

C I R C U L A R

It has been observed that vehicles of different units are being sent to PTWS Jammu during the whole day at different intervals and this practice has been effecting the smooth functioning of this unit.

Keeping in view of the above, it is enjoined upon all the unit heads that before sending vehicles of their respective units, they may please note the following paras:-

1. Vehicles should be deputed only through the designated drivers.
2. Vehicles should report to PTWS Jammu sharply at or before 1100 hours so that same could be repaired well in time.
3. Official letters for repairing of vehicles should be signed by unit head or at least by a designated Gazetted officer with seal of the concerned unit.
4. Drivers should carry with them History sheet and allied documents in general and Jack/ wheel Pana particularly in case of heavy vehicles. Besides, batteries of such vehicles should be functional.
5. **All type of Miscellaneous items shall be purchased exclusively by subordinate units or through their superior officer on case to case basis instead of their procurement centrally by Police Transport Workshops after observing code formalities as per PHQ No.PHQ/P&T/MT/Rate contract/2011/2209-2369 dated 02.03.2012**
6. As and when any vehicle is deputed to PTWS Jammu, its driver should be directed to get the vehicle serviced / washed before its entry into the workshop.

Ranjit Singh Sambyal, KPS
Superintendent of Police,
Police Transport Workshop,
Jammu.

No:-Proc-Misc/PTWSJ/14/ 501-630

Dated :- 28.01.2014.

Copy to the :-

1. All Inspector General of Police, Jammu Zone.
2. Director SKPA Udr/Dy. Director SSG Jammu.
3. All Dy. Inspector General of Police, Jammu Zone.
4. for information please.
5. All Sr. Superintendent of Police/SsP of Jammu Zone.
6. Principals PTS Kathua/PTTI Vijaypur/STC Talwara.
7. All Commandants JKAP/IRP of Jammu zone based battalions.
..... for information.
8. All SDPO/ Dy.SP DAR's Jammu zone.
9. Dy.SP, PTWS/CPPP Jammu.
..... for information and necessary action.
10. Foreman / Lines officer PTWS Jammu for information and n/a.

Superintendent of Police,
Police Transport Workshop,
Jammu.