OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY

Dated: 08.10.2025

STANDING ORDER No.12/SSP(HQ)/2025

Sub: Procedure for Maintenance of Police Department Vehicles.

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This Standing Order is issued with the objective of ensuring financial prudence and effective regulation of expenditure under the head : Demand - 17 Police - "2055 - 00 - Police - 001 Direction & Administration - 001 (04) - Office of the Director General of Police - 001 (04) (01) - Puducherry Region - (29) - Repair and Maintenance". Accordingly, the following procedure shall be strictly adhered to for repair, maintenance, tinkering and painting of Police vehicles, with immediate effect:

(1) Initial Inspection

a) Upon request by the user unit, the vehicle shall be inspected by the Mechanic Team of the MT Unit, with the concurrence of the MTO.

b) Based on this inspection, the MTO shall send a requisition to the Assistant Engineer (AE), Government Automobile Workshop (GAW), for a secondary inspection and issuance of the No Objection Certificate (NOC).

(2) Preparation of Estimate

a) After obtaining the NOC from GAW, estimates of required spares and works shall be obtained from authorized dealers.

b) These estimates must be vetted by the Assistant Engineer/GAW, who shall issue a Rate Reasonableness Certificate (RRC) after scrutiny and restrict rates, if required.

(3) Approval Process

a) The complete case file, along with the vehicle's History Sheet (detailing all past repairs and expenditures), shall be submitted to the DGP/HoD for administrative approval.

b) Ex-post facto sanctions shall be entertained only in exceptional cases.

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(4) Use of GeM Platform

a) As per Rule 149 of GFR, 2017, all procurement of goods and services (including vehicle repair and maintenance) must be undertaken through GeM wherever services are available.

b) Accordingly, GeM shall be the preferred platform for all repair, maintenance, tinkering and painting jobs of Police vehicles.

c) Limited tendering or procurement from outside GeM shall be permitted only in exceptional cases, where the required service is not listed on GeM and such exemption must be justified and recorded in writing.

d) In such cases, codal formalities under GFR Rules 161-173 must be followed and prior approval of DGP/HoD shall be mandatory.

(5) Procedure for Non-GeM Repairs (Exceptional Cases)

Where services are not available on GeM or with Authorized Dealers and works must be carried out by private or non-authorized workshops, the following procedure shall be adopted :

a) Limited tenders may be floated with the approval of DGP/HoD.

b) A tender committee comprising SO (Police), SP(MT), SAO and MTO shall examine the bids and ensure observance of all codal formalities at every stage of the tender process.

c) AE/GAW's approved list of works shall form the basis for issuing call letters to the bidders. The final date for submission of bids and the date of opening of the tender shall be clearly specified in the tender call letter.

d) A minimum period of 3 weeks from the date of issue of the tender call letter shall be allowed before opening the tender.

e) Tenders shall be opened on the designated date in the presence of bidders and the committee.

f) L-1 shall be determined and the rate quoted shall again be vetted by AE/GAW for RRC. If rates are revised, acceptance must be obtained from the vendor.

g) The proceedings of tender opening and acceptance shall be duly recorded in the Minutes. Final approval for award of work shall vest with the DGP/HoD. Upon such approval, the SO (Police) shall issue the Work Order.

(6) Post Repair Inspection & Documentation

a) On return from the workshop, the vehicle shall be inspected by AE/GAW, who will issue a Work Satisfaction Certificate.

b) Bills for payment shall be processed only upon submission of the Work Satisfaction Certificate and DGP's financial/expenditure sanction.

...3/-

c) Pre and post-repair photographs shall be attached to the file.

d) Entries shall be made in the vehicle's History Sheet.

e) Old/unserviceable spares shall be accounted for and disposed of as scrap.

(7) General Instructions

a) Vehicles beyond the stage of condemnation shall not be repaired.

b) No repair or maintenance work shall be initiated without prior approval of the DGP/HoD.

c) The MT Unit shall submit the proposal for settlement of bills pertaining to repair works to Police Headquarters within one month.

d) The Standing Order shall be reviewed periodically to ensure continued compliance with financial rules and digital procurement mandates.

(8) Saving clause

The DGP/HoD reserves the right to modify any of the provisions/conditions mentioned herein above, in the public interest.

(9) Supersession

This Standing Order supersedes the previous Standing Order No. 07/2020, dated 29.07.2020, issued on the same subject.

(10) Disclaimer

This Standing Order is intended solely for the internal administrative functioning of the Puducherry Police Department and shall not confer any right or claim on any individual or entity.

(SHALINI SINGH, IPS)
DIRECTOR GENERAL OF POLICE
PUDUCHERRY

Distribution : All concerned.

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