200	31824
81	915020 EMY GEORGE	26500	31005
82	836548 JEEJA B	28700	30579
83	851074 JINU VIJAYAN V S	28700	30719
84	853322 JISHA S	27900	29643
85	816118 JOBIN J	29500	31515
86	738726 LEKSHMI RAJ V	32000	37440
87	923741 MEENU M	26500	31005
88	774248 NAYANA C KUMAR	27200	31824
89	793615 NITHIN R	29500	31515
90	805248 NITHYA R	29500	31515
91	853325 PRAVEEN RAJ R P	27900	32643
92	725857 PREETHA K SIVADASAN	33800	36546
93	214978 PRESANNA KUMARY N	44500	49205
94	902805 SANAL RAJ	26500	28005
95	909455 SAJITH S	26500	31005
96	841761 SHAJINI P	28700	32579
97	910242 SHAMNA M M	26500	30005
98	882237 SHYAM KUMAR P	27200	31824
99	906094 SHYNI P V	26500	28005
100	787885 SIJI V	30300	35451
101	777466 SYAMLAL V S	27200	28824
102	921501 YADHUN A	26500	31005
LD TYPIST			
103	751820 AKHILA S NAIR	31100	36387
104	388430 ANILKUMAR R	35600	41652
105	736933 INDU RL	32000	34440

106	887091 SHAIJAN P C	26500	31005
DRIVER GRADE II			
107	905768 ARUN ARAVIND	25100	29587
108	868168 PRAVEEN N	25800	30406
109	868165 SHAJIMON S	25800	27406
ATTENDER GR.II			
110	134899 DINESH S	41300	48321
111	136033 JAYASREE G	38300	44811
112	311359 RATHEESH R V	29200	39112
OFFICE ATTENDANT 15 YRS HG			
113	134843 SANTHOSH KUMAR R	45600	50352
OFFICE ATTENDANT GR II			
114	899009 AMRUTHA M S	23000	26910
115	749454 BINDU KUMARI I	27200	28824
116	830725 JOLLY K	25100	29365
117	740599 LEENAKUMARI S	27200	31824
118	921720 MUHAMMED SALIH V S	23000	26910
119	813853 REJI V R	25800	30546
120	736927 SMITHA VM	27900	32643
121	882958 SUKANYA S	23000	26910
122	914872 SURESH P	23000	26910
123	899008 VIJESH P S	23000	27270
WATCHER			
124	897230 SATHEESH KUMAR P V	23000	26910
PART TIME SWEEPER			
125	326177 SUDHARMA M	16690	16858
126	375106 YESODA T	18580	18881

Name of SPIOs as on 01.01.2022

SL No	State Public Information Officer	Subject dealt by the Public Information Officer	Appellate Authority
1	3	5	6
1	Ajith G Nath Senior Superintendent A section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Establishment Matters	Senior Administrative Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
2	Jaidevan K R Senior Superintendent B Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Taxation	Senior Deputy Transport Commissioner(Taxation) Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
3	Salim Thomas Senior Superintendent C Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Motor Vehicles Acts and Rules	Senior Deputy Transport Commissioner(Taxation) Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
4	Muhammad Rafi Senior Superintendent D Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	State Transport Authority	Joint Transport Commissioner & Secretary STA Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
5	Prakas K S Senior Superintendent E Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014	Enforcement	Joint Transport Commissioner (Enforcement) Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014

6	Sherly B Senior Superintendent F Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Audit Reports of CAG, Land and Buildings of the Department	Senior Finance Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
7	Priya P Senior Superintendent G Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Disciplinary Action	Senior Administrative Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
8	S Mohanan Senior Superintendent H Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Interstate permit, EV permit	Joint Transport Commissioner & Secretary STA Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
9	Jose A Senior Superintendent J Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Internal Audit	Senior Finance Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
10	Bindhu K Junior Superintendent k Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Accounts	Senior Finance Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
11	Biju P L Junior Superintendent Inward Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Inward and Fair copy	Senior Administrative Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
12	Indu P S Junior Superintendent M Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud,	Department vehicles, Store and Purchase	Joint Transport Commissioner & Secretary STA Transport Commissionerate, 2 nd Floor, Trans Towers,

	Thiruvananthapuram-695014		vazhuthacaud, Thiruvananthapuram- 695014
13	Baiju G S Junior Superintendent MIT Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Modernisation	Joint Transport Commissioner & Secretary STA Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
14	Nizarudeen M Statistical Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Statistics	Joint Transport Commissioner & Secretary STA Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
15	Mercykutty Samual Senior Superintendent SSG Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Software and related matters	Joint Transport Commissioner & Secretary STA Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014
16	Biju P L Junior Superintendent L Section Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram-695014	Court cases and related matters	Senior Law Officer Transport Commissionerate, 2 nd Floor, Trans Towers, vazhuthacaud, Thiruvananthapuram- 695014