

**OFFICE OF THE DIRECTOR GENERAL & INSPECTOR GENERAL OF POLICE
MEGHALAYA ***** SHILLONG.**

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In spite of the fact that the fleet position of the vehicles has improved in districts and units over the past few years, there is frequent request made to the Police Headquarters for requisitioning of vehicles for various purposes. Following instructions are hereby issued with regard to requisitioning of vehicles in public service:

- 1.1 The vehicles available with the districts and units should first be fully used before requisitioning vehicles.
- 1.2 In case requisition of vehicles needs to be done, the matter should be first coordinated with the district Magistrates to have Government vehicles requisitioned.
- 1.3 If Government vehicles cannot be requisitioned for some reasons, then option for requisitioning public vehicles should be exercised. Every requisition of vehicles needs the approval of the Director General of Police.
- 1.4.1 The requirement of vehicles and the types of vehicles to be requisitioned should be realistically worked out strictly for operational reasons.
- 1.4.2 In case of urgent requirement to requisition vehicles for maintenance of law and order where it is not possible to get approval of PHQ in writing or through WT, the concerned SP / CO can call up DGP or in his absence, IGP Hqrs seeking approval for requisitioning vehicles.
- 1.4.3 Record of log books, POL/DOL expenditure for requisitioned vehicles should be maintained separately and monthly returns are to be submitted to PHQ.
- 1.4.4 The District Superintendents of Police should also verify the character and antecedents of the drivers of the public vehicles requisitioned to avoid unforeseen incidents which may occur while performing duties with these public vehicles.

**Sd/-
Director General of Police,
Meghalaya, Shillong.**