

KHYBER PAKHTUNKHWA JUDICIAL ACADEMY
NOTIFICATION

Peshawar dated the 30th August, 2012

No. 544-KPK-A -- In exercise of the powers conferred by section 16 of the Khyber Pakhtunkhwa Judicial Academy Act, 2012, the Board of Governors of the Academy lays down the following rules:-

1. **Short title and commencement.** – (1) These rules may be called the Khyber Pakhtunkhwa Judicial Academy Rules of Business of Board of Governors, 2012.
- (2) They shall come into force at once.
2. **Definitions.** -- (1) In these rules unless there is anything repugnant in the subject or context:
 - (a) “Act” means Khyber Pakhtunkhwa Judicial Academy Act, 2012;
 - (b) “Competent Authority” means the Board of Governor or any person to whom the powers have been delegated;
 - (c) “Meeting” means meeting of the Board of Governors;
 - (d) “Presiding Officer” means the person presiding over a meeting of the Board;
 - (e) “Quorum” means the quorum of the Board as laid down under Section 9(3) of the Khyber Pakhtunkhwa Judicial Academy Act, 2012;
 - (f) “Secretary” means the Secretary of the Board.
- (2) All other expressions shall have the same meanings as assigned to them under section-2 of the Act.

CHAPTER 1

NUMBER OF MEETINGS, AGENDA AND PROCEEDINGS OF THE MEETING
ETC.

3. **Number of Meetings.** -- (1) The ordinary meeting of the Board shall be held at least twice a year on dates to be fixed by the Chairman.
 - (2) The Quorum of the Board shall be six members and in case of incomplete Quorum, the meeting may be postponed for any suitable date by the Presiding Officer.
 - (3) On the next date, to which the meeting was postponed under sub-rule (2), the question of quorum would be immaterial.
4. **Preparation of Agenda/Working paper for Meeting.** – (1) The agenda and working papers for the meeting shall be prepared by the Director General, with the approval of Chairman, a month before the date of the meeting and shall be sent to the members at least fifteen days before the meeting.

(2) Any member may propose an item for the agenda which may be included in the agenda with the approval of the Chairman or provided it is received ten days before the meeting and is otherwise admissible under Section 4 and 6 of the Khyber Pakhtunkhwa Judicial Academy Act, 2012.

5. Proceedings of the Meeting/Board. -- (1) The Chairman or in his absence the Vice-Chairman, shall preside over the meeting of the Board at which they may be present, but in the absence of both the Chairman and the Vice-Chairman, the nominee of Chairman shall preside over such a meeting.

(2) The Director General shall act as the Secretary of the Board.

(3) Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairman.

(4) The Chairman/Presiding Officer shall control the order in which members of the Board may address the meeting and the manner in which the business of the Board may be conducted-

(a) members when speaking, shall address the Chair, No member shall, without special leave from the Chairman, speak more than once on the same proposition;

(b) no member shall address the meeting on the issue after the Chairman has called for vote.

(5) All matters shall be decided by simple majority of vote of members by voice-vote, show of hands for a "Yes" or "No", or under special circumstances the Chairman may order vote by secret ballot.

(6) In case of a tie, the Chairman or Vice-Chairman or member as the case may be presiding over the meeting, shall have a casting vote in addition to his vote as member of the Board.

(7) Proposal submitted to the Board and entered upon the notice of meeting, shall be dealt with as motions before such a meeting without being proposed and seconded.

(8) Every other motion or resolution relating to the items on the agenda or amendment shall be reduced to writing and read out by the mover, and shall be delivered to the Secretary. Every such motion that is not seconded shall drop.

(9) In the event of no member wishing to speak on the motion or in respect of any amendment, after such discussion on any such motion or amendment as the chairman considers sufficient, the chairman shall proceed to put the motion to vote.

(10) When there is an amendment, the amendment shall be first put to vote and if the amendment is lost, and no further amendment is proposed, the original motion shall be put to the vote.

(11) Should any amendment be carried, the proposal as amended shall be stated from the Chairman and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as hereinbefore provided. Not more than one amendment shall be put to vote at any one time.

(12) Any motion or amendment may be withdrawn with the consent of the Board, if the mover so desires.

(13) The proceedings of the Board shall not be invalidated on the ground that any member did not receive the notice or agenda and working papers or both for meeting of the Board.

6. Record of Proceedings. -- (1) The Secretary shall record the proceedings and shall submit them to the Chairman for authentication.

(2) After the authentication of the proceedings, two master copies shall be kept under lock and key in the office of the Chairman and the Secretary. Every page of the master copies shall be signed by the Secretary and counter-signed by the Chairman.

(3) Copies of the proceedings shall be circulated among all the members of the Board.

(4) If any member of the Board draws the attention of the Secretary or the Chairman to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairman whose judgment shall be forwarded to the member concerned.

If the member is still not satisfied, the matter shall be placed before the Board at its next meeting, without prejudice to the action taken.

(5) The relevant extract of the proceedings alongwith relevant working papers/files shall be forwarded by the Secretary to the respective sections for information and necessary action.

7. Special Meeting. – If certain matters require an early reference, a special meeting of the Board may be convened with the approval of the Chairman at the request of one-third of the members to discuss a particular issue. Agenda for such a meeting shall be circulated at least a week before the meeting.

8. An Emergency Meeting. -- An emergency meeting of the Board may be called by the Chairman, or on a written request made by two-third of the total number of members of the Board, whenever the occasion demands. Agenda for such a meeting shall be circulated at least three days before the meeting.

CHAPTER 2

COMPOSITIONS & FUNCTIONS OF VARIOUS COMMITTEES

9. Executive Committee. – There shall be an Executive Committee consisting of the following:

- (a) Chairman ----- Chairman;
- (b) Vice Chairman ----- member;
- (c) Director General ----- member;
- (d) Dean faculty ----- member;
- (e) Senior Director Research & Publication ----- member;
- (f) Senior Director Admin ----- member;
- (g) General Manager ----- member;
- (h) Station Director ----- member;

- (i) Director I.T ----- member;
- (j) Director B & A ----- member;
- (k) Any other co-opted member, if necessary.

(2) The Executive Committee shall meet at least once in six months.

(3) The quorum for meetings of the Executive Committee shall be one-half of the total number of members, a fraction being counted as one.

10. Powers and duties of the Executive Committee. -- (1) The Executive Committee shall, subject to the provisions of the Act, have the powers to prepare the annual report of the Academy.

(2) Without prejudice to the generality of the foregoing powers, and subject to the Act, the Executive Committee shall have the powers to-

- (a) advise the competent authority on preparation of annual report;
- (b) to regulate and lay down standards for the preparation of annual report;
- (c) propose to the competent authority the schemes for preparation of annual report;
- (d) prepare annual report of the Academy and to submit the same before the competent authority for approval;
- (e) all other matters which may be assigned to the Committee by the competent authority.

10. Academic Committee.-- (1) There shall be an Academic Committee consisting of the following:

- (a) Chairman ----- Chairman;
- (b) Vice Chairman ----- member;
- (c) Director General ----- member;
- (d) Dean faculty ----- member;
- (e) All the Directors Instructions ----- member;
- (f) Any other co-opted member, if necessary.

(2) The Academic Committee shall meet at least once in six months.

(3) The quorum for meetings of the Academic Committee shall be one-half of the total number of members, a fraction being counted as one.

12. Powers and duties of the Academic Committee. -- (1) The Academic Committee shall, subject to the provisions of the Act, have the powers to lay down proper standards of instructions, programs and examinations and to regulate and promote the academic life of the Academy.

(2) Without prejudice to the generality of the foregoing powers, and subject to the Act,

the Academic Committee shall have the powers to-

- (a) advise the competent authority on academic matters;
- (b) to regulate and lay down standards for the conduct of teaching and examination;
- (c) prepare programs for the continued professional development of faculty;
- (d) to make and approve the scheme of studies, courses, the syllabi and mode of examinations;
- (e) prepare annual report on the academic performance of the Academic Cadre;
- (f) all other matters which may be assigned to the Committee by the competent authority.

13. Research & Publication Committee.-- (1) There shall be a Research & Publication Committee consisting of the following:

- (a) Chairman ----- Chairman;
- (b) Vice Chairman ----- member;
- (c) Director General ----- member;
- (d) Senior Director Research & Publication --- member;
- (e) Director Research & Publication ----- member;
- (f) Research & Publication Officer ----- member;
- (g) Any other co-opted member, if necessary.

(2) The Research & Publication Committee shall meet at least once in six months.

(3) The quorum for meetings of the Research & Publication Committee shall be one-half of the total number of members, a fraction being counted as one.

14. Powers and duties of the Research & Publication Committee. -- (1) The Research & Publication Committee shall, subject to the provisions of the Act, have the powers to lay down proper standards of research & Publication and related activities and to regulate and promote the research & Publication developmental projects of the Academy.

(2) Without prejudice to the generality of the foregoing powers, and subject to the Act, the Research & Publication Committee shall have the powers to-

- (a) advise the competent authority on research & publication matters;
- (b) to regulate and lay down standards for the conduct of research & publication and related activities;
- (c) prepare programs for the continued professional development of Academy;
- (d) to make the scheme of research & publication and related activities;
- (e) prepare annual report on the Research & Publication performance of the Research & Publication Cadre;

- (f) to lay down conditions under which a person may carry on independent research to entitle him passing of a successful course, training etc;
- (g) all other matters which may be assigned to the Committee by the competent authority.

15. Administrative Committee.-- (1) There shall be an Administrative Committee consisting of the following:

- (a) Chairman ----- Chairman;
- (b) Vice Chairman ----- member;
- (c) Director General ----- member;
- (d) Senior Director Admin ----- member;
- (e) Director Admin ----- member;
- (f) Admin Officer ----- member;
- (g) Any other co-opted member, if necessary.

(2) The Administrative Committee shall meet at least once in six months.

(3) The quorum for meetings of the Administrative Committee shall be one-half of the total number of members, a fraction being counted as one.

16. Powers and duties of the Administrative Committee. – (1) The Administrative Committee shall, subject to the provisions of the Act, have the powers to lay down proper standards for administration and to regulate and promote the efficient administration of the Academy.

(2) Without prejudice to the generality of the foregoing powers, and subject to the Act, the Administrative Committee shall have the powers to-

- (a) advise the competent authority on administrative matters;
- (b) to regulate and lay down standards for the efficient administration and related activities;
- (c) propose to the competent authority the schemes or programs for effective administration;
- (d) prepare annual report on the Administrative performance of the Academy;
- (e) all other matters which may be assigned to the Committee by the competent authority.

17. I.T & Media Committee.-- (1) There shall be an I.T & Media Committee consisting of the following:

- (a) Chairman ----- Chairman;
- (b) Vice Chairman ----- member;
- (c) Director General ----- member;
- (d) Director I.T ----- member;

- (e) General Manager ----- member;
- (f) Station Director ----- member;
- (g) Any other co-opted member, if necessary.

(2) The I.T & Media Committee shall meet at least once in six months.

(3) The quorum for meetings of the I.T & Media Committee shall be one-half of the total number of members, a fraction being counted as one.

18. Powers and duties of the I.T & Media Committee. (1) The I.T & Media Committee shall, subject to the provisions of the Act, have the powers to lay down proper standards of I.T & Media and related activities of the Academy.

(2) Without prejudice to the generality of the foregoing powers, and subject to the Act, the I.T & Media Committee shall have the powers to-

- (a) advise the competent authority on I.T & Media matters;
- (b) to regulate and lay down the standards and prepare programs, schemes for I.T & Media and related activities;
- (c) prepare annual report on the I.T & Media performance of the Academy;
- (d) all other matters which may be assigned to the Committee by the competent authority.

19. Financial Management Committee.-- (1) There shall be a Financial Committee consisting of the following:

- (a) Chairman ----- Chairman;
- (b) Vice Chairman ----- member;
- (c) Director General ----- member;
- (d) Director B&A----- member;
- (e) Any other co-opted member, if necessary.

(2) The Financial Committee shall meet at least once in six months.

(3) The quorum for meetings of the Financial Committee shall be one-half of the total number of members, a fraction being counted as one.

20. Powers and duties of the Financial Management Committee. -- (1) The Financial Management Committee shall, subject to the provisions of the Act, have the powers to lay down proper standards of financial matters and to regulate and promote the financial management of the Academy.

(2) Without prejudice to the generality of the foregoing powers, and subject to the Act, the Financial Management Committee shall have the powers to-

- (a) advise the competent authority on Financial matters;
- (b) to regulate and lay down the standards and prepare programs, schemes for finance and related activities;

- (c) prepare annual report on the Financial management performance of the Academy;
- (d) all other matters which may be assigned to the Committee by the competent authority.

CHAPTER 3

EDITORIAL BOARD

21. Composition of Editorial Board. -- The editorial board shall comprise of the following members.

- (a) Patron-in-Chief ----- Chairman;
- (b) Patron ----- Director General;
- (c) Editor-in-Chief ----- Senior Director Research and Publication;
- (d) Editor ----- Director Research and Publication;
- (e) Sub-Editor ----- Research and Publication Officer.

22. Functions of Editorial Board. – (1) The editorial board shall propose a policy for publications within the guidelines set out by the Academy with the approval of competent authority.

(2) The primary function of the editorial board shall include writing editorials, commenting on special issues, and serving as high volume reviewers of submitted articles.

(3) Editorial Board shall meet on a regular basis to discuss latest news and opinion trends and will discuss what the journal should say on a range of issues. The Editorial Board will also decide who will write what editorials and for what day. When such an editorial will appear in a journal, it will be considered the institutional opinion of that journal.

(4) The editorial board will review or select menu scripts or articles, and will also check the facts.

(5) The editorial board shall perform all such other functions as assigned from time to time.

CHAPTER 4

Other Matters

23. Other Matters. -- In all other matters not specifically provided under these rules, the competent authority may seek guidance from the Rules of Government, provided that whenever any ambiguity arises, the competent authority shall have the power to remove the same through interpretation and proper construction generally accepted.

CHAPTER 7

INSTRUCTION AND DUTIES OF DRIVERS

23. Instructions for staff car drivers. -- (1) The driver of each staff car shall observe the following instructions, and shall be responsible for:-

- (a) The proper upkeep and cleanliness of the staff car/vehicle
- (b) Petrol consumption.
- (c) Careful driving.
- (d) Taking precautions against accidents.
- (e) Accession for servicing.
- (f) Repairs
- (g) Avoid damage to the staff car.
- (h) Ensure the roadworthiness of the vehicle before proceeding on duty and repairing or getting repaired any fault or mechanical defect.
- (i) Speed limit as per road signs.

(2) The driver of each staff vehicle shall:

- (a) always be in possession of his valid driving license, registration papers, token tax and a copy of the Highway Code in the staff car and shall also carry his National Identity Card and official card for identification.
- (b) not smoke while driving.
- (c) ensure that the staff car is not loaded beyond its prescribed capacity.
- (d) always be in prescribed uniform.
- (e) open the doors of the car and remain available in the car during the absence of the officer concerned.
- (f) get entries recorded daily in the movement register before the officer or other authorized person leaves the staff car.
- (g) strictly observe driving and traffic regulations and speed limits laid down for different areas, especially on motorways,
- (h) not leave the staff car unattended, especially at public places, or park it in a manner, which violates the traffic rules in force.
- (i) always have available complete kit and the spare wheel of the vehicle.
- (j) get himself medically checked for general fitness, eyesight and night and color blindness once every six months.

(3) If any officer refuses to cooperate with respect to the observance of these rules, the staff car driver shall not argue with him but carry out the orders of the officers and report the details of the incident to the Officer in-charge (Transport). Indiscipline and rude behavior, especially with ladies, shall be dealt with severely.

(4) Any contravention of the provisions of sub-rules (1) to (3) above, shall be considered as misconduct and disciplinary action shall be taken against the staff car driver.

(5) If the vehicle is stolen, while in the custody of the driver, he shall be responsible for its theft. The vehicle, after duty, shall be parked in the garage with a proper shelter/cover duly guarded by the Police or at the safest place in the office or the nearest place or office where proper security is available.

(6) Drivers shall be looked after during duty hours and given short breaks for prayers and meals.

CHAPTER 8

REPLACEMENT & CONDEMNATION OF VEHICLES AND PROCUREMENTS OF NEW VEHICLES

24. Minimum life and mileage limit for replacement/condemnation of various types of vehicles. - The expected life in years and the mileage expected to be completed by staff vehicles before considering them for condemnation will be such as provided in Delegation of Powers under the Financial Rules and Power of re-appropriation Rules, 2001, amended from time to time for all kind of vehicles.

25. Conditions for replacement of staff cars/vehicles — (1) No vehicle shall be replaced before the completion of the prescribed life or the fixed mileage.

(2) If a vehicle is required to be replaced before reaching the life fixed, the procedure given under Rule 26 will be followed.

(3) Vehicles which met a serious accident can be proposed for condemnation at any time as per procedure in Rule 26.

(4) The vehicle to be replaced has been declared condemned by the competent authority.

26. Replacement procedure for Staff Cars. — After completion of the laid clown mileage and life, replacement of staff cars for entitled officers will be made at the discretion of the competent authority, by following procedural requirements. No staff car shall be replaced, save in the manner as provided below: -

(a) Director General will refer the case to competent authority to process the condemnation of the vehicles. On approval, a condemnation Committee, hereinafter referred to as the Replacement Committee, shall be constituted for determining further usefulness of vehicle.

(b) The Condemnation/Replacement Committee shall comprise of the following members:-

1.	Motor Vehicle Examiner, Police Department
2.	Agriculture Engineer, Tarnab Peshawar

(c) For seeking permission to proceed with the condemnation of vehicle(s), the Director General shall ensure completion of following codal formalities and shall submit the relevant documents to the Chairman:

i. The condemnation pro forma at Annex-C should invariably be filled in.

- ii. The vehicle shall be got inspected in one of the nearest MVE Workshop.
- iii. On the basis of technical inspection, three estimates to make the vehicle road worthy shall be obtained from the authorized workshops.
- iv. If the MVE workshop is not available, a vehicle inspection report from the authorized dealer or workshops along with the estimate as at sub-rule above shall be prepared.
- v. The working paper shall be submitted by the Director General, duly approved by the Chairman.
- vi. Audit report of the vehicle(s) to be condemned shall be cleared.
- vii. In case of accidented vehicles, complete inquiry report alongwith the details of the disciplinary/administrative action shall be provided.

(d) The Committee shall meet, on an appointed date and time to be given by the Director General to examine the staff car proposed to be replaced and shall make its recommendation, in writing, to the competent authority.

(e) In case there is a difference of opinion in the recommendation of the members of the Committee regarding a vehicle(s), the Director General will refer the case to competent authority for its final decision.

(f) The vehicle to be condemned must be available on the spot along with complete record as well as the Officer in-charge (Transport).

(g) The vehicle to be condemned must have completed the minimum life or mileage, except cars and vehicles which had met accidents.

(h) This Committee would also recommend the minimum price at which the vehicle should be disposed of.

(i) Minutes of the meeting shall be recorded promptly.

(j) The condemned vehicle shall not be used further and shall be garaged immediately on condemnation.

(k) The vehicles shall be disposed of within one month after condemnation.

(l) After getting a no objection certificate from the competent authority, the condemned vehicles may be disposed of through public auction. Such auction shall be made in the presence of Director General and after there served price has been fixed by the condemnation Committee and other normal channels,

27. Purchase of the Vehicles. — (1) Academy shall not purchase a staff car unless it has obtained a no objection certificate from the competent authority.

(2) The vehicles shall be purchased through purchase Committee, to be constituted by the competent authority, as per procedure prescribed by the Government.

(3) Wherever a new staff car is purchased by Academy, its registration number., along with the token tax receipt, shall be communicated to the Accounts Officer/Audit Office

concerned, who will admit expenditure on such staff car under intimation to the competent authority.

CHAPTER 9

POOL VEHICLES

28. Pool Cars for Specific Duty only. — Except as otherwise provided in these Rules, Pool cars shall be made available for specific duties only and shall not be used or provided for an indefinite period in lieu of a staff car which is sent for repairs, etc. After performance of specific duties, the staff car shall be returned to the Central Pool of Cars.

CHAPTER 10

REQUISITION AND RECOVERY OF CHARGES FOR PRIVATE USE

29. Requisitioning of Pool vehicle. - (1) Subject to the prior approval of competent authority, the staff car may be requisitioned, in exceptional circumstances, by an officer, in the form at Annex-D, for private use, on payment of rate fixed by Government from time to time and the over time allowance, if payable, to staff vehicle driver. All taxes like toll tax etc. will also be borne by user.

(2) To avoid dislocation of the allotments and inconvenience to others, officers will strictly stick to the time shown in the requisition slip and return the vehicle within the specified time. In case, an officer is likely to be delayed for a longer period, the officer shall send the car back to the office, in order to avoid further inconvenience.

30. Mode of Requisitioning of Vehicle. - (1) All the requisitions for the use of staff vehicles shall be addressed to the officer-in-charge.

(2) A requisition under sub rule (1) shall specify the designation of the officer by whom, the purpose for which, the time at which, and the place where, the vehicle is required.

31. Recovery of charges for private use. — (1) The charges for private use of the staff vehicles shall be recovered as per rate fixed by the Government from time to time.

(2) The Officer-in-charge shall cause to be prepared a bill on the last working day of each month in respect of the private use of the staff cars made during the month and shall pass on the bill to the cashier of the Academy for the recovery of charges from the officers who used the staff car for private purposes. The bill shall include the entire mileage covered for private purposes and Officer-in-charge shall record a certificate after the final entry for each month in the movement register that the register has been examined and that necessary bills have been prepared and sent to the cashier for recovery of charges.

(a) All recoveries of charges for the private use of the staff car shall be made at the end of each month through the salary bills of the officers under intimation to the officers concerned. Recoveries on account of the private use of staff car shall not be delayed beyond one month and the Officer-in-Charge shall be responsible for scrutinizing the movement register at the close of each month and making recoveries, if any, remaining outstanding from officers for more than a month.

(b) Where reasonable indication of the nature of the journey made by the staff car is not available or where an officer has not signed the register or not supplied the particulars, it shall be assumed that the journey was made on private account and shall be charged accordingly as per rule for the private use of vehicle.

32. **Hiring of taxi for official business.** — (1) In view of the provision of staff cars in Academy, strict control shall be exercised over the hiring of taxis for official business, except in cases, where it is extremely necessary, to hire a taxi.

CHAPTER 11

ACCIDENT AND THEFTS

33. **Accidents and thefts.** - In case of accident or theft, the matter shall be reported to the Police immediately and the competent authority will be apprised as soon as possible. Departmental inquiry will be conducted to fix responsibility.

34. **Replacement procedure in case of accidented staff cars.** - (1) In the case of a vehicle which met an accident and requires to be replaced, the matter shall be referred to the competent authority together with the necessary justification. The accident inquiry report shall be brought on record. After agreement of the competent authority, the case shall be referred to the authorized workshop for their technical opinion. Finally, the car Replacement Committee will give its recommendations and also bring out any adverse reflections to the notice of the competent authority, where necessary. The condemnation and final disposal of such vehicles will be governed in the light of procedure explained in earlier rules.

(2) The replacement procedure for the accidental staff car will be the same as provided in Rule 26.

CHAPTER 12

AUDIT

35. **Audit.** — (1) The Audit of accounts, pertaining to staff cars, shall be carried out as per the Government Rules.

CHAPTER 13

GENERAL

36. **Relaxation of rules etc.** — The competent authority may relax any of the provisions of these rules in the manner it deems appropriate under special circumstances, in the public interest.

37. **Interpretation of rules, etc.** — Competent authority shall be the final authority to interpret these rules, orders or instructions issued thereunder, if any ambiguity pertaining to interpretation arises.

38. **Delegation of Powers.** - All the powers conferred under the Act upon the Board, may be exercised by the Chairman in case of urgency however; the orders or decisions taken, shall be placed before the Board for consideration in its forthcoming meeting.

39. **Other Matters.** — In all other matters not specifically provided under these rules, the competent authority may seek guidance from the Rules of Government, provided that whenever

any ambiguity arises, the competent authority shall have the power to remove the same through interpretation and proper construction generally accepted.

Approved by:
CHAIRMAN & BOARD OF
GOVERNORS
KHYBER PAKHTUNKHWA,
JUDICIAL ACADEMY,
PESHAWAR.

Log Book

Part-I

Specifications

Details shall be copied out from the registration book of the vehicle in this part.

Part-II

Transfers

Name of Driver:----- From Date: ---- To: ----- Remarks:-----	Transferred to:	Name of Driver: ----- From Date: -----To: ----- Remarks:-----
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Part-III

Summary of repairs

Date	Particulars of repairs & replacements etc. and by whom carried out	Labour Costs	
		Rs.	Ps

Part-IV

Spare parts & accessories

Date	Particulars of issue of spare parts & accessories	Costs	
		Rs.	Ps

Part-V

Date	Particulars of issue of Batteries, Acid, D. Water and Electrical Equipments	Costs	
		Rs.	Ps

Part-VI**Tyres, Tubes and Patches**

Date	Particulars of issue of Tires, Tubes and Patches	Costs	
		Rs.	Ps,

Part-VII**Oiling and Greasing**

Date	Particulars of Oiling and Greasing	Costs	
		Rs.	Ps.

CONDEMNATION CERTIFICATE PART "A" BY DEPARTMENT

1	Name of Department	-----
2	Registration Number of Vehicle	-----
3	Make	-----
4	Model	-----
6	Whether Petrol or Diesel	-----
7	Seating Capacity, Registration Lodon Weight & Nature	-----
8	Date of Purchase	-----
9	Cost which Purchased	-----
10	Kilometer Served	-----
11.	Amount Spent on the Repair/Replacement of Part Maintenance	-----
12.	Total Amount Spent on the Vehicle (i.e. Total Items No. 1 to 11)	-----
13.	Average Expenditure Per Mile (Calculating Items 1 to 12)	-----
14.	How Many Times the Vehicles Overhauled	-----
15.	Whether Engine Transmission Brake Starting and Body were Replaced	-----
PART "B" BY VEHICLE EXAMINER		
16.	What is the Present Conditions of the Vehicles	-----
17	"A" Engine	-----
	"B" Transmission	-----
	"C" Brake	-----
	"D" Body	-----
	"E" Starting	-----
	"F" Tyres	-----
18.	Why These Articles Should Not be Repaired and Made Road Worth	-----
19.	How much Would it Cost on Repair of Vehicle to Make' Useable	-----
20.	For How Long it would give further services if repaired	-----
21.	Whether it should be economical to repair or replaced	-----
22.	Detail findings as to why the vehicles should be condemned	-----
Asstt Agri: Engineer Tarnab, Peshawar		Motor Vehicle Examiner Police

REQUISITION SLIP

Name of Person requesting:		
Designation:		
Cadre/Section:		
Purpose:		
Place to be Visited:		
Date Required:		
Time Required:	From:	To:
Signature of person requesting:		

Whether approved by Competent Authority?	Yes:	No:
Remarks of Officer Incharge:		
Signature of Officer Incharge:		Date:
Vehicle Assigned:	Type:	Veh.Reg” No.
Driver Assigned:		
Signature of Driver:		Date:
