



**GOVERNMENT OF KERALA
POLICE DEPARTMENT**

No. R4-20007/2013/PHQ
Police Headquarters
Dated : 19-07-13

CIRCULAR No.19/2013

Sub : Proper maintenance of dept. vehicles – Instructions issued – reg.
Ref : 1. PHQ Circular No.07/2005 dated 16/02/2005.
2. Govt. Circular No.20382/C2/2011/PWD dated 24/01/2012

Periodical Maintenance of vehicles i.e., change of oil, servicing and replacement of filters, rotation of tyres, checking of various systems etc are the fundamentals of vehicle maintenance. Even after the issue of detailed instructions regarding the maintenance of department vehicles, it has come to my notice that many vehicles in the police department are not properly maintained. Proper maintenance being carried out at regular intervals is of extreme importance to secure maximum efficiency of vehicles. Extensive repairs are very frequently necessitated due to irregular maintenance and also due to the use of spurious spare parts. Even though sufficient funds are available to purchase spare parts, the delay in the payment process forces the suppliers to charge more than the MRP and also sometime causes supply of spurious spare parts due to non availability of genuine spare parts in the open market.

Non availability of genuine spare parts in the open market and absence of qualified technicians are also resulting in frequent repairs and speedy damage of the new generation vehicles. For proper repair and maintenance of vehicles, the following instructions are issued for strict compliance of all concerned.

1. The periodical repair/maintenance of the new generation vehicles will be carried out through the authorized dealer's workshops and the payment shall be made within a period of 30 days.
2. It will be the personal responsibility of every officer to whom a dept. vehicle is allotted, to ensure that the vehicle is properly maintained and kept in good condition. In addition to the driver in charge, MTO/BTO/Controlling Officer and the officer to whom the dept. vehicle is allotted are equally responsible for the periodical and proper maintenance of concerned vehicles. All officers will conduct weekly inspections of all vehicles allotted to their respective offices.
3. Inspection of the Control Room vehicles will be conducted by DySP/CI in charge of the Control Room. Highway Police vehicles will be inspected by the Circle Inspectors of Base Stations.

This is a digitally signed document and does not require signature in ink.



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4. The Zonal MT DySPs will conduct at least one detailed inspection in each MT unit in a year and submit a report to the Unit Head concerned and SP (MT) PHQ. The Zonal MT DySP will also conduct surprise inspections of the department vehicles allotted to the office/officers within the Zone and submit reports to the Unit Heads and SP (MT) PHQ. The SP (MT) will scrutinize the reports and submit the same to the State Police Chief with due recommendation regarding the course of action to be taken.
5. The Superintendent of Police (MT) will conduct at least one detailed inspection in each MT Unit in the State in a year. The SP (MT) will also conduct surprise inspections of the Department vehicles allotted to the office/officers in the State. The inspection reports will be submitted to the State Police Chief with due recommendations regarding the course of action to be taken.

All officers are informed that poor maintenance of Department Vehicle will entail stringent action in addition to withdrawal of the vehicle from the office/unit concerned.

It is the personal responsibility of Unit Heads to ensure that the above instructions are implemented scrupulously.

19-07-13

K S Balasubramanian IPS
State Police Chief

To : All Officers in list B for strict compliance.
Copy to : CA's to all officers in PHQ.
: SP (MT) PHQ, DySP (MT) PHQ.
SS (R&M), JS R and R1, R2, R3 & R5 Seats, Record Keeper.
Deputy Director, Police Information Centre, PHQ.
Circular Book, Stock File.

// Forwarded by Order //


24/7/13
Junior Superintendent

