

## POLICE ORDER No. 277

Dated the 23rd August 1985

Sub.—Procedure for purchase of spare part for repair of Motor Vehicles

It is noticed that though lakhs of rupees are provided for repairs and replacement of parts, condition of the vehicles in districts/establishments has not been improved to the desired extent. It is therefore, felt necessary that best qualities of spare parts should be purchased so that deterioration of vehicles can be avoided. In this connection, the following procedure has been prescribed which should be strictly adhered to.

1. The Asst. Driver/Driver Havildar of the concerned vehicle must submit in writing to R.I./MT Jem./Sgt. M.V. immediately after the defects are noticed by them alongwith a list of parts, if any, required for repair.
2. On receipt of the reports from the driving staff, the R.I./M. Jem./Sgt. M. V./Officer I/c of Miniature Workshop should inspect the vehicle and verify the correctness of the report. After being satisfied, a note should be put up to the Heads of Dists./Estts., suggesting the repair along with a list of spare parts, if any, to be purchased for the purpose.
3. Before approving such proposed repairs, the Heads of Dists./Estts., will please find out from the log books or from other connected reports the total amounts of repairs done to the particular vehicle during that year and whether such repairs are justified or not. It should also be looked into if there was any negligence on the part of the Asst. Driver/Dr. Havildar in maintaining the vehicle for which the parts have been damaged. If it is found that the Asst. Driver/Dr. Havildar are responsible for the damage they should be asked to explain and there should be no hesitation to effect recovery of the cost of the parts damaged.
4. After the proposal for purchase of parts is approved, sealed quotations should be called for from all local dealers regularly dealing with M.V. spare parts by a specific date under signature of the heads of the Dists./Estts. In case no quotation comes voluntarily, steps should be taken to obtain sealed quotations at least from three genuine dealers. In no case single quotation should be considered.
5. After receipt of all sealed quotations the Heads of Dist./Estts. should personally open and put his signature on the body of the quotations. A comparative statement is then to be prepared and put up before the Heads of the Dists./Estts., for approval of the rate. In case the lowest quoted rate is not approved, the reasons thereof should also be written in the comparative statement. While approving the rate, the heads of offices should obtain the prevailing market price of M.V. spare parts from authorised dealers and compare the lowest quoted rate with that of price list obtained from the authorised dealers. In case the lowest quoted rate found to be exorbitant the concerned heads of office should negotiate with the dealers quoting lowest price to reduce the rate to the level of reasonable price. This reasonable price can be calculated by adding some reasonable percentage over and above the price list given by authorised dealers towards cost of transportation, profit, etc. In such negotiation fails, steps should be taken to collect fresh quotation from local dealers, who will be willing to supply parts at such calculated rate.
6. The Head of Office should place order with the approved dealers for supply of spare parts if the total purchase value is within financial power of the Head Office. In case the total purchase value exceeds such limit the head of office should send proposal alongwith comparative statements for sanction of DGP. On receipt of sanction order, necessary supply order can be placed to the approved dealers.
7. After the spare parts are received, the Heads of the Dists./Estts. should check and be satisfied about the quality of those parts. The parts purchased should be properly accounted for in the Committee Book, Stock Book and in the Log Book of the concerned vehicle under signature of the Heads of the Dist./Estts. The Fitter S.I.s. is required to furnish a certificate in the Log Book to the effect that the parts purchased have actually been fitted in the vehicle.
8. After the parts are fitted, the wornout/defective/damaged spare parts should be withdrawn from such vehicle and be kept in store in separate compartments earmarked for each vehicle duly entered in a register with proper serial numbers under signature of the Head of the Office. When such defective parts accumulate in large numbers, those should be put up for condemnation during inspection of the Range DIG and be disposed of by auction sale.