

POLICE



DEPARTMENT

No.A1-44722/2019/MM

District Police Office,

Malappuram

✉ spmpm.pol@kerala.gov.in

☎ 04832734983

Dated.16-08-2019

DO No. 651/2019 MM

Sub : KERALA POLICE DEPARTMENT - Additional Duties and Responsibilities of Driver Assistant Sub Inspector of Police (Dvr ASI) & Driver Head Constable (Dvr HC) - Orders issued - reg

Ref : 1. GO (Ms) No. 28/2019/Home Dated 06/03/2019.

2. PHQ Executive Directive No : 21/2019 dated 29.07.2019

In pursuance of the directions issued as per Executive Directive cited 2nd above, the following duties and responsibilities are hereby assigned to the category of Dvr ASIs & Dvr HCs with immediate effect, in addition to their duties as Dvr PC.

A. Additional Duties and Responsibilities of Driver ASI

1. Assisting Driver SI for proper maintenance of MT Office records and registers.
2. Assisting Driver SI for proper maintenance of vehicles by conducting timely repairs and service.
3. Holding charge of MT Office, in the absence of Driver SI.

B. Additional Duties and Responsibilities of Driver HC

1. Maintenance of MT GD (Motor Transport General Diary).
2. Maintenance of MTR (Motor Transport Register).
3. Maintenance of Vehicle Diary.
4. Maintenance of KMPL Register.
5. Maintenance of Eye Inspection Register.
6. Maintenance of License Register.
7. Maintenance of Vehicle Inspection Register.
8. Maintenance of Condemnation Register of vehicles.
9. Maintenance of Stock Registers.
10. Maintenance of Oil Change/Service Register
11. Maintenance of Repair Register.
12. Maintenance of 'Vehicle Emission Testing Register'.





15-08-2019
Abdul Karim U IPS,
District Police Chief

To : All Officers for circulation among the concerned
Copy To : 1. Concerned sections in DPO Malappuram for information
2. DO Book and DO file

