

Police Deptt.

HPA/MBN

Programme for Fleet management course for NGOs/HCs(MT)

	Period-I 10.00 to 10.45 AM	Period-II 10.45 to 11.30 AM	11.30 to 11.45AM	Period-III 11.45 to 12.30 PM	Period-IV 12.30 to 1.15 PM	Period V 1.15 to 2.00 PM	02.00 to 03.00AM	Period VI 3.00 to 3.45 PM	Period VII 3.45 to 4.30 PM
Day 1	Registration	Inauguration & Fleet management- An overview	TEA- BREAK	Registration, Average and running limit of the vehicles	Insurance of vehicles	Records of the vehicles i.e. History Sheet log book etc. (how to make entries in it.	LUNCH	Maintenance and repairs of vehicles	Instructions relating to vehicles issued by Govt.
Day 2	Financial limits of the vehicles			Duties of drivers and MTO	Condemnation of vehicles and procedure of the condemnation			Auction of vehicles	
Day 3	Accident Cases- major repair procedure and claims in M.ACT	Auction of Vehicles under Sec. 102 CrPC & 25 Police Act		DO's and Dont's for keeping vehicles in good condition	Feed- Back & Valediction				