

GOVERNMENT OF KERALA  
ABSTRACT

Public Works Department – Motor vehicles – Registration of approved workshops for the repair of Departmental vehicles – Revised norms and procedure fixed – Orders issued.

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PUBLIC WORKS & TRANSPORT (C) DEPARTMENT

G.O.(MS) No. 97/86/PW & T.

Trivandrum, Dated 7-8-1986.

Read:- 1. G.O.Rt.36/71/PW. Dated 12-1-1971.  
2. G.O. MS.39/77/PW. Dated 28-2-1977.  
3. G.O.MS.228/81PW. Dated 10-12-1981.  
4. G.O.MS.15/84/PW. Dated 2-3-1984.  
5. Lr. No.CMU. Tech. 673/85 dt. 28-11-1985 from the Chief Engineer, General.

ORDER

In the G.O. read as first paper above Government have classified the Government approved Workshops into 4 classes according to their annual capacity to undertake repairs and prescribed the security deposit of each class. In the G.O. read as second paper above Government stipulated certain norms to be satisfied by approved workshops, method and procedure for registration of workshops, etc. In the G.O. 3<sup>rd</sup> read above it was ordered that approval of workshops shall be granted for a period of one year from 1<sup>st</sup> April of every year to 31<sup>st</sup> March of succeeding year and the dates for applying for renewal of approval were fixed. In the G.O. read as 4<sup>th</sup> paper above Government laid down the norms for issuing approval for workshops for taking up industrial and upholstery works. In his letter read above the Chief Engineer (General) has reported that the norms and procedures fixed in the G.O.s read above require modification in the present day context as the existing rates were fixed in the year 1971. He has therefore forwarded proposals for the revision of the above orders.

2. Government after examining the proposals in detail, issue the following orders:-
3. The existing 4 classes of workshops will continue. The annual limit of work and security deposit of the workshop will be as follows:-

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Class	Annual limit of work	Security Deposit
A	Rs.1 lakh and above	Rs.3,000/-
B	Above Rs.50,000 and up to Rs.1 lakh	Rs.1,500/-
C	Above Rs.25,000 and up to Rs.50,000/-	Rs.1,000/-
D	Rs.10,000 and above up to Rs.25,000/-	Rs. 500/-

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4. The security deposit as shown above shall be deposited as Treasury S.B. Account pledged to the Asst. Exe. Engineer (Mechanical) of the region concerned.

## General Rules

- i. The approval of workshop shall be granted for one financial year starting from 1<sup>st</sup> April and ending on 31<sup>st</sup> March. Fresh approval issued during the course of the financial year shall be up to 31<sup>st</sup> March.
- ii. Application for the renewal of approval for the next financial year should be submitted to the Assistant Executive Engineer (Mechanical) with a fee of Rs.25/- (remitted by countersigned Chelan) before 1<sup>st</sup> January on payment of a fine of Rs.10/- in addition to the fee of Rs.25/- (remitted by countersigned chalan). The renewal of approval for the next year after due satisfaction of the norms will be issued by the Asst. Exe. Engineer (Mechanical) within 30 days from the date of application for fresh approval filed during January, February and March, the application fee will be Rs.25/- and approval will be issued only with effect from 1<sup>st</sup> April of the concerned year. Final list of approved workshops will be intimated to Exe. Engineer (Mechanical) of the region and Superintending Engineer (Mechanical) before 31<sup>st</sup> March of every year. Applications for renewal received after the prescribed dates shall not be considered.
- iii. The workshops approved for electrical works and Industrial works are not entitled to undertake any works on Government vehicles other than these for which they are approved.
- iv. The workshops approved for electrical works and Industrial works are not entitled to undertake any works on Government vehicles other than those for which they are approved.
- v. The present system of bilateral agreement shall continue.

## II. REVOKING REGISTRATION

The recognition of any firm as approved workshop can be withdrawn if the Asst. Exe. Engineer (Mechanical) finds that the quality of the work of the firm is below standard or the firm refuses to attend to the work or closes down the workshop with or without intimating the Asst. Exe. Engineer (Mechanical). Exemption can be given to closure owing to natural calamities. The approval of any firm will be withdrawn on the basis of complaints from officers of the rank of Heads of Department to the effect that the workshop management on his staff has caused loss or damage to Government vehicles or equipments or caused wasteful expenditure on unnecessary repairs or replacements. An appeal shall be against Exe. Engineer (Mechanical) to the Executive Engineer (Mechanical), whose decision on such appeal shall be final.

Each class of workshops shall have the following personnel, facilities and equipment.

### Norms for approval of workshops

#### A & B CLASS

##### 1. Tools and equipments required:

- (i) Tools required to strip and assemble all types of vehicles.
- (ii) Welding set – electrical and gas.
- (iii) One work bench fitted with two or three vices.
- (iv) One grinding machine.
- (v) One drilling machine of capacity 0 to ½.
- (vi) Suitable work benches in all the rooms or places where the repairs are carried out.
- (vii) Battery testing equipments.
- (viii) Sufficient No. of garage jacks and steel ropes.
- (ix) Ramp to examine the under chassis.
- (x) Battery charger.
- (xi) Timing adjusting torch.
- (xii) Wheel alignment gauge.

## II. Workshop and premises:

- (i) The workshop and premises shall be protected by a compound wall in Municipal/Corporation area and by suitable fence or wall in Panchayat areas.
- (ii) There shall be a firm surface yard in front of the workshop.
- (iii) The areas where the repairs are carried out shall be well protected from Sun and rain and the floor shall be consolidated and cement plastered.
- (iv) One store room to stock the spares supplied for the repairs of Government vehicles shall be available.
- (v) There shall be sufficient watch and ward arrangements for protecting Government properties entrusted.
- (vi) The roof of the building shall be of tiles, or R.C.C. or asbestos or G.I. sheet.
- (vii) Availability of at least two fire extinguishers.
- (viii) Workshop and premises are to be insured against risk of fire for a minimum amount of Rs.2 lakhs

## III. Personnel: The workshop shall have –

- (i) A financially stable management.
- (ii) Not less than two experienced mechanics who are capable of carrying out all types of repairs to automobile vehicles independently.
- (iii) Sufficient No. of fitters and helpers to assist the mechanics.
- (iv) One Supervisor/Foreman who has technical qualification or not less than 5 years experience in a reputable repair workshop.
- (v) An experienced electrician

## C & D Class Workshop..

### I. Tools and Equipments

- (i) Tools required to strip and assemble all types of vehicles.
- (ii) Gas welding set
- (iii) Work bench with at least one vice.
- (iv) Battery testing equipment
- (v) Sufficient No. of garage jacks.
- (vi) Ramp to examine under chassis of vehicles.
- (vii) Wheel alignment gauge.

## II. Workshop and Premises

- (i) Workshop and premises shall be protected by suitable fencing/wall and gate.
- (ii) The area where repairs are carried out shall be well protected and the floor shall be consolidated to a hard and even surface.
- (iii) One store room to stock the spares supplied for repair of Govt. vehicle.
- (iv) There shall be at least one watcher for watching during non-working period.
- (v) The roof of the building shall be tiles, R.C.C., Asbestos or G.I. Sheet.
- (vi) Availability of at least one fire extinguisher.
- (vii) The workshop shall be insured against fire for a minimum amount of Rs. One lakh.

II. Personnel: There shall be sufficient number of Mechanics, Fitters, Electricians, Helpers, etc. under the control of one experienced Supervisor/Foreman.

Method of Registration: Any workshop requiring registration as Government approved workshop to undertake repairs of Government vehicles shall apply to the Asst. Exe. Engineer (Mechanical) of the region in which the workshop is situated. The application in the prescribed form shall be forwarded along with a Chelan receipt of Rs.100/- towards registration fee. The Asst. Exe. Engineer (Mechanical) will after satisfy himself that the workshop satisfies the prescribed norms, issue orders recognizing the workshop as Government approved workshop after collecting the security deposit. In places where there are already more than two approved workshops, when a fresh application for approval received, such application will be approved by the Executive Engineer, Mechanical) after due scrutiny of the recommendations of Asst. Exe. Engineer (Mechanical). Requirements of tools, facilities, personnel etc. prescribed above may be relaxed in special cases, in localities where well-equipped workshops do not come forward for registration or do not exist at all and in such cases the approval of the Executive Engineer (Mechanical) of the region may be obtained before issuing the approval.

8. Auto Electrical Workshops: For doing electrical works alone, auto electrical workshops will be approved subject the following norms and procedure.

(a) Facilities:

- (1) Armature re-winding facilities.
- (2) Battery charger.
- (3) All testing equipment and necessary tools for repairs.
- (4) Availability of at least one fire extinguisher.
- (5) Insurance against fire risk to a minimum of Rs.10,000/-
- (6) The roof of the building shall be of tiles, or RCC or asbestos of G.I. sheet.

(b) Procedure for registration of Electrical Workshop: The application should be submitted to the Asst. Exe. Engineer (Mechanical) with a chalan receipt for Rs.50/-

as registration fee. If the norms are satisfied the Asst. Exe. Engineer (Mechanical) shall issue approval after collecting a security deposit of Rs.250/-

9. Industrial Workshops: As ordered in G.O. MS.15/84/PW. Dated 1983-84, there shall be two classes of workshops, vix. Class A and Class B, with the following facilities.

List of equipments and Tools required for A class industrial works.

1. Crank shaft grinder	-	1 No.	8. Power Press	-	1 No.
2. Cylinder boring machine	-	1 No.	9. Pillar drilling machine	-	1 No.
3. Valve refacer	-	1 No.	10. Shaping machine	-	1 No.
4. Line boring machine	-	1 No.	11. Arc welding set	-	1 No.
5. Surface grinder	-	1 No.	12. Bench grinder	-	1 No.
6. Injector pump calibrating unit	1 No.		13. Central lathe	-	1 No.
7. Precision type lathe	-	1 No.	14. Milling machine	-	1 No.
			15. Precision gauge and Necessary tools.	-	1 No.

List of equipments and tools required for B Class industrial workshop

1. Central lathe	-	1 No.	5. Arc welding set	-	1 No.
2. Pillar drilling machine	-	1 No.	6. Portable grinding machine	1 No.	
3. Portable drilling machine	-	1 No.	7. Hack saw machine	-	1 No.
4. Bench grinder	-	1 No.	8. Required gauge and other tools		

Personnel: These workshops should have the required adequate staff under the supervision of a well-experienced, technically qualified supervisor.

Relaxation in respect of any item or items in the list above may be given where found absolutely necessary, after obtaining the concurrence of the Executive Engineer (Mechanical) of the region.

10. The workshop premises, method of registration, security deposit fire insurance, etc. shall be the same as for general automobile workshop.

(By order of the Governor)

MARYKUTTY THOMAS,  
Deputy Secretary.

To

The Chief Engineer (R & B, General)/(B & LW)/(NH), All Heads of Depts.

Endt. No.G1-34460/86 dated 13-10-1986.

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For Chief Conservator of Forests.