

Order No. 3033 of 1997.
Dated. 14-10-1997.

FUNCTIONING OF TRANSPORT WORKSHOPS & PETROL PUMPS - SOME GUIDELINES

Introduction

Vide PHQ order No. 2690 dated 16-09-97 the supervision of Police Transport Workshops and Petrol Pumps have been vested in Supdt. of Police of Transport Workshops at Jammu and Srinagar. Till drawing and disbursing powers are delegated to Supdt. of Police of Workshops, it has been decided that S.O.s of Zonal IG&P and SaP of PCR will continue to function as DDOs for workshops and petrol pumps, respectively. Through this order some guidelines are being issued for smooth functioning of Transport Workshops/Petrol Pumps.

Transport Workshops

2. Utmost economy, procuring and fitting of genuine parts, efficient repair system and accountability of users for negligence should be the watchwords of our working. Requisition letters for repairs must be signed by DySaP or above only. Procurement of parts shall be made at PHQ level, to the extent possible, directly from manufacturers to ensure economy and genuineness. Mechanics should be subjected to training wherever necessary so that they are upto date with technology. Efforts will be made for procuring equipment and tools to achieve more efficiency in repairs of Vehicles.
3. Repair of accidental vehicles will be carried out as per PHQ order No. MT/83/20298-350 dated 06-07-1996 which requires "the controlling officer of the Unit to send complete accidental report, if any, to PHQ immediately before the vehicle is sent to Police Transport Workshops for repairs. The Incharge Transport Workshop shall not entertain any such vehicle for repairs unless a proper repair order is issued from PHQ."
4. Instructions issued vide APHQ order No. 518/9418-432 dated 17-03-1993 prescribing minimum time for various repairs, with slight modifications, which are reproduced below, shall be adhered to:

a)	Replacement of Batteries	Light Vehicles	2 years
b)	Replacement of Tyres	Heavy Vehicles	2 years
		Light/Medium	35,000 Kms
		Heavy Vehicles	60,000 Kms
c)	Body paint Car/Jeeps		2 years
d)	Seat covers for Cars		2 years
e)	Seat covers for Jeeps		2 years
f)	Full matting for Cars	Rubber	2 years
		Decora	2 1/2 years
g)	Command rod lights, Star plates and flag rods to be fitted only on those vehicles in use of Officers authorized.		