

CHECK-LIST

Make of Machine _____

S. No. of Machine _____

(TO BE ATTACHED BY S.E.(M) ALONGWITH THE ESTIMATE RECOMMENDED FOR SANCTION)

1. PREPARATION OF ESTIMATE

- | | | |
|------|---------------------------------------------------------------------------------------------|--------|
| a) | Estimate has been prepared by State as per Ministry's instructions | Yes/No |
| b) | Estimate contains the report justifying the repairs and brief details of important features | Yes/No |
| c) | Proforma-II has been enclosed and contains all the essential information like: | |
| i) | Vehicle equipment details | Yes/No |
| ii) | Hours run cumulative total and during previous year | Yes/No |
| iii) | Reference to the previous repair estimate and details of repairs | Yes/No |
| iv) | Hire charges details | Yes/No |
| v) | Programme of future utilisation | Yes/No |
| d) | Justification for replacement of major assembly has been given | Yes/No |

2. INSPECTION AND SCRUTINY OF RECORDS

- | | | |
|------|------------------------------------------------------------------------------------------------------------------------|--------------------------|
| a) | Machine belongs to Ministry | Yes/No |
| b) | Machine has been inspected by | SE (M)/EE (M)/
AEE(M) |
| c) | Log book/history sheet has been checked and details tally with Proforma-II | Yes/No |
| d) | The machine is working on NH works and is located at _____ | |
| e) | The previous sanctioned estimate has been scrutinised and | |
| i) | Amount sanctioned against this machine was Rs _____ during the year _____ | |
| ii) | Major repairs sanctioned during last sanctioned estimate (tick mark) | |
| | (1) Engine. (2) Gear Box | |
| | (3) Clutch/transmission (4) Battery | |
| | (5) Tyres/Tracks/Rolls (6) Body repairs/painting | |
| iii) | Hrs. run worked by machine after last sanction are _____ | |
| iv) | Quarterly performance report for the last 4 quarters have been received | Yes/No |
| f) | Is there any premature failure of assemblies? | Yes/No |
| g) | Any accident involved? (If yes action has been taken as per Ministry's guidelines or not) | Yes/No |
| h) | The availability of spare parts supplied by Ministry has been taken into account | Yes/No |
| i) | The repairs demanded now are justified to the extent modified and the estimate is recommended for sanction of Rs _____ | |

Regional Superintending Engineer (Mechanical)

Station _____

Date _____