

**GOVERNMENT OF PUDUCHERRY**  
**Abstract**

Transport Secretariat, Puducherry - Carrying out repairs to Government vehicles by Private Automobile workshops – Approval of Private Automobile Workshops by the Transport Department, Puducherry - Guidelines – Issued.

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**Transport Secretariat**

**G.O. Ms. No.8/Tr.Sectt./2015**

Puducherry, dated 24.3.2015

**READ:** ID Note No.220/GAW/C2/2013 dt.26.06.2013  
of the Executive Engineer, Government  
Automobile Workshop, Puducherry.

**ORDER:**

The following notification shall be published in the Extraordinary Official Gazette of Puducherry.

**NOTIFICATION**

WHEREAS, repairs to Governments vehicles are being carried out by the Government Automobile Workshop and in respect of latest model Government vehicles requiring major repairs wherein requisite modern facilities are not available, they were being referred to Private Automobile workshops.

AND WHEREAS, in respect of New Generation Hi-Tech Vehicles, with advanced technology and electronic system, allotted to the Government departments and high dignitaries of the Government including the convoy/Escort vehicles of the Police Department, etc., with particular make of vehicle and model, for which repairs and maintenance facilities are not available in the Government Automobile Workshop for want of special tools and equipments, trained mechanics and guaranteed spare parts, they have to be referred to Private Automobile Workshops and to authorized dealers with subsequent ratification of the Government.

AND WHEREAS, in respect of Government vehicles used by Government departments at times of emergency during natural disasters and during times of elections, etc., repairs are required to be done on a war footing which is found to be cumbersome with limited facilities in the Government workshop (GAW).

AND WHEREAS, the Government was actively considering to streamline certain norms and guidelines to utilize the services of the Private Automobile workshops, to carry out the repairs of the Government vehicles at a cheaper cost with better quality repairs and maintenance services besides covering a large number of workshops and affording better opportunities for the development of automobile repair industries and workshops in rural areas providing valuable employment opportunities in the Union Territory of Puducherry.

NOW THEREFORE, approval of the Lieutenant-Governor of Puducherry is hereby accorded for the maintenance and repair of Government vehicles in the authorized dealers /Service Centres of their respective make as per the conditions laid down in the Guidelines for recognition of private service centres/authorized dealers.

NOW, THEREFORE, approval of the Lieutenant Governor of Puducherry is also accorded to private workshops other than Authorised Service Centres of a particular make for the said purpose, subject to the fulfillment of the conditions laid down in the Guidelines for Recognition of Private Service Centres/Workshops.

**Guidelines for carrying out repairs to Government vehicles by Private Automobile workshops in the Union Territory of Puducherry, approved by the Transport Department, Puducherry.**

The private workshop shall be classified into two categories said purposed viz., (1) Workshops capable of doing major overhauling works and (2) workshops capable of doing minor overhauling works. For all items of the works other than the major repairs and the workshops capable of doing major repairs, there are many other jobs, which could be conveniently undertaken by workshops other than both the categories. For example, servicing the vehicles, doing upholstery work, doing patch work, tinkering and painting etc., cannot be done by workshops, which are capable of doing only minor repairs. But at the same time, for doing all these jobs major workshops are not at all required. These jobs can conveniently be done by another category of workshops which are not as sophisticated and well equipped and hereafter not as costly as major workshops classified to be able to do major repairs, for having the necessary specialized equipments and facilities for the type of job.

(2) The procedure of entrusting the repair of various Government vehicles in authorized dealers/service centres/other private workshop would be as follows:-

- (i) Receipt of Form/letter of requisition with the list of repairs to be carried out in a vehicle from the concerned department/office by the Technical officials of the Transport Department, Puducherry.
- (ii) After inspecting the vehicle No Objection Certificate (NOC) for the repairs to be carried out will be issued to the concerned department/office in recognized private workshop/service centre/authorized dealer within three working days from the date of inspection of vehicle.
- (iii) Consequently, the department/office will call for quotation from the recognized firms and send the quotation/comparative statement to the respective Transport offices within 30 days from the date of obtaining No Objection Certificate for carrying out the repairs to obtain Rate Reasonable Certificate (RRC).
- (iv) The comparative statement will be examined and Rate Reasonable Certificate (RRC) will be issued to the concerned department/office within Five working days from the date of receipt of the quotations/comparative statement.
- (v) On receipt of Rate Reasonable Certificate (RRC), the Department/Office concerned will obtain Government Sanction for the concerned work.
- (vi) Based on Government Sanction, work order to be placed to concerned firm by the Department/Office.

- (vii) On completion of repair work, the technical officials of the Transport Department will examine the vehicle and issue Work Completion Certificate (WCC) within three working days from the date of inspection of vehicles.
- (viii) The Directorate of Accounts and Treasuries, Puducherry shall admit and pass bills based on the Work Completion Certificate.

The classification of private workshops for the said purpose would be as follows:-

1. Workshops capable of doing major repairs (including overhauling patch tinkering, painting electrical work and upholstery).
2. Workshops capable of doing minor repairs.
3. Workshops which can do patch work, tinkering and painting etc.
4. Workshops capable of doing electrical work
5. Workshops capable of doing upholstery
6. Servicing alone.

The following norms are prescribed for private workshop/ authorized dealer/service centre to recognize it as a authorized/approved one.

#### **I. MAJOR REPAIRS**

The workshop should satisfy the following conditions for recognition for carrying out Major repairs to Government vehicles.

- (a) The workshop should be registered under Factories Act 1948.
- (b) Number of persons employed in the workshops should not be less than 20 Nos.
- (c) Covered accommodation of the workshop should not less than 1000 sq.ft.
- (d) The workshop should have been insured against fire.

The workshop should have the following equipments in additional to the normal tools required by the workshop.

1. Air compressor 3 H.P and Gas compressor
2. Car washer with 3 H.P Motor
3. Hydraulic Hoist or washing ramp
4. Valve seat Grinding Machine (Optional)
5. Battery charger
6. Reboring Machine (Optional)
7. Greasing Equipment
8. Plug Tester
9. Hydrometer
10. Cell Tester
11. Wheel alignment Gauge
12. Arbour Press
13. Bench Grinder ½ H.P

Desirable Equipments:

14. Electrical Welding Machine	-	1
15. Gas Welding Equipment	-	1
16. Spray painting Equipment	-	1
17. Sewing Machine	-	1

**II. MINOR REPAIRS**

The workshop should satisfy the following conditions for carrying out repairs to Government vehicles.

- (a) The workshop should be registered under the Factories Act.
- (b) Number of persons employed in the workshop should not be less than 5 Nos.
- (c) Covered accommodation of the workshop should not be less than 1000 sq.ft
- (d) The workshop should have insured against fire.

The workshop should have the following essential equipments in addition to the normal tools required by the workshop.

- 1. Greasing Equipment
- 2. Plug Tester
- 3. Hydrometer
- 4. Cell tester
- 5. Wheel alignment Gauge
- 6. Arbour press
- 7. Bench Grinder

**III. PATCH WORK, TINKERING AND PAINTING**

The workshop should satisfy the following conditions for carrying out patch work, tinkering and painting works to the Government vehicles.

- (a) The number of persons employed should not be less than 5 Nos.
- (b) Covered accommodation of the workshop should not be less than 2000 sq.ft
- (c) The workshop should have insured against fire.

The workshop should have the following essential equipments in addition to the norms tools required by the workshop.

- 1. Arc and gas welding equipment
- 2. Spray painting equipment
- 3. Air Compressor.
- 4. Nitrogen Gas Compressor
- 5. Tyre changer

**IV. ELECTRICAL WORKS**

The workshop should satisfy the following conditions for recognition & carrying out electrical works to Government vehicles.

- (a) The Number of persons employed should not be less than 3 nos.