

Circular No.36/2004

Sub: M.Vs. Dept. - Maintenance of Departmental Vehicles - Instructions - Issued.

It has come to my notice that many of the Departmental Vehicles of the Motor Vehicles Department are not being properly maintained.

02. As Officers of this Department are responsible for certifying the fitness of all public Vehicles, we should not give any scope to anyone to point out defects in our own Vehicles. It will be a shame if our own Departmental Vehicles have defective headlights/wipers/brakelights, etc.

03. It will, therefore, be the personal responsibility of every Officer to whom a Departmental Vehicle is allotted, to ensure that the Departmental Vehicle is properly maintained in good condition. Each Vehicle must be in sound mechanical and electrical condition and all Lights/fittings should be in working condition.

04. Besides the above, the following instructions must also be complied with:

- (1) All Departmental Vehicles must be regularly serviced and greased.
- (2) Necessary maintenance and repairs must be carried out in time.
- (3) Engine Oil and filters should be changed as per recommended schedule.
- (4) Gear Box and Differential Oil should be checked and topped-up if found deficient.
- (5) All Tyres must be maintained in good condition. Castor-Camber, Toe-in/Toe-out, Wheel alignment and Wheel Balance, etc. must be checked up and maintained to specifications, to avoid undue wear of tyres.

05. Full complement of Tools must be readily available in each Vehicle. These should include the following:

- (a) Wheel Spanner
- (b) Cutting Pliers

For this to be implemented by the Motor Vehicle Department, it is requested to advise the officers of the Motor Vehicle Department to ensure that the following instructions are strictly followed.

- (c) Nose Pliers
- (d) Screwdriver Kit
- (e) Full set of Spanners

06. The following Spare Parts should also be purchased and kept readily available in each Vehicle:

- (a) Radiator Hose (with Clips) – Top & Bottom.
- (b) Fan Belt
- (c) Headlight Bulbs (2 numbers)
- (d) Brakelight Bulbs (2 numbers)
- (e) Half litre Brake Fluid
- (f) Spare Fuses

07. A First Aid Kit as prescribed must be available in each Vehicle.

08. One Torch (Eveready Commander Type) and 1 Umbrella must also be kept in each Vehicle for use as and when required.

09. Please note that I would be checking the Departmental Vehicles at random. If any Vehicle is found deficient in any of the above aspects, the Vehicle will be withdrawn to Headquarters & action will be initiated against the Officer to whom the Vehicle is allotted.

Ram 6-12-04
Transport Commissioner.

To

All Deputy Transport Commissioners/All Regional Transport Officers
All Joint Regional Transport Officers of Sub Regional Transport Offices, for information and necessary action.

Copy to: CAs to TC/JTC/Secretary, STA/Sr. DTC (T), Sr. AO/FO & Spare.

Encl A/18216/04/W dated 15.12.04

copy by wanted to the MVI-I and driver for n/a.

copy to A Section for n/a.

5/12/04