

## PROCEDURE FOR REPAIRING GOVT. VEHICLES

| Sl. No. | Process of the Govt. Vehicles maintenance by Transport Dept.  | Required by the concerned department   |
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| 1.      | No-Objection Certificate to be issued for repairing   | Office letter & vehicle to be referred for inspection  |
| 2.      | Tyres Condemnatory & No-Objection Certificate to be issued  | Office letter along with the copy of log book entry of the tyres to be duly attested & vehicle/tyres to be referred for inspection.  |
| 3.      | Battery Condemnatory & No-Objection Certificate to be issued  | Office letter along with the copy of log book entry of the battery to be duly attested & vehicle/battery to be referred for inspection   |
| 4.      | Rate Reasonable Certificate to be issued<br>(History sheet must be provided if the vehicle is outdated model/ covered condemnation norms of Govt. of India) | Office letter along with NOC, Estimate/Quotations. Comparative statements if more than single quotation (all original & copies to be obtained) In case of battery replacement should be under buy back policy of old battery.                              |
| 5.      | Work Satisfactory Certificate to be issued  | Office letter along with NOC, RRC, Invoice/Bill of the work and vehicle to be referred for inspection (all original & copies to be obtained). If old spares/tyres are available, an acknowledgement for holding items should be obtained after inspection. |