

POLICE



DEPARTMENT

KERALA

No.R1-103795/2014/PHQ

Police Headquarters,

Thiruvananthapuram

Dated. 20-10-2014

Circular No.25/2014

Sub : Use and Maintenance of Department Vehicles - Instructions issued - reg:

Ref : (1) PHQ Circular No. 19/2013 of SPC, Kerala

(2) Report No. 571/SP(MT)/PHQ/14 dated 18/09/2014 of SP(MT), PHQ, TVM

Even after issuing detailed instructions regarding proper maintenance of department vehicles, it has come to the notice that many department vehicles of our dept. are not being properly maintained and utilized. Extensive repairs to departmental vehicles spending huge amount are necessitated due to non conduct of periodical/timely servicing and repairs. This reflects poor care and attention given to the departmental vehicles by the officers to whom vehicles are allotted. It is the personal responsibility of every officer to whom a dept. vehicle is allotted to ensure that the dept vehicle is properly maintained and kept in good condition. In addition to this, it is the responsibility of the concerned Unit Head to ensure the proper utilization and maintenance of dept. vehicles.

02. Frequent change of MT Staff and detailing them daily for other duties are affecting the functioning of MT Office. MTOs/BTOs are not giving MT Staff the charge of Registers/Records which they are maintaining. Due to this they do not feel responsible in maintaining records and registers. Now onwards MTOs/BTOs will be personally held responsible in maintaining MT office records and registers.

03. DPCs/CMTs/SPs are eager to get new vehicles, but they are not giving much care to the timely payment of bills, maintenance of vehicles and maintenance of MT office Registers/Records. Maintenance of the dept. vehicles is a collective responsibility of the Driver, the Allotted Officer, the MT section and the Unit chief. All of them should be sensitized. Every one of them has to play a distinct role in maintenance of the department vehicles.

04. For the proper utilization and maintenance of dept. vehicles and proper maintenance of MT office, the following instructions are issued for strict compliance by all concerned.

(1) Officer in Charge of an AR Camp or DCs in Battalions shall be held personally responsible for the smooth running of the Motor Transport Wing of Districts/Battalions efficiently. The responsibility of use and maintenance of vehicles procured by the dept. will not alone be with the MTO/BTO but also with Officer in Charge of AR Camp and DC in a Battalion.

(2) Officer in Charge of AR Camp/DCs in Battalions shall conduct a monthly review of fleet management of their vehicles in Districts and submit report to the DPC/CMT & SP MT PHQ. They should also monitor the monthly fuel consumption of dept. vehicles.

(3) Officer in Charge of AR Camp and DCs in BN. will be personally responsible for timely repair of off road vehicles, timely condemnation & auction of unserviceable vehicles/articles, idle vehicles in their units, timely submission of Bills for fuel/repair/maintenance for payment and also proper maintenance of MT office Records/Registers.

(4) SPs of Special Units shall nominate a DySP to look after the functioning of MT office in their respective units and he will be personally responsible for the maintenance of vehicles and its Records in Special units.

(5) DPCs/CMTs/SPs should take personal interest in ensuring the timely payment of fuel bills, repair and maintenance bills of vehicles. They shall constitute at least a three member committee including DCP/DySP (Admin), Manager and MTO as members and to conduct the monthly review of files/bills of MT section.

(6) DPCs/CMTs/SPs shall conduct an audit of the vehicles and shall have a fleet management programme for all the dept. vehicles in the District/Battalion. They should take steps for the speedy



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condemnation and auction of Motor Vehicles & Motor Cycles which satisfy the norms prescribed for condemnation.

(7) DPCs/CMTs shall form a team with DC/AC, Motor Transport Officer, Inspector of Telecommunication and Junior Superintendent to inspect and audit the vehicles periodically or when ever required and to fix the responsibility of premature repair, accident and improper maintenance.

(8) DPCs/CMTs/SPs are the authority to depute/repatriate staff duty personnel of MT Office with specific orders. They can depute Police Personnel in their unit as MT office Staff on working arrangement basis for a minimum period of three years. DPCs can depute Police Personnel of AR Camp and DHQ as District MT Office staff.

(9) DPC/CMT/SP shall allot sufficient staff (considering the Number of vehicles) to the MT Office for the administrative work and they shall not be taken for general duties except in urgent and unavoidable situations (only with the consent of DPC/CMT/SP).

(10) DPCs shall conduct a monthly fleet management conference/audit during the time of Crime Conference or separately and shall submit a report to the SPC Kerala/IGP Ranges.

(11) In the field units, the responsibility of utilization and maintenance of vehicles viz. Motor Cycles, Jeeps and Other vehicles allotted to Police Stations shall lie with the SHO. He will personally be responsible for the proper utilization and timely maintenance of the vehicles.

(12) The SHO shall post an Assistant Station Writer (ASW) as Motor Transport Officer (MTO). His job will be to exclusively look after the day to day utilization of these vehicles, repairs and maintenance. ACs/CIs in charge of Control Rooms/Highway Police/Traffic PS should also depute an ASW to look after the utilization, repair & maintenance of such vehicles. SPs of all Special Units should nominate a competent officer as MTO to look after the vehicles of each District Sub Units.

(13) SHO should allot the vehicles to Police personnel of the station permanently or on daily basis. The personnel to whom allotted the vehicle shall give report to the MTO (ASW) daily in respect of duties performed on the day, condition of the vehicles, maintenance and other related aspects of the vehicles under his control. ASW/MTO shall process the same and take necessary action through SHO with Unit Head for the timely maintenance of the vehicles.

(14) No vehicle shall lie idle in the Police Stations for more than three days for want of use or repair. SHO shall be held personally responsible for the loss accrued due to idle or non maintenance/repair of vehicles of Police Stations. Excess vehicle if any, should be returned to Concerned AR Camp/HQ. DPC/CMT/SP should take urgent action for the re-deployment of idle vehicles or report to PHQ for redeployment.

It has also come to notice that some of the vehicles which come for condemnation does not cover the minimum required kilometres. This is mainly due to under-utilization of vehicle and lack of supervision. The concerned Officer to whom vehicle is allotted and the MT wing should see that the vehicles are properly utilized. Unit Officers should pay special attention in this.

(15) Dy SPs/ACs/CIs/will be personally responsible for the loss accrued due to non utilization or non maintenance and repair of vehicles allotted to them and to their office. It is their personal responsibility to ensure that the vehicles are properly utilized, well maintained in good condition, conducted the periodical Service and Oil change as per norms. Officers should also ensure that their vehicles have Insurance coverage.

(16) Any loss incurred to the Government for the lapses proved shall be realized from the custodian of the vehicle (SHO/CI/DYSP/AC)/the officer who uses the vehicle/the driver of the vehicle wherever applicable after conducting an enquiry.

(17) Dy SP (MT) shall be personally responsible for visiting the units in their jurisdictions and ascertain that the above directions are carried out by all concerned and submit audit report to IGP Ranges & SP MT PHQ. They will also conduct district awareness classes for ASW/MTOs. Name and Designation of the absentees of such classes should be forward to concerned DPC and SP MT PHQ

(18) Dy SP (MT) should visit their MT units in his jurisdiction at least twice a month with intimation to Unit Head and SP (MT) PHQ. Dy SP (MT) should ascertain that the Periodical Oil change, Service and Maintenance of dept. vehicles in his jurisdiction are carried out in time. Timely repair of off road vehicles must be ensured. Condemnation and speedy disposal of unserviceable/uneconomical dept. vehicles, collection and condemnation of unserviceable tyres, tubes, spare parts and waste oil, conducting annual KMPL test of all dept. vehicles, conducting periodical and surprise inspection of Vehicles and MT Offices in their own jurisdiction will be done by DySP MT. SP MT PHQ should



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ensure that his officers are strictly complying with the above directions.

(19) Dy SP (MT) will also supervise the functioning of MT offices of Special Units in their Jurisdictions (except Tvpm District). Dy SP (MT) PHQ will supervise the functioning of MT offices of Special Units in Tvpm District. DySP (MT) should conduct surprise/periodical inspection of dept. vehicles and MT Registers of Special units and submit the report to unit Head and SP MT PHQ. They should also conduct the monthly review of the performance of MT offices of Special units.

(20) Dy SP (MT) shall prepare the staff pattern of all MT units in their jurisdiction (Based on number of vehicles) and submit to the unit Heads concerned. Unit Head shall appoint MT office Staff according to the staff pattern recommended by the Dy SP (MT).

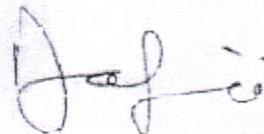
(21) Manager of concerned units will monitor and ensure the timely payment of Bills/processing Repair & other MT files. Junior Supdt. and section clerk will be held responsible for undue delay in processing files of MT section.

(22) Police Personnel posted as MT Staff may be entrusted the charge of the Registers/Records they are assigned with. In addition to the MTO/BTO, MT Staff handling the Register/Records are equally responsible for proper maintenance of the registers/records. Officer in Charge of AR Camps/DCs in BN. should issue the work allocation order of MT Office and forward the copy to the concerned DPC/CMT/SP and SP MT PHQ.

(23) ADsGP/IsGP should ensure that the officers are strictly following the above instructions

The above instructions are to be complied with strictly

To : All Officers in List (B)



K S Balasubramanian IPS
State Police Chief

Copy To : The Superintendent of Police, (MT), PHQ/Dy SP (MT) PHQ, South Zone, Central Zone,
North Zone
Circular Book/Stock File



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