OFFICE OF THE DIRECTOR GENERAL OF POLICE
MEGHALAYA:::: SHILLONG.

CIRCULAR NO. 58/2012.

The attention of the Police Hqrs is drawn to certain issues arising out of the bills relating to the Private vehicles which were requisitioned by Superintendents of Police of Districts in public interest. After due examination, it was found that procedures were not duly followed while requisitioning the vehicles or in preparing the bills. In some cases the vehicles were requisitioned without the prior approval of the Police Hqrs. In some cases ex-post facto approval for requisition was not obtained after the vehicles were requisitioned to deal with emergent situations.

The following procedures should be strictly followed by the superintendent of Police or heads of Police Units with immediate effect while requisitioning private vehicles in public interest and processing bills for payment of requisition charges thereof.

1. All heads of the Units and Districts should strictly comply with the instructions laid down in the Circular No. 44/2011 while requisitioning vehicles.

2. It is reiterated that the requisition of vehicles should be done only on the prior approval of the Director General of Police, Meghalaya, Shillong.

3. In case of acute emergency, the approval may be sought over phone from AIG (Adm), who will seek the approval of the DGP and communicate it to the SP/Unit head concerned. The SP/Unit head should follow it up with a written request of requisition of the vehicles.

4. The District and Unit vehicles should be optimally deployed and requisition of vehicle should be resorted to when absolutely necessary. This is necessary to avoid additional financial burden to the Unit/District budget provisions under the Head 'MV' and also to avoid delay in the payment of requisition bills.

5. The rates of requisition of vehicles should be in accordance with the rates fixed by the Government.

6. To avoid anomalies in fixing the rates/charges, only such vehicles should be requisitioned for which rates approved by the government are available.

7. Respective Superintendents of Police and Unit heads should coordinate with AIG (Admn) to sort out various issues such as discrepancy in billing to avoid further delay in expediting sanction and allotment of fund from the PHQ.

8. The bills should be expeditiously processed and submitted to the PHQ taking due care that until absolutely unavoidable, the bills should not be submitted toward the end of the Financial year.

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

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