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GOVERNMENT OF JAMMU AND KASHMIR

Directorate of Motor Garages Department J&K

Bemina Bye-Pass, Srinagar/New Plots, Jammu.

C I R C U L A R

It is impressed upon all the Incharge District Garages (Foreman) of this Department to conduct the inspection on weekly basis of the vehicles of Motor Garages Department deployed with District Administration of Districts assigned to each Foreman vide this office Order No. 265-DSMG OF 2021 dated 24.07.2021 and submit a copy of their report / tour note in **first week of every month positively** to this Directorate as per enclosed format through the respective Deputy Directors of this Department.

(Malik Tahir Gani)
Director,

Motor Garages Department,
J&K, Srinagar

Dated: 04/08/2021

No. RCD-22/1396-1401/DSMG

Copy to the:-

01. Deputy Director, Motor Garages Department, Jammu/Kashmir for information and necessary action.
02. Accounts Officer, Motor Garages Department, J&K Srinagar for information and necessary action.
03. Incharge website, Direction Office, Motor Garages Department, J&K Srinagar for information and necessary action.
04. Concerned for immediate compliance
05. O. B. File.

Annexure

Inspection Report of District Motor Garages _____

Allotment of Vehicles						
S. No.	Type of Vehicle	Vehicle No.	To Whom Allotted	Name of the Officer	Cell No.	Name of the Driver / Cell No.
01.						
02.						

Condition of Vehicle					
S. No.	Type of Vehicle	Vehicle No.	Details of Logbook (present mileage covered / odometer reading)	Condition of Vehicle (Viz. Engine, Upholstery etc.)	Problem, if any found during inspection with remarks
01.					
02.					

Foreman

**Deputy Director,
Motor Garages Department**

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