

Police Transport Workshop-cum- Training School, Avadi.

Reference: Extract of rule 4 (1) (b) of the Right to Information Act 2005

(i) The particulars of its organization, functions and duties :

The Tamilnadu Police Commission in its recommendation No.71 suggested the opening of five Transport Workshop-cum-Training School in the Police Department so as to enable the Police force to be self sufficient in respect of repairs and maintenance of its transport, as well as the training of Police drivers and mechanics. In G.O. Ms.No.141 Home dated 19.01.1973, the Government have approved of the opening of one Transport Workshop-cum-Training School at Avadi to serve the Chennai City Police and Armed Police. The Government in their G.O. Ms.No.1794 Home dated 03.07.1973 sanctioned opening of Transport Workshop-cum-Training School at Avadi. The Government also sanctioned in this G.O. employment of supporting staff to run the Workshop. After this initial sanction, the Government have sanctioned additional staff at different times. At present the sanctioned strength of the workshop under various categories is 105 (Technical 82, Executive 3 Grade II Police Constables to work as drivers to the three vehicles sanctioned to this workshop and 20 Ministerial staff). The Workshop started functioning from 07.01.1976. Thiru V. Sampathkumar, B.E., is the Works Manager from 13.05.2008 AN and he is the head of office. Thiru A.G. Prasath is the Personal Assistant (Admn) to the Works Manager. Out of the 105 sanctioned posts, 71 posts were made permanent and 34 posts are temporary. The workshop is accommodated within the campus of TSP II Battalion.

This workshop is functioning in 3 big sheds with full equipments. All major and minor repairs for light and heavy vehicles of Police Department are being attended to by this workshop. The Works Manager / Automobile Engineer of this Workshop are taking up inspection of new vehicles purchased for Police Department and certifying on their fitness before taking delivery. The Administrative office of the workshop is functioning in the upstairs of the M.T. stores of the workshop.

Nature of works/duties:

- i) All repairs related to motor vehicles of TSP Battalions at Avadi.
- ii) Monthly servicing of vehicles of all Units of this Department in Chennai City, Thiruvallur District and Tamil Nadu Special Police Battalions based at Avadi

and the Vehicles attached to Special Units, C.I.D. Units, PTC, Range Office and Chief Office.

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- iii) Inspection of new Vehicles and Chassis, purchased for the Department.
- iv) Conducting of promotion tests in mechanism for promotion from Police Constables Drivers to Havildar Driver / Havildar Mechanic.-
- v) Quarterly inspection of all Police Vehicles.
- vi) Scrutinising and furnishing of reasonableness certificate on the bills of Private Workshops approved by Director, MVMD, received from Unit Officers.

Training: Training in “Driving and Mechanism” has also been imparted to Police Personnel from Police Constables to Havildars including Woman Police Personnel of MT Branch belonging to TSP Bns based at Avadi, Veerapuram, Ulundurpet and Pochampalli. After completion of the training, efficiency tests were also conducted and the results communicated to the Battalions concerned.

Apprentice Training : Three posts of Apprenticeship in “Motor Mechanism” has been sanctioned to this Workshop as per G.O.Ms.No.2441, Home (POL XIII) Dept dated 1.9.86. Apprenticeship training is imparted to ITI certificate holders by selection and appointment from the list of candidates, furnished by the District Employment Officer, Tiruvallur periodically for a period of one year. A stipend of Rs.1440/- and washing allowance of Rs.30/- per mensum is paid to the Apprentice trainee during the training period. The Apprentice are issued uniform (khaki) cloth during their period of training and they are paid Tailoring charges.

ii) the powers and duties of its officers and employees:

Inspection of vehicles, nature of repairs required to be carried out to the admitted vehicles and after obtaining required spare parts carrying out the repairs and timely delivery of the repaired vehicles.

iii) the procedure followed in the decision making process, including channels of supervision and accountability.

Scrutinizing the estimates for repairs, their reasonableness and sending proposals to the Armed Police Headquarters for getting financial sanction to repair the admitted vehicles and settling the cost of repairs.

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iv) the norms set by it for the discharge of its functions.

The financial sanction upto Rs.3,000/- for Light Motor Vehicles and Rs.4,000/-for Heavy Motor Vehicles to Works Manager/Automobile Engineer, financial sanction upto Rs.30,000/- to the Deputy Inspector General of Police, Armed Police, Chennai, financial sanction upto Rs.60,000/- to the Inspector General of Police, Armed Police, Chennai and financial sanction upto Rs.70,000/- to the Additional Director General of Police, Armed Police, Chennai are vested for repairs the Police vehicles. The Deputy Inspector General of Police, Armed Police, Chennai is also vested to the powers of Rs.30,000/- to spend for purchase of spare parts required for repairs at any one time on any one item subject to budget provision in the repairs as Chairman of Purchase Committee with the assistance of two members as per G.O. Ms.No.675 Home (Pol.XI) Department, dated 14.03.1986 and G.O.Ms.No.154 Home (Pol.XI) Department, dated 16.02.2009.

v) the rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions.

The employees of the workshop are governed as per G.O. Ms.No.1111, Home (Pol.XIII) dated 04.05.1985. Various registers from the stage of admission of the vehicles for repairs, till their delivery after carrying out the repairs as discussed below are maintained.

1)	Job Register	-	Entries are made in the Job Register, as soon as a vehicle is admitted in the Workshop for carrying out the repairs and work order number will be provided.
2)	Inventory Register	-	Next, entries regarding condition of tyres, battery, actual quantity of diesel / petrol available etc. in the vehicle etc. will be entered in the Inventory Register.
3)	Job file	-	Then the Mechanic and Fitter will check the admitted vehicle as per the instructions of the Works Manager and find out the defects and send a report to the Works Manager through the

		Foreman and Technical Assistant along with the list of required spare parts to repair the vehicle. If the spare parts are available in the Workshop stores, the same will be used for repair works.
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4)	Purchase file -	If the required parts are not available in the Workshop stores, competitive quotations under Limited Tender System will be obtained from the Government approved companies. Then the quotations will be opened in the presence of the Works Manager and orders placed to the Company, who has given lowest quotation for supply of spares. Before placing the purchase order, based on the price of the spare parts. Sanction proceedings will be obtained from the concerned officer i.e. Works Manager / Deputy Inspector General of Police, Armed Police / Inspector General of Police, Armed Police /Additional Director General of Police, Armed Police, Chennai as per their financial powers.
	Job file (continued) -	After purchasing the spare parts, the same will be handed over to the Mechanic and Fitter for carrying out the repairs. After carrying out the repairs, the vehicle will be checked by the Foreman, Technical Assistant and Works Manager and delivered.

vi) a statement of the categories of documents that are held by it or under its control.

Nil.

vii) the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof.

Nil

viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and

as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public;

Nil

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ix) a directory of its officers and employees;

The Works Manager is the head of the workshop. He is assisted by one Automobile Engineer, one Technical Assistant and 3 Foremen. It is the responsibility of this officers to ensure that vehicles admitted are repaired properly and delivered in time. The P & T Telephone number of the Workshop is 26375522

x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

The staff of the workshop are employees of the Government of Tamil Nadu and they are paid pay and allowances in the time scale of pay covered for each category.

xi) the budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.

On an average amount of Rs.65,00,000/- are allotted for repairs to the vehicles under the head of account. "2055 00 Police 003 Education and Training I Non Plan AD Training Schools 21 02 Maintenance of Functional Vehicles", every year by the Head of Department and this amount is being spent by duly following the procedure and rules in force.

xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Nil

xiii) particulars of recipients of concessions, permits or authorizations granted by it.

Nil

xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

Nil

xv) the particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for

public use;

The workshop is not maintained for public use, but it is to repair the Police Department vehicles only. However any one is at liberty to get any information of the working of the workshop under Right to Information Act 2005.

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xvi) the names, designations and other particulars of the Public Information Officers

Thiru V. Sampathkumar, B.E., Works Manager, who is the head of this workshop, is the Public Information Officer.

xvii) such other information as may be prescribed; and thereafter update these publications every year.

Nil

