

- (6)
- h) Fixing of fog lights, T-horn & new hood covers 24 months.

5. Records as per guidelines issued from time to time shall be maintained by the workshops. Stock registers must be maintained with great care and all new purchases entered in them after proper survey by the Boards already constituted for the purpose. The back log of entries for the last six months must be completed by the end of Oct. 1997. The following records in particular must be maintained:

- a) Bin Cards are not being maintained. 10,000 cards each will be required for the two workshops and from Nov. 1, 1997 we should start using Bin Cards for maintaining proper stock position.
- b) Job cards to be filled after examining the vehicle and the repair requisition.
- c) Spares requisition list (PR list)
- d) Issue requisition slip including entry of un-servicable items collected from the vehicle.
- e) Entries into history sheets of vehicles about new parts fitted.

6. A vehicle which enters the workshop for repairs must be checked for following, irrespective of whether requisition slip mentions these:

- a) Coolant level.
- b) Oil levels in transmission system and power plant assembly.
- c) Electrolyte level of battery.
- d) Condition of battery poles.
- e) Detect any short circuits in wiring.

7. While making purchases the following points must be kept in view:

- a) SP Workshop will be fully responsible regarding desirability and economic viability of repairs to be undertaken and therefore it must be recorded on the files that "the vehicle No. has been examined and the RP List has been gone through and the remarks of the mechanics are endorsed. The repairs are necessitated due to fair wear and tear and as such parts as per RP list are required to be purchased."
- b) Purchases be made from manufacturers or authorized dealers and it must be verified that the original manufacturers dealership certificate is available before placing orders.
- c) Old parts replaced must be deposited in Store and taken on un-servicable parts stock book.
- d) While sending bills to DDOs for pass and payment, it must be ensured that the stock certificate is recorded on the rear side of the bill with proper attestation of the DySP Police Workshop.
- e) The rates mentioned in the bill shall be tallied with the company price list for checking the accuracy of the rates charged and this be certified on the bill.
- f) New parts fitted as well as old parts removed must be entered in history sheet of the vehicle.
- g) Only one file should be maintained for one vehicle in a workshop and it should act as a history sheet of the vehicle also if reconstruction is ever required.