

8. Repairs from outside the workshop has to be avoided and only in very exceptional cases can be done with prior approval from PHQ.

9. The following monthly statements ( in addition to those expected to be submitted as DDOs ) shall be submitted to IOP Modernisation and should reach by 7th of every subsequent month:

Repair statement (date of completion repairs wise) for the month of \_\_\_\_\_  
Statement "A"  
Vehicle No. Unit Date in Date out Expenditure

Monthly unitwise repair statement for the month of \_\_\_\_\_  
Statement "B"  
S.No. Unit No of vehicles repaired Amount spent.

Output statement of PTWS Srinagar/Jammu for the Month of \_\_\_\_\_  
Statement "C"  
S.No. Details of output No. of Vehicles  
1. Detained at the end of last month  
2. Vehicles admitted during the month  
3. Vehicles received (1+2)  
4. Vehicles repaired  
5. Vehicles detained at the end of month

Break-up of type of repairs during the month of \_\_\_\_\_  
Statement "D"  
S.No. Details of output No. of Vehicles  
1. Major repairs  
2. Minor repairs  
3. Engine general overhaul  
4. Top overhauling  
5. Accidental repairs  
6. Vehicle painted  
7. Upholstery jobs

Details of vehicles detained at the end of month for \_\_\_\_\_ 1997.  
Statement "E"  
S.No. Vehicle No. Type Unit Date in Cause of detention

Details of funds allocation and expenditure for the month of \_\_\_\_\_ 1997.  
Statement "F"

1. Funds allotted by the PHQ so for during the year:
2. Amount paid so for:
3. Cost of bills with DDOs pending payment:
4. Approximate cost of bills under process with Workshop/dealer:
10. Attempts shall be made to procure lubricants, mobil oil etc through Central Petrol Pumps so that quality can be maintained and expenditure reduced outside Districts being issued these items must ensure economic utilization of these stocks.