

APPENDIX LIII-A
(Vide Regulation 926A)

Rules for the use and maintenance of Police motor vehicles.

1. Motor vehicles are maintained at certain district and sub divisional headquarters as well as in the Central Intelligence Branch in Calcutta. The purpose for which these vehicles are intended is detailed in the order sanctioning their purchase. The purposes may be the transport of prisoners or a party of police in connection with the suppression or prevention of riots, the movement of large bodies of police for other purposes, the conveyance of protected officers of and below the rank of Deputy Superintendent of Police, and for any other exceptional situation in which speedy transport is of importance. These vehicles are not intended and should not ordinarily be used for routine transport, but may at the discretion of the Superintendent of Police be used for the transport of clothing, ordnance stores, etc. When their use for such purposes is considered economical. Officers above the rank of Deputy Superintendent of Police are not entitled to use these vehicles except on occasions when it may be necessary for an officer above the rank to accompany officers or men on emergent duty or in exceptional circumstances of grave emergency. All occasions on which an officer of the Indian Police uses a Government car or lorry shall be entered in the log Book.

2. The Reserve or Town Inspector will maintain the following registers:

(i) A log book for each vehicle in which will be entered details of all journeys performed as well as the amounts of petrol, oil and grease issued. All entries made in this register will be initialed by the Reserve Inspector in the remarks column and at the end of the month totals will be struck and a note made in the Register showing the average number of miles run per gallon of petrol and per gallon of oil. The expenditure on grease should also be scrutinized.

(ii) A stock book in which will be entered details of all supplies of stores purchased, such as petrol, oil, grease, spare, and expendable and non-expendable accessories and issues made. The register shall be maintained in two parts. Part I will account for receipts and issues of all stores and accessories, etc., two or more pages being set apart for each item, e.g., petrol, oil, grease, spare parts, etc. In part I, I shall be shown the distribution of all articles issued, a page or two being set aside for each vehicle. All entries will be initialed in the remarks column in the case of receipts by the Reserve Inspector and in the case of issues by the driver to whom they are made. An entry in column 2 of 3 will be made each time any fresh stock is received or issues made. At the end of each month the Reserve Inspector will check with the registers the bills to be submitted to the Superintendent of Police and will satisfy himself that the bills only cover receipts which have been entered in the stock book.

(iii) A repair register with two or more pages set apart for each vehicle in which will be entered details of all repairs carried out and replacements made. No major repairs should of Police (or Additional Superintendent of

Police). When the Superintendent of Police (or Additional Superintendent of Police) is not available and the matter is urgent, sanction may inform. The Inspector may authorize petty repairs to be carried out or inexpensive replacements to be made. At the end of the month the register should be checked by the Reserve Inspector to enable him to check the repair bills submitted to the Superintendent of Police of the district for payment.

3. Expenditure on account of repairs and replacements may be sanctioned by the Superintendent of Police up to Rs. 100 in one month for each vehicle out of the amount sanctioned by Government for the purpose and for expenditure on repairs and replacements in excess of this limit the previous sanction of the Range Deputy Inspector-General must be obtained, but in the urgent cases the Superintendent of Police may sanction and then inform the Deputy Inspector-General.

4. A reserve stock of ten gallons of petrol, two gallons of oil and one tin of grease per vehicle will be maintained in each subdivision or district, as the case may be, as a permanent advance. As issues are made, the reserve stock should be recouped by further purchases being made. Similarly, a small reserve stock of expendable spare parts should be maintained.

5. Bills for petrol, oil, grease, spare parts, repairs, etc., will be forwarded monthly to the Superintendent of Police for payment. The total mileage covered during the month to which the bill applies should be intimated to the Superintendent of Police.

6. In order to ensure that bills for petrol, oil, spare parts, etc., are not submitted for payment more than once, all bills should be carefully checked with the stock book and repairs register, and a note to this effect should be made against each item included in a bill.

7. The forms of stock book, log book and repairs register laid down in rule 2 should be prepared in manuscript; they are to be kept for a period of two years from the date of the last entry.

8. All police motor vehicles will be inspected once a week by the Reserve or Town inspector, and once a month by the Superintendent of Police or Additional Superintendent of Police, a note of the inspection being made in the remarks column of the log book.

9. Procedure for Disposal of Unserviceable Government vehicles---(1) There shall be a Condemnation Board for the whole province and Condemnation Committee for each district (except Dacca) for the purpose of condemning an unserviceable Government vehicle.

Procedure for Disposal of Unserviceable Government Vehicles-(1) There Shall be a Condemnation Board for the whole Province and Condemnation Committee for each district (except Dacca) for the purpose of Condemning an unserviceable Government Vehicle.

(a) The following persons will Constitute the Condemnation Board: -

(i) Provincial Transport Commissioner (Ex-Official Chairman)

- (ii) Deputy Secretary, Finance Department (Budget).
- (iii) Superintendent, Road Transport Maintenance.
- (iv) One member to be nominated by. Administrative Department, if the Vehicle does not belong to the Home (Transport) Department.

(b) In districts the following will constitute the Condemnation committee with the venue of their meeting at the respective district headquarters.

- (i) District Magistrate (Ex-office President).
- (ii) A local expert of the Home (Transport) Department (a Maintenance Inspector will be deputed to sit on the Committee when there is no local expert of the Department).
- (iii) One member to be nominated by the Administrative Department if the vehicle does not belong to the Home (Transport) Department.

(2) Whenever a vehicle is considered to be unfit for further economical service, by virtue of its falling within one or more of the categories (Appendix A) rendering it fit for condemnation, the Superintendent, Road Transport Maintenance in the Home (Transport) Department will be informed by the Administrative Department whereupon the Superintendent, Road Transport Maintenance will depute an Expert, not below the rank of a Maintenance Inspector for inspecting and submitting a report on the condition of the vehicle.

(3) If in the opinion of the Superintendent, road Transport Maintenance the vehicle cannot be made fit for economical and trouble-free service through the available repair resources he will put up a proposal for condemning the vehicle and convene a meeting of the Condemning Committee of the district in which the vehicle is located, or of the Condemnation Board for vehicles located at the Provincial Headquarter.

(4) For vehicles plying in the districts, the views of the respective Condemnation Committee will be sent to the Superintendent, Road Transport Maintenance who will put these up to the Condemnation Board at a meeting or by circulation and obtain their confirmation or otherwise of the proceeding of the Condemnation Committee.

(5) A Condemnation report in report of respect of very Government vehicle condemned from service will be prepare (in duplicate) by the Superintendent, Road Transport Maintenance and he will have it signed by the Chairman, Condemnation Board, A copy of the report will be sent to the Administrative Department and the other copy will be attached to the history sheet, maintained in the Superintendent, Road Transport Maintenance office concerning the vehicles condemned.

(6) The Administrative Department, on receiving the condemnation report will place the condemned vehicles on public auction after having widely advertised the notice for auction in the important local papers, Provided that if Superintendent, Road Transport Maintenance considers that the vehicles would be better disposed of by administration and lasting the parts or any of the parts into stock of the Central Workshop Stores, we shall have the

