



PLN/MBDA/02602/2024/NF

Office Order- Vehicle Maintenance

DT^o 16th / 07/2025

All activities mentioned below requires prior approval

1. Vehicle repair- DPMU:

1. Each DPMU to identify Workshop at their district headquarter and obtain approval from SPMU that further minor works and periodic servicing can be taken up at the approved Workshop
2. Minor works indicated in Table 1 below can be taken up at locally approved Workshop

Table 1

MINOR WORKS	AMOUNT
PERIODIC SERVICING & MAINTENANCE EVERY 10,000 KMS: Engine Oil, Air filter, Diesel filter, Coolant, Clutch Oil, Break Oil, Steering Oil, Ball Joint, Tie rod end , Suspension Bush, Steering cross, Hub greasing, axel cross, wheel alignment, UJ cross, brake lining and brake pad	Not exceeding Rs 45,000/-
Minor works other than periodic servicing to be detailed on file	Not exceeding Rs 20,000/-

MAJOR WORKS	AMOUNT
i) Works to be done at Authorised service centres ii) Work estimates to be sought and repair to be taken up only upon receiving approval from APD	Amount exceeding 45,000 /-

3. Vehicle may be hired when Office vehicle is under repair, approval to be sought from APD
4. **Emergency repairs / car breaking down mid duty**
 - i. Incident to be reported immediately to the DPMs and SPMU
 - ii. Repairs to be taken up immediately via verbal / whatsapp approval to be followed by approval on file
 - iii. Accidents: Matter to be reported immediately to the DPMs and SPMU & FIR to be filed.
Repair procedure to follow depending on severity and condition of the vehicle
5. **Tyre Replacement:** 35,000 km and above depending on the condition of the tyres. Quotations and comparative statement to be put up for approval along with pictures of the tyres prior to replacement of tyres
6. Drivers to go through checklist at Table 2 below and perform necessary checks



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Table 2:

1	Battery check	Regularly for refilling of distilled water
2	Battery Replacement	Wears off beyond 36 months
3	Brake pipe should be check	With every periodic servicing and replace if required.
4	Self starter motor check	Every 30000 km.
5	Wheel cylinder check every service.	With every periodic servicing
6	Wiper blade replacement	Once in 12 months
7	Leaf spring tension	At 30,000 km
8	Tyre Replacement	35000 km and above & depending on the condition of the Tyre
9	Tyre rotation	Every 10000 km.
10	Wheel balancing	Every 10000 km.
11	Differential oil change	Every 30000 km.
12	Power steering oil change	Every 30000 km.
13	Transmission oil change	Every 30000 km.
14	Timing belt change	Every 60000 km.
15	Clutch slave cylinder change	Every 60000 km

2. Log Book maintenance:

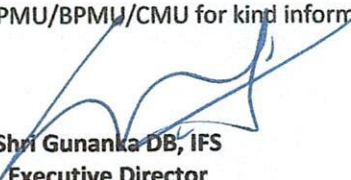
1. Drivers to keep track in log books about the periodic servicing and to inform concern authority to take up works on time
2. Daily kilometer reading should be recorded in Log Book and signed off by Reporting Office (Incase of allotted cars) and by staff concerned


Shri Gunanka DB, IFS
Executive Director

Meghalaya Basin Development Authority & APD, MegLIFE / MegARISE

To:

1. Director, MBDA for kind information
2. CFO, MBDA / MBMA, for kind information & necessary action
3. Deputy Project Directors, for kind information & necessary action
4. All divisions / components, MegLIFE / MegARISE, SPMU/DPMU/BPMU/CMU for kind information and necessary action.


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Meghalaya Basin Development Authority & APD, MegLIFE / MegARISE