Barranquilla 16 de diciembre de 2024

**Doctor**
**CAMILO JOSE ROA MERCADO**
**C.C: 8643773**
**ASESOR**
**Secretaria de Movilidad**
**E.S.M.**

**INFORME DE ACTIVIDADES No 04**

**ASUNTO:** Actividades realizadas en virtud del contrato de prestación de servicios de apoyo a la gestión No. CD-59-2024-5438, Informe de actividades N° 04 correspondiente al mes de diciembre.

Me permito presentar a usted informe de gestión en virtud del contrato cuyo objeto es: **PRESTACION DE SERVICIOS DE APOYO A LA GESTION PARA BRINDAR APOYO Y ACOMPAÑAMIENTO EN EL DESARROLLO DE LAS ACTIVIDADES DEL PROYECTO DIGITALIZACION, RACIONALIZACION Y AUMENTO DE LA EFICIENCIA EN LOS SERVICIOS PRESTADOS POR LA SECRETARIA DE TRANSITO Y SEGURIDAD VIAL**

El presente informe lo presento en forma parcial, correspondiente a las actividades de carácter general, así como también abordaré los temas específicos que me fueron asignados durante el período objeto del presente informe.

1. Brindar apoyo a la secretaria distrital de tránsito y seguridad vial, con el fin de garantizar el control y la actualización de los documentos generados en los diferentes trámites realizados al interior de la secretaria, y que deben ser custodiados por parte en el archivo de la secretaria Distrital de tránsito y seguridad.

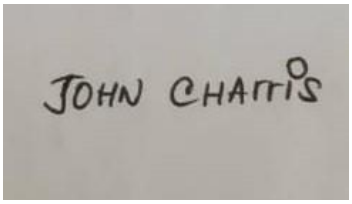
| ACTIVIDAD | MES | CARPETAS |
|---|---|---|
| Organice, folie 179 Carpetas de tramites de vehículos públicos | Diciembre | 179 |

2. Apoyar en el recibo y verificación de los documentos de las matrículas que se realizan ante la oficina de registros de tránsito y que sean remitidos al área de archivo de la secretaria

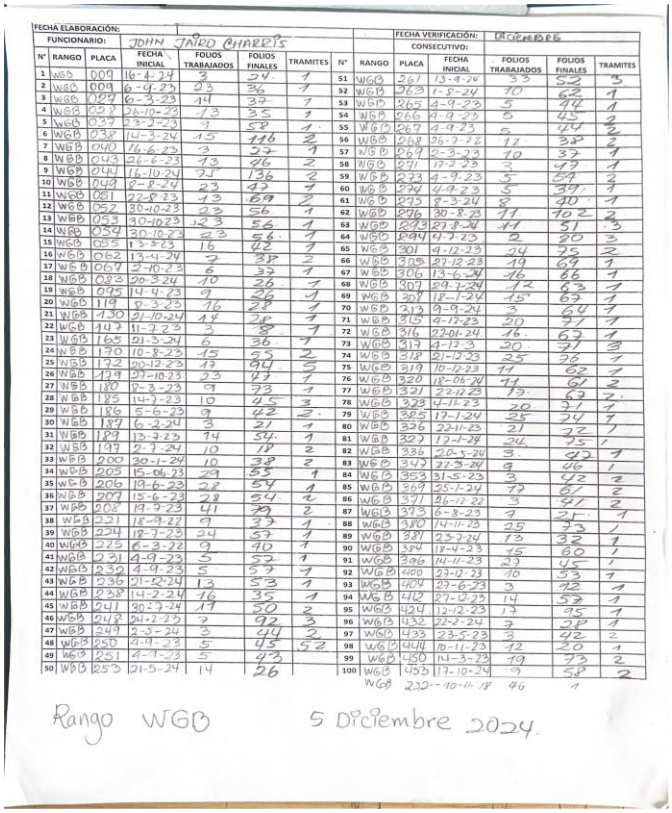
| ACTIVIDAD | MES | TRAMITES |
|---|---|---|
| Organice 237 tramites de vehículos públicos | Diciembre | 237 |

3. Brindar apoyo a la secretaria distrital de tránsito y seguridad vial, con el fin de garantizar el control y la actualización de los documentos generados en los diferentes trámites realizados al interior de la secretaría, y que son custodiados por parte del archivo de la secretaría distrital de tránsito y seguridad vial.

4. Organice, folie y guarde 179 Carpetas en los archivos de vehículos públicos.
5. Organice 237 tramites de vehículos públicos, folie los tramites juntamente con las carpetas. luego fueron llevados a su estantería.




JOHN JAIRO CHARRIS DE MOYA
C.C 1.047.218.041 de Galapa



FECHA ELABORACIÓN:

FUNCIONARIO: JOHN JAIRO CHARRIS

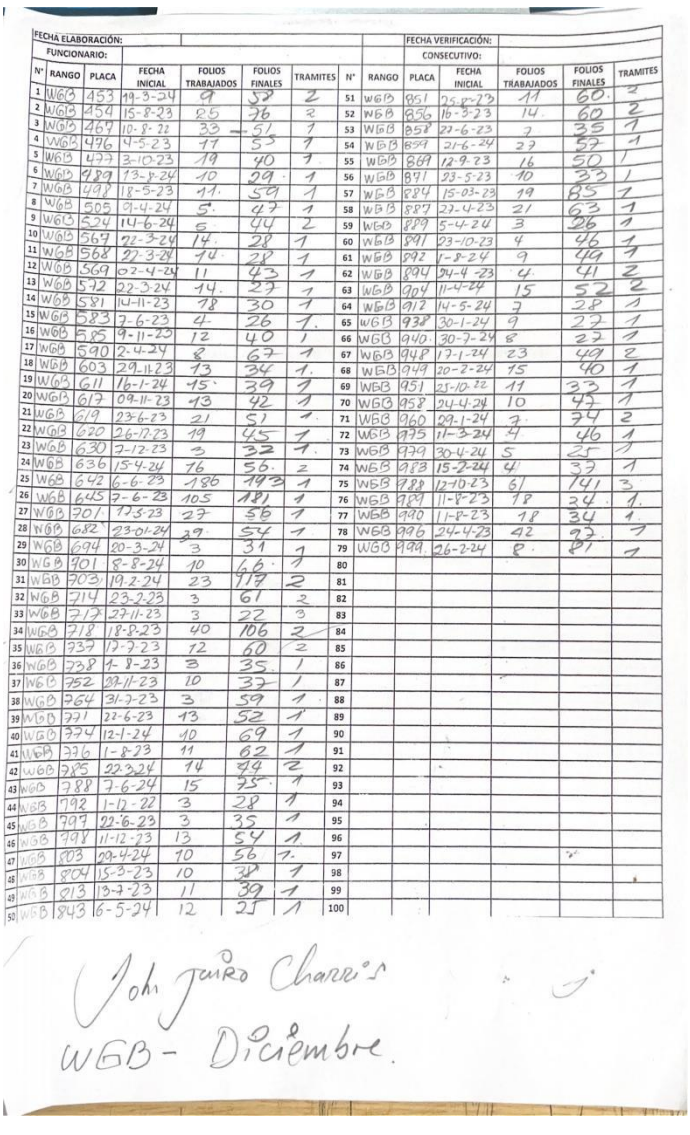
FECHA VERIFICACIÓN: DICIEMBRE

CONSECUTIVO:

| Nº | RANGO | PLACA | FECHA INICIAL | FOLIOS TRABAJADOS | FOLIOS FINALES | TRAMITES | Nº | RANGO | PLACA | FECHA INICIAL | FOLIOS TRABAJADOS | FOLIOS FINALES | TRAMITES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | WGB | 009 | 16-1-24 | 9 | 24 | 1 | 51 | WGB | 261 | 13-9-24 | 35 | 52 | 3 |
| 2 | WGB | 009 | 6-9-23 | 03 | 36 | 1 | 52 | WGB | 263 | 1-5-24 | 10 | 62 | 1 |
| 3 | WGB | 024 | 6-3-23 | 14 | 37 | 1 | 53 | WGB | 265 | 4-9-23 | 5 | 67 | 1 |
| 4 | WGB | 028 | 26-10-23 | 13 | 35 | 1 | 54 | WGB | 266 | 4-9-23 | 5 | 45 | 2 |
| 5 | WGB | 039 | 23-2-23 | 9 | 58 | 1 | 55 | WGB | 267 | 4-9-23 | 5 | 44 | 2 |
| 6 | WGB | 038 | 14-3-24 | 15 | 116 | 2 | 56 | WGB | 268 | 26-7-22 | 12 | 32 | 2 |
| 7 | WGB | 040 | 16-6-23 | 3 | 37 | 1 | 57 | WGB | 269 | 2-3-23 | 10 | 37 | 1 |
| 8 | WGB | 043 | 26-6-23 | 13 | 96 | 2 | 58 | WGB | 271 | 17-2-23 | 2 | 47 | 1 |
| 9 | WGB | 044 | 16-10-24 | 7 | 136 | 2 | 59 | WGB | 273 | 4-9-23 | 5 | 59 | 2 |
| 10 | WGB | 049 | 2-8-24 | 23 | 42 | 1 | 60 | WGB | 274 | 4-9-23 | 5 | 39 | 1 |
| 11 | WGB | 051 | 22-8-23 | 13 | 89 | 2 | 61 | WGB | 295 | 8-3-24 | 5 | 30 | 1 |
| 12 | WGB | 052 | 30-10-23 | 23 | 56 | 1 | 62 | WGB | 296 | 30-8-23 | 11 | 102 | 2 |
| 13 | WGB | 053 | 30-10-23 | 23 | 56 | 1 | 63 | WGB | 298 | 29-8-24 | 11 | 51 | 3 |
| 14 | WGB | 054 | 30-10-23 | 23 | 56 | 1 | 64 | WGB | 299 | 4-1-23 | 2 | 20 | 3 |
| 15 | WGB | 055 | 13-3-23 | 16 | 42 | 1 | 65 | WGB | 301 | 4-12-23 | 24 | 75 | 2 |
| 16 | WGB | 062 | 13-4-24 | 2 | 38 | 2 | 66 | WGB | 305 | 27-12-23 | 19 | 69 | 1 |
| 17 | WGB | 067 | 2-10-23 | 6 | 32 | 1 | 67 | WGB | 306 | 13-6-24 | 16 | 66 | 1 |
| 18 | WGB | 083 | 20-3-24 | 10 | 26 | 1 | 68 | WGB | 307 | 29-1-24 | 12 | 83 | 1 |
| 19 | WGB | 095 | 14-4-23 | 9 | 20 | 1 | 69 | WGB | 309 | 18-1-24 | 15 | 63 | 1 |
| 20 | WGB | 119 | 8-3-23 | 16 | 28 | 1 | 70 | WGB | 313 | 9-9-24 | 3 | 64 | 1 |
| 21 | WGB | 130 | 21-10-24 | 14 | 26 | 1 | 71 | WGB | 315 | 4-12-23 | 20 | 91 | 1 |
| 22 | WGB | 147 | 11-2-23 | 5 | 58 | 1 | 72 | WGB | 316 | 22-01-24 | 16 | 67 | 1 |
| 23 | WGB | 165 | 21-3-24 | 6 | 36 | 1 | 73 | WGB | 317 | 4-12-23 | 30 | 31 | 3 |
| 24 | WGB | 170 | 10-8-23 | 15 | 53 | 2 | 74 | WGB | 318 | 21-12-23 | 25 | 98 | 1 |
| 25 | WGB | 172 | 20-12-23 | 13 | 94 | 5 | 75 | WGB | 319 | 10-12-23 | 11 | 62 | 1 |
| 26 | WGB | 179 | 27-10-23 | 23 | 47 | 1 | 76 | WGB | 320 | 18-06-24 | 11 | 61 | 2 |
| 27 | WGB | 180 | 8-3-23 | 9 | 93 | 1 | 77 | WGB | 321 | 22-12-23 | 13 | 67 | 2 |
| 28 | WGB | 185 | 14-7-23 | 10 | 45 | 3 | 78 | WGB | 323 | 4-11-23 | 20 | 31 | 1 |
| 29 | WGB | 186 | 5-6-23 | 9 | 62 | 2 | 79 | WGB | 324 | 17-1-24 | 25 | 74 | 1 |
| 30 | WGB | 189 | 6-2-24 | 3 | 21 | 1 | 80 | WGB | 326 | 22-11-23 | 21 | 72 | 1 |
| 31 | WGB | 189 | 13-3-23 | 14 | 34 | 1 | 81 | WGB | 327 | 17-1-24 | 26 | 75 | 1 |
| 32 | WGB | 197 | 2-9-24 | 10 | 19 | 2 | 82 | WGB | 336 | 20-5-24 | 8 | 42 | 1 |
| 33 | WGB | 200 | 30-1-24 | 10 | 38 | 2 | 83 | WGB | 342 | 22-3-24 | 9 | 40 | 1 |
| 34 | WGB | 205 | 15-06-23 | 29 | 85 | 1 | 84 | WGB | 353 | 31-5-23 | 3 | 42 | 2 |
| 35 | WGB | 206 | 10-6-23 | 22 | 54 | 1 | 85 | WGB | 369 | 25-1-24 | 17 | 61 | 2 |
| 36 | WGB | 207 | 15-6-23 | 23 | 64 | 2 | 86 | WGB | 371 | 26-12-22 | 3 | 41 | 2 |
| 37 | WGB | 208 | 18-9-23 | 41 | 29 | 2 | 87 | WGB | 373 | 6-8-23 | 4 | 21 | 1 |
| 38 | WGB | 221 | 18-9-22 | 9 | 33 | 1 | 88 | WGB | 380 | 14-11-23 | 25 | 33 | 1 |
| 39 | WGB | 224 | 18-3-23 | 24 | 57 | 1 | 89 | WGB | 381 | 23-2-24 | 15 | 32 | 1 |
| 40 | WGB | 225 | 6-3-22 | 9 | 90 | 1 | 90 | WGB | 384 | 18-4-23 | 15 | 60 | 1 |
| 41 | WGB | 231 | 4-9-23 | 5 | 52 | 1 | 91 | WGB | 386 | 14-11-23 | 23 | 45 | 1 |
| 42 | WGB | 232 | 4-9-23 | 5 | 57 | 1 | 92 | WGB | 400 | 23-12-23 | 10 | 53 | 1 |
| 43 | WGB | 236 | 21-12-24 | 13 | 53 | 1 | 93 | WGB | 409 | 23-6-23 | 3 | 42 | 1 |
| 44 | WGB | 238 | 14-2-24 | 16 | 35 | 1 | 94 | WGB | 412 | 27-12-23 | 14 | 53 | 1 |
| 45 | WGB | 241 | 30-7-24 | 17 | 50 | 2 | 95 | WGB | 424 | 12-12-23 | 13 | 95 | 1 |
| 46 | WGB | 248 | 24-2-23 | 7 | 92 | 3 | 96 | WGB | 432 | 22-2-24 | 3 | 22 | 1 |
| 47 | WGB | 249 | 2-3-24 | 3 | 44 | 2 | 97 | WGB | 433 | 23-5-23 | 3 | 42 | 2 |
| 48 | WGB | 250 | 4-9-23 | 5 | 45 | 52 | 98 | WGB | 444 | 10-11-23 | 12 | 20 | 1 |
| 49 | WGB | 251 | 4-9-23 | 5 | 43 | | 99 | WGB | 450 | 14-3-23 | 19 | 73 | 2 |
| 50 | WGB | 253 | 21-5-24 | 14 | 26 | | 100 | WGB | 453 | 17-10-24 | 9 | 58 | 2 |

WGB 222--10-11-18 46 1

Rango WGB 5 Diciembre 2024.



FECHA ELABORACIÓN:

FUNCIONARIO:

FECHA VERIFICACIÓN:

CONSECUTIVO:

| Nº | RANGO | PLACA | FECHA INICIAL | FOLIOS TRABAJADOS | FOLIOS FINALES | TRAMITES | Nº | RANGO | PLACA | FECHA INICIAL | FOLIOS TRABAJADOS | FOLIOS FINALES | TRAMITES |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | WGB | 453 | 19-3-24 | 9 | 58 | 2 | 51 | WGB | 851 | 25-8-23 | 11 | 60 | 2 |
| 2 | WGB | 454 | 15-8-23 | 25 | 76 | 2 | 52 | WGB | 856 | 16-5-23 | 14 | 60 | 2 |
| 3 | WGB | 469 | 10-8-22 | 33 | 51 | 1 | 53 | WGB | 858 | 22-6-23 | 7 | 35 | 1 |
| 4 | WGB | 476 | 4-5-23 | 11 | 53 | 1 | 54 | WGB | 859 | 21-6-24 | 27 | 57 | 1 |
| 5 | WGB | 477 | 3-10-23 | 19 | 40 | 1 | 55 | WGB | 869 | 12-9-23 | 16 | 50 | 1 |
| 6 | WGB | 489 | 13-8-24 | 10 | 29 | 1 | 56 | WGB | 891 | 23-5-23 | 10 | 33 | 1 |
| 7 | WGB | 498 | 18-5-23 | 11 | 59 | 1 | 57 | WGB | 884 | 15-03-23 | 19 | 85 | 1 |
| 8 | WGB | 505 | 9-4-24 | 5 | 47 | 1 | 58 | WGB | 887 | 22-4-23 | 21 | 63 | 1 |
| 9 | WGB | 524 | 14-6-24 | 6 | 44 | 2 | 59 | WGB | 899 | 5-4-24 | 3 | 26 | 1 |
| 10 | WGB | 567 | 22-3-24 | 14 | 28 | 1 | 60 | WGB | 891 | 23-10-23 | 4 | 46 | 1 |
| 11 | WGB | 568 | 27-3-24 | 14 | 28 | 1 | 61 | WGB | 892 | 1-8-24 | 9 | 49 | 1 |
| 12 | WGB | 569 | 02-4-24 | 11 | 43 | 1 | 62 | WGB | 894 | 24-4-23 | 4 | 41 | 2 |
| 13 | WGB | 572 | 22-3-24 | 14 | 27 | 1 | 63 | WGB | 904 | 11-4-24 | 15 | 52 | 2 |
| 14 | WGB | 581 | 14-11-23 | 18 | 30 | 1 | 64 | WGB | 912 | 14-5-24 | 7 | 28 | 1 |
| 15 | WGB | 583 | 7-6-23 | 4 | 26 | 1 | 65 | WGB | 938 | 30-1-24 | 9 | 27 | 1 |
| 16 | WGB | 585 | 9-11-23 | 12 | 40 | 1 | 66 | WGB | 940 | 30-7-24 | 8 | 22 | 1 |
| 17 | WGB | 590 | 2-4-24 | 8 | 67 | 1 | 67 | WGB | 948 | 17-1-24 | 23 | 49 | 2 |
| 18 | WGB | 603 | 29-11-23 | 13 | 34 | 1 | 68 | WGB | 949 | 20-2-24 | 15 | 40 | 1 |
| 19 | WGB | 611 | 16-1-24 | 15 | 39 | 1 | 69 | WGB | 951 | 25-10-22 | 11 | 33 | 1 |
| 20 | WGB | 617 | 09-11-23 | 13 | 42 | 1 | 70 | WGB | 958 | 24-4-24 | 10 | 47 | 1 |
| 21 | WGB | 619 | 23-6-23 | 21 | 51 | 1 | 71 | WGB | 960 | 29-1-24 | 7 | 34 | 2 |
| 22 | WGB | 620 | 26-12-23 | 19 | 45 | 1 | 72 | WGB | 975 | 11-3-24 | 4 | 46 | 1 |
| 23 | WGB | 630 | 7-12-23 | 3 | 32 | 1 | 73 | WGB | 979 | 30-4-24 | 5 | 25 | 1 |
| 24 | WGB | 636 | 15-4-24 | 76 | 56 | 2 | 74 | WGB | 983 | 15-2-24 | 4 | 33 | 1 |
| 25 | WGB | 642 | 6-6-23 | 186 | 192 | 1 | 75 | WGB | 988 | 12-10-23 | 61 | 141 | 3 |
| 26 | WGB | 645 | 7-6-23 | 105 | 181 | 1 | 76 | WGB | 989 | 11-8-23 | 18 | 34 | 1 |
| 27 | WGB | 701 | 17-5-23 | 27 | 56 | 1 | 77 | WGB | 990 | 11-8-23 | 18 | 34 | 1 |
| 28 | WGB | 682 | 23-01-24 | 29 | 54 | 1 | 78 | WGB | 996 | 24-4-23 | 42 | 93 | 1 |
| 29 | WGB | 694 | 20-3-24 | 3 | 31 | 1 | 79 | WGB | 999 | 26-2-24 | 8 | 81 | 1 |
| 30 | WGB | 901 | 8-8-24 | 10 | 66 | 1 | 80 | | | | | | |
| 31 | WGB | 703 | 19-2-24 | 23 | 119 | 2 | 81 | | | | | | |
| 32 | WGB | 714 | 23-2-23 | 3 | 61 | 2 | 82 | | | | | | |
| 33 | WGB | 717 | 27-11-23 | 3 | 22 | 3 | 83 | | | | | | |
| 34 | WGB | 718 | 18-8-23 | 40 | 106 | 2 | 84 | | | | | | |
| 35 | WGB | 737 | 17-7-23 | 12 | 60 | 2 | 85 | | | | | | |
| 36 | WGB | 738 | 1-8-23 | 3 | 35 | 1 | 86 | | | | | | |
| 37 | WGB | 752 | 23-11-23 | 10 | 37 | 1 | 87 | | | | | | |
| 38 | WGB | 764 | 31-7-23 | 3 | 59 | 1 | 88 | | | | | | |
| 39 | WGB | 771 | 22-6-23 | 13 | 52 | 1 | 89 | | | | | | |
| 40 | WGB | 774 | 12-1-24 | 10 | 69 | 1 | 90 | | | | | | |
| 41 | WGB | 776 | 1-8-23 | 11 | 62 | 1 | 91 | | | | | | |
| 42 | WGB | 785 | 22-3-24 | 14 | 44 | 2 | 92 | | | | | | |
| 43 | WGB | 788 | 7-6-24 | 15 | 75 | 1 | 93 | | | | | | |
| 44 | WGB | 792 | 1-12-22 | 3 | 28 | 1 | 94 | | | | | | |
| 45 | WGB | 797 | 22-6-23 | 3 | 35 | 1 | 95 | | | | | | |
| 46 | WGB | 798 | 11-12-23 | 13 | 54 | 1 | 96 | | | | | | |
| 47 | WGB | 803 | 20-4-24 | 10 | 56 | 1 | 97 | | | | | | |
| 48 | WGB | 804 | 15-3-23 | 10 | 38 | 1 | 98 | | | | | | |
| 49 | WGB | 813 | 13-7-23 | 11 | 39 | 1 | 99 | | | | | | |
| 50 | WGB | 843 | 16-5-24 | 12 | 21 | 1 | 100 | | | | | | |

John Jairo Charris

WGB - Diciembre.