

Chapter 6

Motor Transport Sections (MTS)

Introduction

1. The Motor Transport Sections (MTS) in the State Reserve Lines (for the civil police units) and the Armed Police Battalions are responsible for purchase of new vehicles, their maintenance, routine and major repairs, procurement of quality spare parts at economic cost as well as the condemnation and auction of vehicles/spare parts and other related items.

Important functions of MTS

- 2 - (1) Assessment of requirement of different types of vehicles by various police units and lay down a scale of vehicles taking into account various parameters such as strength of unit, nature of duties performed by unit, utility of a particular kind of vehicle etc.

- (2) To standardise the vehicle fleet and constantly update the same by reviewing the type of vehicles required by various units by taking into account the new vehicles introduced in the market, their utility for the police work, running cost etc.

- (3) Procurement of the vehicles and allotment to the various units as per the approved yardstick.

- (4) Enforce prescribed preventive and regular maintenance schedules for vehicles, timely servicing and undertaking minor repairs in the District/Unit and major repairs in the respective central workshop (in the State Reserve Lines) or battalion workshop and their prompt and economic completion.

- (5) Establishment and efficient management of the respective Central Workshop or Battalion Workshop.
- (6) Provide technical supervision for efficient fleet and fuel management in various Police units.
- (7) Procurement and supply of quality automobile spare parts and other related items at economic cost for the Central Workshop or the Battalion Workshops.
- (8) Deployment of drivers and vehicles during special police arrangements such as law and order situations, natural calamities, VIP/VVIP visits, festivals, elections etc. by temporarily withdrawing from the pool of various units or other government departments through the Home department or even hiring vehicles if so felt necessary.
- (9) Condemnation and auction of unserviceable vehicles, spare parts and other related items.
- (10) Inspect and issue technical reports for all kinds of repairs and recommend for special/major repair of vehicles outside central workshop/battalion workshop in case of non-availability of required technical facility.
- (11) Recruit and impart induction as well as in-service training to newly recruited Constable Drivers, Mechanics, Helpers and other technical staff of the MTS.

Organisational Structure of MTS

3. The following establishments constitute the Motor Transport Section.

(1) Central Workshop/ Mechanical unit located under State Reserve Lines at Gangtok or the Battalion workshops/Mechanical unit located at respective battalion hqrs.

(2) Drivers/vehicle deployment units located in the State Reserve Lines or the respective battalions.

Organisational Set-up of MTS

4. SP/State Reserve Lines and the respective commandants of battalions assisted by different ranks of technical and non-technical police officers, head the MTS. The technical personnel of the organisation are equated with police ranks and are of the designations given below.

- A. Assistant Engineer (Mechanic) on deputation from the State Govt. in the State Reserve Lines, Central Workshop.
- B. Senior Foreman (Technical) of the rank of Inspector of Police for the Central Workshop in the State Reserve Lines, MTS.
- C. A Mechanical Transport Officer of the rank of Inspector in the main armed police workshop at SAP (MTS) at Pangthang.
- D. Foreman (Technical) of the rank of Sub Inspector of Police in the Central workshop at State RL; MTS.
- E. A Motor Transport Officer of the rank of Sub-Inspector in the MTS (Driver/Vehicle Deployment unit) in the State Reserve Lines MTS or in a battalion MTS.
- F. Junior Mech. Transport Officer of the rank of SI in the main armed police workshop in the SAP battalion MTS at Pangthang.
- G. Junior Foreman (Technical) of the rank of Assistant Sub Inspector of Police in the central workshop at SRL, MTS or ASI (MT) in the battalion MTS.
- H. Senior Mechanic (Technical) of the rank of HC, in the SRL MTS or HC (Mechanic), HC (Deployment) or HC MT stores in the battalion MTS.

- I. Junior Mechanic (Technical) of the rank of NK/LNK/Constable or NK/LNK/Constable (MT) in the battalions.
- J. Drivers (of various grades)
- K. Helpers of the rank of Followers or Home Guards.

Ministerial Staff

5. The Accounts and Administrative works pertaining to MT Sec. will be distributed amongst the respective ministerial staff of State Reserve Lines and the battalions.

Recruitment, Promotions and Service Conditions

6. A) The recruitment and service conditions of gazetted officers is governed by the State Police Service Rules read with any special rules or amendment made therein for Police Department. The recruitment, training and promotions in the ranks of Helpers/Constables to Inspectors is governed by the Sikkim Police Force (Recruitment, Promotion & Seniority) Rules and similar rules for the Armed Police Forces.

B) The staff of the MTS will wear the prescribed uniform as per Sikkim Police Dress Regulations.

Jurisdiction

7. A) The Superintendent of Police/Lines or the Commandant of the battalion would be the head of their respective MTS and report to the Director General of Police through ADGP/IGP, Hqrs. or the ADGP/IGP, AP as the case may be. SP, State Reserve Lines will have statewide jurisdiction in r/o matters relating to motor vehicles in all districts and branches of the civil police and the Central Workshop will function under his technical control and supervision. He will be assisted by the AE (Mech) in respect of matters relating to the Central Workshop and its stores in the SRL, MTS. Similarly the commandants will have jurisdiction over their battalion workshop units.

B) Senior Foreman (Technical) will be in charge of the central workshop and its stores at the Reserve Lines, MTS (to be computerised in course of time) and will report to SP/Lines. The Mechanical Transport Officer will be in charge of the main armed police battalion workshop and related stores and will report to the Commandant, SAP. In the other battalions the SI (MTS) will be charge of the Mechanical units. They will be assisted by as many officers as necessary.

C) In districts the ASP/DySP posted at the district Hqrs will supervise the undertaking of minor repairs, deployment of vehicles and drivers etc under the direction and control of the district SP.

Duties, Responsibilities and Powers of Officers of MTS

Superintendent of Police, State Reserve Lines/Commandants

8. A. Head the MTS and is overall in-charge of functions related to fleet and fuel management such as purchase of new vehicles, purchase of spare parts and other allied items, maintenance and repair of vehicles in police department.
- B. Exercise financial and disciplinary powers of the Head of Office.
- C. Exercise over-all superintendence over the work of all technical and non-technical officers in the MTS.
- D. Initiation of transfer and posting proposals of various Technical and non-technical staff.
- E. Maintenance of Personal Files of non-Gazetted staff up to the rank of Sub-Inspector.
- F. Prescribe various periodical reports for ensuring the efficient functioning of officers working under his control.
- G. Periodical inspection of offices of subordinate officers, central/battalion workshops/mechanical units.
- H. Acts as member secretary of the Purchase Committee constituted for purchase of spare parts and other allied items.

- I. Responsible for codification of a purchase manual, which is updated from time to time.
- J. Responsible for introduction and implementation of latest and appropriate managerial, financial, purchase and technical practices for maintaining an efficient police fleet.
- K. Sanction of rewards for outstanding work to personnel working under his administrative control.
- L. Follow the condemnation norms / yardstick for vehicles, parts. Initiate proposals for condemnation of vehicles, pre-mature condemnation as well as auction of condemned vehicles and spare parts as per norms.
- M. Shall compile the Sikkim Police Transport Manual incorporating details of maintenance schedules, preventive maintenance practices, workshop management, service station management, duties of officers/drivers and all other establishments including stores and issue it after approval of the Director General of Police. He shall update the transport Manual from time to time and at least once in three years.
- N. He shall introduce and implement computerised system for vehicle management, accounts, inventory control, records, training etc.
- O. Submit a quarterly report to the Director General of Police through ADGP/IGP(HQ) or ADGP/IGP, AP regarding functioning of MTS, the central or battalion workshops and the status of the fleet.

Assistant Engineer (Mechanical)

9. A. Has statewide jurisdiction in respect of civil police transport up keep and assists the
SP/State Reserve Lines in the performance of his duties relating to the MTS.
- B. Monitoring of maintenance, repair schedules of the fleet in the State.
 - C. Overall Technical Supervision of various on-going repairs and maintenance in central workshop to ensure prompt and quality repair of the vehicle at Central Workshop.

- D. Inventory Management of the Main technical stores of the Reserve Lines MTS.
- E. Overall Supervision of the Motor Transport Wings to ensure efficient management of the fleet and its proper upkeep.
- F. Assist the SP/Reserve Lines by processing for condemnation and conducting the tender-cum-auction of condemned vehicles and old automobile spare parts.
- G. Preparation for maintenance and repair manual for each kind of vehicle maintenance in the Police department, which will form part of the State Police Transport Manual applicable to both Civil and Armed Police.
- H. Submit monthly reports to SP/Lines as prescribed from time to time.
- I. Perform such other duties as may be assigned by the SP/Lines.

Senior Foreman (MTS of SRL) /Mechanical Transport officer (MTS of SAP, Pangthang)

- 10.
 - A. In charge of central workshop or the main armed police workshop at SAP, Pangthang.
 - B. Responsible for efficient functioning, prompt and economic repairs of motor vehicles.
 - C. Conduct periodical inspections of the vehicles in units and their records etc.
 - D. Exercises disciplinary control on the staff working under his control as per rules in force.
 - E. Submits various prescribed periodical reports to the SP/Lines or the Commandant, SAP.
 - F. Co-ordinate activities of the workshop with the Units so as to ensure best fleet and fuel management.
 - G. To carry out test check of Motor Transport stores in the units during inspections.
 - H. Sanction of Casual Leave of their subordinate staff.
 - I. Submission of monthly report to the SP/Lines or the Commandant.

- J. Strict implementation of preventive maintenance schedules and ensure that no vehicles are off road for more than a week. Report should be sent if any vehicle is off road for a longer time and comply with orders thereon.
- K. Despatch of vehicles, which cannot be locally repaired, to the authorised garage.
- L. Up to date maintenance of all records such as Stock Ledger, General Diaries, Motor Transport Returns, etc.
- M. Inspect vehicles for repairs and prepare technical report as per Form V (MTS).

Foreman (MTS of SRL)/Jr. Mech. Transport Officer (MTS of SAP, Pangthang)

11. A. Shall be second in-charge for the concerned wing of the workshop and carries out all duties relating to maintenance and repair of vehicles as per norms or the manual of vehicle manufacturer.
- B. Ensure that only required spares / accessories are requisitioned and duly fitted to the vehicle.
 - C. Maintain proper accounting of the spare parts used on a vehicle and also unserviceable items removed.
 - D. Shall get unserviceable items destroyed/condemned under his personal supervision, which are likely to be reused/misused after obtaining orders of SP/R. Lines or the Commandant.
 - E. Prepare the necessary requisition for spares from MTS stores/prescribed source.
 - F. Carry out all other duties assigned by his superiors.
 - G. Assist the Senior Foreman and Asst. Engineer (Mech.) in proper maintenance of stores, its cleanliness, storage, safety, issue and receipt of spare parts / accessories, maintenance of proper accounting etc.
 - H. Any other duty assigned by his superiors.

NB: The RSI (MT) in battalions other than the SAP Camp, Pangthang will be responsible for above functions also in their battalions and report to the

Commandant through the DySP/Inspector designated by the Commandant as in-charge of the battalion MTS.

Junior Foreman, Sr. Mechanic & Jr. Mechanic/ASI (MT), HC (MT) & Constable (MT)

- 12 A. Will carry out the necessary stripping up the vehicle, detailed examination of defects; correctly work out the requirement of spare parts and accessories for the repair.
- B. Carry out repairs as per norms or as prescribed by the manufacturer.
- C. Will be responsible for the cleanliness of the workshop area.
- D. Shall be responsible for maintaining the records and storage of spare parts.
- E. Shall receive the indents and issue the spare parts after taking due acknowledgement as per prescribed procedure.
- F. Will assist the Foreman and seniors in proper maintenance of stores.

Helpers

13. A. Will be responsible for cleanliness of the workshop area and assist the Junior Mechanics and Senior Mechanics in shifting the parts.
- B. Will also attend to other works assigned to them.

Central Workshop

14. A. The Central workshop is situated at Gangtok and work under the overall control of SP/Lines. Sr. Foreman will be in-charge for the Central Workshop. He will be assisted by as many technical staff as sanctioned by the Government from time to time.
- B. The Central Workshop is responsible for carrying out major repairs to vehicles located with the units situated at Gangtok and in districts. The Central Workshop will also be responsible for carrying out preventive maintenance and minor repairs to the vehicles of all the units located in Gangtok and surrounding areas.

- C. Depending upon the need, the Central Workshop may deploy a small sub-unit for preventive maintenance and minor repairs to the units located outside Gangtok which have large number of vehicles on their strength. Such staff will continue to work directly under the supervision of Central Workshop officers only.
- D. No naked lights will be allowed in the workshops or garage at any time and smoking is strictly forbidden.
- E. The Central Workshop at SRL and the main armed police workshop at SAP, Camp Pangthang will have the following sections:

(i) Engine section:

The Engine Section will be working under the direct supervision of 1 Jr. Foreman Supervisor, who shall be assisted by as many technical staff as required. The section would carry out the following works:

- Engine block liners replacement;
- Cam Shaft bushes reaming and fixing, dummies
- Crank shaft grinding
- Gudgeon pin bushes, rocker shaft bushes reaming& fixing;
- Cylinder Head, Valve seat cutting & grinding;
- Miscellaneous work like :
 - Wheel Drums cutting
 - Brake liners riveting
 - Pedal shaft bushes reaming and fitting
 - Steering rod bushes
 - Pressure plate / Fly wheel facing
 - Suspension bushes reaming & fitting
 - Gear Box dismantling

- Differential / Leaf Springs dismantling
- Steering Dismantling, Demanding of spare parts for steering system, brakes, clutches, and springs.
- Fitment of leaf springs / Shock Absorbers, Front & Rear Axles

Mounting

Brakes

- Engine / Clutch / Gear Box/ Differential Mounting
- Steering Box Overhauling
- Final Works and Road Test
- Dismantling, cleaning, requisition of spare parts and re-assembling of the fuel injection pump.

(ii) **Preventive Maintenance & Minor Repair Section**

Besides attending to requirements of preventive maintenance and minor repairs

the section would also look after wheel alignment & balancing.

(iii) **Electrical Section**

The nature of work to be attended by the Electrical Section would be as follows:

- Dynamo/Alternator and Self Starter dismantling, cleaning, demand of spare parts and assembling
- Battery charging (new and old) and condemnation of batteries
- Attending to all other electrical works like wiring, verification of head lights, tail lights & other electrical equipment

(iv) **Painting Fitting, blacksmith & Miscellaneous support Section**

This section will attend to the following works:

- Cleaning & Applying of NC Putty and paint

- works relating to bumpers, doors, bonnets, seats, roof & other fittings
- Leaf Spring
- Moulding of starts / flag rods etc.
- Radiator Overhauling
- Welding/Denting

F. The other battalion workshops may have those of the above sections that are essential. The major repairs will be attended to by the main armed police workshop at SAP Camp, Pangthang.

Central Store for vehicle parts

15. The Central Store for vehicle parts in the SRL or the Battalions will adhere to the Sikkim Financial Rules and other standing orders keeping in view the latest practices in material management including total automation. The Central Stores shall be divided into following sub-sections. An officer may work or be in-charge of more than one of the sections:

- A. Inventory Control Section
- B. Purchase Section
- C. Receipts Section
- D. Stock and Distribution Section
- E. Tyres and Batteries Section
- F. Unserviceable and Disposable Material Section
- G. Audit Section (The Audit Section will undertake annual stocktaking and also ensure the disposal of obsolete and non-moving items from time to time).

The Reserve Lines Central Stores shall also identify the suppliers for the department based on the quality and economic factors and enter into rate contract for purchase of spare parts. For small items the Central stores will identify the supplier

located in various parts of the state and enter into regular rate contract on which the units could purchase items of day-to-day necessity and spare parts of small values.

Purchase Procedure for Vehicles, Spare Parts & Other Items

16. A. The MTS forms a very important function of purchase of new vehicles, purchase of spare parts and allied items as well as disposal of condemned spare parts, condemned vehicles and other items. The MTS is responsible for identifying vehicles for the use of various units of police force and for standardising the fleet. The standardisation of vehicles will be reviewed continuously so as to induct suitable vehicles for fuel efficiency. The fewer the types of vehicles, the less will be the need to maintain a limited inventory of spare parts and the MTS would be in a better position to maintain timely repairs to these vehicles. The vehicles will be purchased directly from the manufacturers through the local authorised dealer so as to ensure the benefits of warranty through the dealer.

- B. The MTS will continuously evaluate the economic life of various vehicles and condemn the same as per government norms. The vehicles, which have lived the prescribed life, would be taken off the fleet and sold by auction-cum-tender process. The old spare parts and unserviceable items would also be disposed off through auction-cum-tender method periodically.

- C. MTS is responsible for keeping optimal inventory of spare parts. Every effort shall be made to ensure that money is not blocked in the form of large and excessive inventory. The spare parts and replacement items like tyres and batteries shall be purchased as per norms prescribed by the Government. The MTS shall continuously evaluate and ensure that only quality spare parts of reliable and reputed manufacturers are purchased. The experience of organisations like Transport Deptt. may be taken into account while identifying manufacturers of various spare parts.

- D. The purchase committee will be constituted by the DGP.

Motor Vehicle Pool

17. The Motor Transport Section shall maintain a vehicle pool, which may consist of vehicles necessary for VIP movement like escort and pilot vehicles, spare vehicles for senior officers and visiting officers from other states. The Motor Vehicle Pool in the Reserve Lines or the battalions will work under the direct supervision of SP/Lines or the concerned commandant. They shall be assisted by the respective Motor Transport Officer who shall ensure that the vehicles are kept in readiness in a short notice as per the orders of the superiors. They shall ensure that no vehicle is deployed without proper authorisation and records are maintained for the journeys undertaken by each vehicle and POL consumed on each one of them.

Motor Transport Wings of Districts / units

18. All matters relating to Motor Transport in the Districts / units shall be under the charge of the Dy.SP posted at district Hqrs or the DDO of the unit. He will be responsible for keeping all the vehicles in readiness and ensuring compliance with the Sikkim Financial Rules (SFR) and instructions issued from time to time by the State Govt. and the DGP on purchase, repairs, allotment of vehicles, issue of POL and maintenance of prescribed records.

Motor Vehicle Maintenance and duties of Personnel

Motor Transport Officer (RSI/MT)

19. (1) All motor transport of the State Reserve Lines or the battalions shall be in the charge of the respective Motor Transport Reserve Sub-Inspector (Motor Transport Officer) assisted by such other staff as necessary. The Motor Transport Officer shall be responsible for:
- A. Efficient management of the fleet maintaining close co-ordination with the unit officers especially during such occasions as large-scale bandobust, VVIP security, festivals etc. and such other duties assigned by the SP/Lines or the Commandant.

- B. Keeping the vehicles in readiness at all times for transport of police force in emergencies.
- C. All requisitions for the use of vehicles shall be made to him and he shall comply with them if the vehicle is not otherwise engaged at the time, after obtaining the orders of the SP or the Commandant and in his absence the authorised ASP/DSP.
- D. Responsible for managing the POL and maintenance of records.
- E. Supervises the functioning of drivers of various grades.
- F. Deployment of drivers on regular and special duties including leave substitute under intimation to the SP/Commandant.
- G. Responsible for registration of new vehicles and timely payment of token and other taxes of vehicles in the R. Lines or the battalions including the pool vehicles. Ensure that all vehicles possess the necessary certificates issued by the concerned authorities such as vehicle fitness certificate, pollution control certificate etc. In the other police units the DDO concerned shall be responsible for these tasks.
- H. Shall be responsible for keeping the vehicles of pool in readiness all the time.
- I. Detail the vehicles to officers on official duties as and when directed by the competent authority.
- J. Ensure that the drivers of vehicle maintain their daily diary properly and all records relating to running of vehicle are maintained as well as updated.
- K. Shall be responsible for ensuring that the medical examination of drivers is carried out on regular intervals and fitness certified by the Medical Officer.
- L. Ensure that all drivers possess duly valid driving license for driving a particular vehicle.
- M. Maintain duty roster for drivers working under his control and ensure proper rotation of duties.
- N. Ensure that the consumption of POL remains within control and proper record of the POL issued and consumed is maintained.
- O. Provide each vehicle with the first aid kit, tools and other necessary items required for proper running of the vehicle.

- P. In case of any breakdown or damage or any incident affecting the running of the vehicles reported by the drivers, he shall take such necessary steps for their repair and submit a detailed report to higher officers immediately, as to the circumstances, the cause of breakdown or damage, and the steps taken for their repair.
- Q. The prior sanction of the SP or the Commandant should be obtained for all purchases in connection with the vehicles, including oil and petrol, and for repairs. The details of the repairs required should be reported to the sanctioning authority immediately after they are noticed.
- R. He will issue petrol and oil as necessary, care being taken that requisitions are not in excess of probable requirements. The driver will be supplied with required cans and will be responsible for ensuring that he has sufficient oil for any journey.
- S. The RSI (MT) shall inspect the pool vehicles before and after each trip, and shall record the fact in the daily diary submitted by drivers.
- T. He will periodically inspect the vehicles and ensure that the drivers keep them in good and clean condition and report any neglect to higher officers for suitable action.
- U. He will submit a report through proper channel to the SP/Commandant regarding major repairs required giving details.
- V. Every police vehicle with the Civil Police offices at Gangtok should be examined at least once a quarter by the Motor Transport Officer along with the technical officers of the Motor Transport Section in order to ensure that it is mechanically and structurally fit and safe.
- W. The SP should also make it a point to inspect all the vehicles in a quarter and see that they are properly maintained. The Commandants of Police Battalions, should conduct similar periodical inspection of their vehicles.
- X. When a vehicle is not being repaired or taken out on duty or being cleaned, it will be kept in the garage/prescribed place at PHQ which will be secured. The key of the vehicle will be kept with the SRL Duty RSI. The key will be issued to the driver under acknowledgement.

- Y. No work will be done in the garage between sunset and sunrise, except under the orders of the RSI (MT).

Duties of Drivers of various Grades

20.

- (1) Each vehicle will be in the immediate charge of a driver. He will be responsible for the clean and efficient condition of the vehicle and go through all daily maintenance schedule. He will report to his superior for any repairs and replacements that he considers necessary.
- (2) He must be always available for duty. When not on actual driving he should not leave the office/lines/battalion during office hours without permission from his controlling officer. During non-working hours he should intimate the duty officer of the SRL control room or the battalion control room who will make an entry to that effect in the GD in case he has to leave his notified place of residence.
- (3) Permission given for any absence from the lines must be for a definite period.
- (4) Ensure proper accounting is kept for consumption of fuel, kilometer run and maintenance of vehicle diary.
- (5) The Driver will be held responsible for the consumption of oil, petrol and grease according to norms set for each vehicle. Any wastage or unusual consumption should be accounted for by him and should be recorded in vehicle diary.
- (6) Before starting the vehicle, he should carefully examine and see if the vehicle is in running order and properly equipped.
- (7) Immediately on return from a trip, the vehicle should be properly cleaned and left in the garage and the key deposited at the prescribed place.

- (8) Observe traffic rules and regulations and shall report any accident involving the vehicle to his superior immediately.
- (9) They will always be in uniform and carry in their vehicle full compliment of tools, spare tyre and first aid kit.
- (10) In the event of any accident or breakdown immediate communication to the Reserve Lines Control Room or the battalion control room as the case may be and to nearest police station should be sent for necessary action and assistance to get the vehicle to headquarters.
- (11) Any accident resulting in damage to any other vehicle or injury to any person or animal should be similarly reported to the SHO of the nearest station and the SRL control room/battalion CTR followed by a detailed report to the Motor Transport Officer giving details of damage or defect and cause. The report should be placed for SP's/Commandant's perusal. First Aid to injured persons should be rendered as also all assistance to send them promptly to nearest hospital as necessary.
- (12) They will be responsible for any damage to the vehicle or loss of any component or spare parts unless the preliminary enquiry shows that they were not at fault.
- (13) The driver, before proceeding out of SRL/battalion headquarters on duty will record his departure in the general diary kept in the SRL Control Room/battalion CTR indicating destination and nature of duty and report his return to SRL hqrs/bn. hqrs.
- (14) No unauthorized person will at any time be carried in the vehicle and nobody other than the regular driver, except with the express permission of the SP or their controlling officer if superior in rank to the SP.
- (15) Before the vehicle is taken out in the morning, the speedometer reading will be noted and the petrol in the tank measured. The ASP/DSP nominated by the

SP/R. Lines or the Commandant to be the supervisory officers of the SRL/Battalion MTS should ensure that the seal of the metre is intact and should ensure their repairs whenever they go out of order.

- (16) All vehicles shall be serviced as prescribed in their manual and the radiator topping, lubricating and greasing must be done according to the manual and the fact entered in the maintenance register.
- (17) The driver will ensure that all documents of the vehicle are available and upto date including registration, token tax, pollution check certificate etc. and shall carry the same with the vehicle.
- (18) The battery must be examined every week and distilled water/coolant added when necessary. The level must never be allowed to fall below the level of the top of the plates. The battery terminals should be greased.
- (19) The tyres must be maintained at the correct pressure recommended by the manufacturers for the different types of vehicles.
- (20) The driver will see that he has a serviceable spare tyre and tube ready for substitution as well as a complete repair outfit whenever the vehicle is taken out.
- (21) Should a tyre be punctured or changed with the spare it should be got repaired at the earliest opportunity. Money for purpose will be given by the controlling officer and reimbursement claimed from the office.
- (22) The driver will maintain a log book as per Form IV. He will obtain signature from the officer using the vehicle for each trip and at the end of the month submit details to the MTO as indicated at para 21 D below.
- (23) A driver who has to drive a vehicle for long hours at night should be given rest the following morning. If the vehicle is required to be driven in the morning, another driver should be detailed.

Registers to be maintained by Motors Transport SI (MTO)

21. (A) A vehicle history sheet in Form I (MTS) should be maintained and all items of expenditure on the vehicle including tyres (Form IA), battery (Form IB) should be recorded. A list of accessories, equipment, spare parts and tools including the numbers or other marks, if any, on them supplied to each vehicle will be entered in the history sheet of each vehicle in Form 1E to G. The balance between the purchases of items made and items condemned should at any time correspond with the items available with the vehicle. This balance should be checked annually by the MTO & report submitted to SP. The MTO, SRL/battalion at the end of the year will work out the all-in cost of running per mile with reference to the following particulars and the result should be reported to the SP, Reserve Lines/Commandant as the vehicle completes each year.

- Capital cost
- Renewals and repairs
- Maintenance charges, petrol, oil, etc. including the driver's and cleaner's pay
- Depreciation at 20 per cent of original cost to be written off each year
- Amount of tax under the Motor Vehicle Taxation Act
- Cost of registration fees
- Cost of driving licence fees
- Pollution check fee

B) A register of receipts and issues of petrol, oil and grease in a prescribed register in Form II (MTS) will be maintained and the driver's signature obtained against the issues made to him.

C) Hire Account Register in Form III (MTS). This will show the name of the Officer who hired the vehicle, the journeys for which the hire is charged, the amount of the hire and the dates of its receipt and credit into the treasury.

D) The driver will maintain a log book in Form IV (MTS). In this will be entered all supplies of petrol, oil, etc. and the mileage covered on all trips. This diary will be submitted at end of each month by the driver to the MTO who will prepare a monthly statement of account of POL drawn in respect of each vehicle in form IV A in duplicate (MTS). When no journey is performed a “Nil” entry will be made.

Use of vehicle

22. Police vehicles will be used.

A. for the transport of police parties called out on public /police duties;

B. for the conveyance of under-trial and other prisoners at the district headquarters;

C. for taking reserve and other local police men to the parade grounds for holding combined parade. (This should be an exception rather than rule).

D. The use of Government vehicles by officers shall be in accordance with the norms prescribed by the Government.

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VEHICLE HISTORY SHEET

DESCRIPTION OF THE VEHICLE

VEHICLE NO :

MAKE/MODEL:

ENGINE NO:

CHASIS NO:

DATE OF PURCHASE:

COST OF VEHICLE:

PAID VIDE

CHEQUE NO:

DATE:

ANTICIPATED LIFE:

Signature of the
Drawing & Disbursing Officer

Form No. I A(MTS)

Chapter MTS
See para

TYRE RECORD

(Not to be included in progressive total)

Date	Tyre No.	Mileage covered on the date of purchase of Tyre	Amount	Name of Supplier	Bill No & Date	Remarks signature of H.O.D./ H.O.O./ D.D.O.
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Form No. I B(MTS)

Chapter MTS

See para

BATTERY RECORD

(To be included in progressive total)

Date	Battery Number	Validity of warranty period	Amount	Name of Supplier	Bill No & Date at Page No.	Remarks signature of the H.O.D./ H.O.O./ D.D.O.
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See para

HOOD RECORD

(To be included in progressive total)

Date of purchase	Amount	Name of Supplier	Bill No & date at Page No.	Remarks signature of the H.O.D./ H.O.O./ D.D.O.
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Form No. I D (MTS)

**Chapter MTS
See para**

SEAT COVER RECORD

(Not to be included in progressive total)

Date of purchase	Amount	Name of Supplier	Bill No & date at Page No.	Remarks signature of the H.O.D./ H.O.O./ D.D.O.
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Form No. I E (MTS)

**Chapter MTS
See para**

SERVICING RECORD OF VEHICLE

(Not to be included in progressive total)

Date of Servicing	Amount	Name of Supplier	Bill No & date	Remarks signature of the H.O.D./ H.O.O./ D.D.O.
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Form No. I G (MTS)

**Chapter MTS
See para**

**LIST OF ACCESSORIES, EQUIPMENT AND TOOLS
SUPPLIED FOR THE VEHICLE**

SL. NO.	DATE	ACCESSORIES/ EQUIPMENT	ACCESSORY/ EQUIPMENT NO./ DISTINCTIVE MARK	RECEIVED BY (DRIVERS NAME & SIGNATURE)
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Form No. I F (MTS)

**Chapter MTS
See para**

HISTORY BOOK OF VEHICLE

DETAILS OF REPAIRS, REPLACEMENT OF PARTS, MAINTENANCE AND SERVICING

Sl. No.	Date	Bill No. & date	Name of Supplier	Particulars	Quantity	Rate	Amount	Expenditure during the current financial year	Total Expenditure including the present bill	Remarks Signature of H.O.D/H.O.O./D.D.O
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Form No. II (MTS)

**Chapter MTS
See para 21 B**

Sl. No.	Date	Receipt of POL (mention amount/voucher received & Qty of POL)	Authority form whom POL received	Qty of POL issued	Vehicle No. & Name of Driver to whom issued	Signature of driver
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FORM – III (MTS)

Chapter - MTS

See para 21 C

REGISTER OF HIRE OF VEHICLES

Type of Vehicle.....

Name of Officer hiring the vehicle	Designation	Purpose of journey	Place		Number of miles/ Kms.run	Amount received with date	Amount credited into treasury with the Challan No. and date
			From	To			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

LOG BOOK

Date	From	To	Kilometer	Purpose of Journey

Purchase POL (Qty)	Signature of Officer using the vehicle with Designation	Remarks

FORM – IV A (MTS)

Chapter - MTS
See para

ANNEXURE – A
GOVERNMENT OF SIKKIM
.....DEPARTMENT
GANGTOK

Account of P.O.L. drawn and used during the month of
..... Vehicle No.

Extract of Log Book Page No.

Date	From	To	Kms.	Purpose of Journey	P.O.L.

Certified that the vehicle No. has been used on official duty above and P.O.L.Ltrs. used during the month. Submitted for favour of information please.

Signature

Designation

FORM – IV B (MTS)

Chapter - MTS

See para

Tour programme of Mr./Mrs.

.....Designation.....

Stationed for the Months of

Sl. No.	Date	From	To	Kms	POL	Purpose of Duty

Submitted for favour of approval please.

Signature

Designation

APPROVED

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TECHNICAL REPORT

VEHICLE NO..... BRANCHTYPE OF
VEHICLE KMs. RUN DATE.....On the requisition
of concerned Branch the vehicle with the above description has been
inspected and the following repair(s)/replacement of part(s) is/are
recommended.

Sl.No.	Name of parts/job	Quantity	Remarks

INSPECTED BY

SIGNATURE OF DRIVER

SECTION INCHARGE

PI (Mech).

CERTIFIED BY

SSP/LINES