

Guidelines for bringing economic viability in operation of mobile vans.

For smooth operation of Mobile vans to earn profit and to reduce losses, the following measures are suggested under Mobile Van Operations Scheme.

1. Mobile vans should invariably operate from the concerned blocks so that the avoidable mileage is restricted to the bare minimum of requirement and thereby reduction in expenses on consumption of fuel. Under no circumstances vans should return to District Head Quarters, when their work place is in the interior block area.
2. Distance chart is to be prepared for each mobile van as per the actual and economical. Distance chart approved by the Collector is to be followed strictly.
3. Movement of food grains under PDS schemes is extended to G.P. Points/ departmental godown points so that they earn more revenue.
4. Mileage per Liter diesel consumed is to be regulated for each vehicle as per test reports.
5. Staff deployed in the vans be restricted to the bare minimum and the services of helper cum kantawalla is felt not required for the mobile van operations, their services are to be diverted for other needy purposes.
6. Any old vehicle in running condition and beyond economical repair is to be brought to the notice of Head office immediately to put it to auction with necessary approvals.
7. Repair and Maintenance is to be minimized to the basic needs for running the vehicle. The Repair of the Vehicle may be done immediately to avoid idle days. Repairs & Maintenance within the permissible limits of latest relevant Finance Department Circular may be incurred with the technical approval of local MVI from the available funds.
8. All the repair and replacement works will be done as per guideline in latest "Finance Department's notification" and "Rules Regulating Control and use of Govt. vehicles."
9. The brake down vehicle or long idle vehicle for any reasons what so ever shall be off road immediately by R.T.A.
10. For Repair and Maintenance of mobile vans beyond the approved financial norms and the vehicle which is running beyond 15 years of life span be incurred only with the approval of Head office.
11. The periodical servicing and greasing and retreading of tyres may be done in time. For purchasing of new tyres/tubes, battery and hood, instruction of Finance Department circular must be strictly followed (The prescribed K.M of tyres up to MMV is 40,000 K.Ms and HMV is 60,000 K.Ms).

12. Vehicle wise stock register in respect of all repair and replacement works should be maintained and before making any payment to the party, these must be recorded in the concerned Register.
13. All the repair and replacement bills be got certified by the technical personnel/ MVI before making payment to parties.
14. The vans should invariable be put to use for 25 days every month.
15. Responsibility may be fixed for the losses, if any, incurred by the mobile vans on the concerned drivers/verification officers as per the table given below.
16. The Profit & Loss Account of each month should invariably mention name of the staff attached to the van, the No. of days it was deployed, no. of Kilometers run by the vehicle, amount earned and deposited in the bank/corporation office and bank reconciliation statement of the concerned month besides the following additional information.

Vehicle No.	Name of Driver	Blocks Tagged	G.P centers tagged for delivery of food grains
1	2	3	4

Corporation margin	Profit	Loss	Amount deposited in the bank	Closing balance of cash available with the driver
5	6	7	8	9

These instructions should be scrupulously followed for better management of the vans.

17. Road Tax, Insurance, Route permit and Fitness certificate should be attended at appropriate time every year. The District Manager will be held responsible if any penalties are imposed due to non payment of such dues in time.
18. The vans can also be deployed for other governmental works like MDM, Paddy/CMR transportation from PPC/DPC to mill point and mill to RRC etc.
19. The drivers of the van only shall drive the van and they can not depute/proxy other persons for driving the van without the permission of the competent authority.
20. Under no circumstances losses on the vans is tolerated in any circumstances.

These instructions supersede all previous orders and should be followed meticulously for better management of the vans in the interest of improving performance and its viability.

Yours faithfully,

Managing Director