Dear Concern,  
  
I hope this email finds you well.

Thank you all for your active participation in the meeting held on the 27th of April regarding the action plan for the Vehicle Tracking System (VTS). Below are the key takeaways and next steps:

1. **VTS Coverage & Vehicle List:**
   1. Discussion was held on ensuring that all covered vans are included in the VTS system.
   2. Units are required to share the updated vehicle information, including the driver details, in the given format.
2. **Data Requirements:**

Each unit is requested to provide the following data:

* + 1. **All Vehicle Information**: Include details of vehicles along with driver and assistant driver information. Also, **Vehicle-wise Fuel, Mileage, and Max Speed Limit** for each vehicle.
    2. **Vehicle-wise Installation Schedule**: A tentative schedule for the device installation was discussed during the meeting. Confirm by sharing the final schedule with vehicle-wise details.
    3. **Vehicle-wise Tracking Access List**: Provide a list of personnel who should have access to track the vehicles.
    4. **Vehicle-wise Fuel Entry Person List**: Specify who will be responsible for entering fuel data for each vehicle.
    5. **Vehicle-wise Alert Mail Email List**: Provide the list of email addresses to receive alerts for each vehicle.
    6. **Vehicle Paper and Driver License Renewal Alert Mail Email List**: Provide email addresses for the list to receive renewal alerts.

1. **Device Installation:**
   * 1. The installation of VTS devices will begin on **9th May 2025**. Please ensure that the relevant data is submitted by the deadlines to facilitate a smooth installation process.

Feel free to reach out if you have any questions or need further clarification. We appreciate your cooperation in ensuring the timely and successful implementation of the VTS.

Thanks & Regards,