

Maintenance of Equipment History Register.

General -

The equipment History Register(EHR) is issued alongwith the equipment from Radio Headquarters and for all purposes will be considered as part of the equipment. The EHR must accompany the equipment whenever any movement of equipment takes place. Loss or careless maintenance of this Register will entail punishments as with loss or careless maintenance of equipment. During transactions or in the preparations of property lists or apparatus returns the EHR must be entered in the challan or list as a distinct item. All EHRs available at a station will be put up by RSOs during inspection of stations. Due credit will be given to RSOs for neat and methodical maintenance of the EHR.

(2) INSTRUCTIONS FOR FILLING THE EHR -

- (a) Pages will be marked serially. The first printed sheet will be marked page 1 and the last white sheet will bear the last number. A certificate denoting the total number of pages will be entered on the first white sheet and countersigned by a Gazetted Officer. (A register approximately contains 22 pages.)
- (b) Action on para (a) above will be taken by QM before initial issue of the Register. For Registers already issued from stores, the action will be taken by officers holding charge of the EHR at the time of receipt of this order.
- (c) Items 1 to 12 on page one will be completed at Radio Headquarters before initial issue of the Register.
- (d) Item 13 on page one will be filled by the officer incharge of the station from which the equipment is removed or issued to some other station or unit. For example, a B2 set functioned at SEA from 1.1.65 to 25.6.65 and then sent to BRY. Radio Station Officer SEA at the time of issuing this set will make the endorsement "From 1.1.65 to 25.6.65 at SEA". In case the space provided for item 13 is completely used up the entries may be continued on the reverse side of the page one.
- (e) The five pages following page one are to be filled by officer attending to the equipment for maintenance. The columns are self explanatory. The breakdown number will be the serial number of breakdown for that particular station and not the serial number of breakdown for that particular equipment. The initials of maintenance officers and Radio Station Officers will be entered and would mean that repairs are completed satisfactorily. In case repairs are unsatisfactory or incomplete the remarks column would be utilised for noting deficiencies. (Note:- Procedure for numbering breakdowns is detailed in maintenance standing order No.Maint.-2/65 dated 20.11.'63).
- (f) Following the breakdown sheets there are about five equipment maintenance sheets, which will be filled by the user (RSC) of the equipment. Wherever the equipment is attended to for maintenance the corresponding square will be

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marked X. This sheet will convey the information as to the number of times in a month and year the equipment has been attended to for maintenance.

(g) . Following the equipment maintenance sheets there are about four sheets showing the total hours run of the equipment. These sheets will be filled by the user of the equipment. The total number of hours for which the equipment has been operated from 0000 to 2400hrs on a particular date will be indicated in the corresponding square. For this purpose the figure will be indicated only in hours. Operation less than 30 minutes will be omitted from calculation and 30 minutes or more will be counted as one hour e.g., 5 hours and 39 minutes ~~KK KKKKXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ will be recorded as 6 hours, 5 hours 25 minutes will be recorded as 5 hours, and 5 hours 30 minutes will be recorded as 6 hours.

(h) The blank white sheets following the "total hours run" Sheets are to be utilised whenever any additional information is to be recorded.

(i) The BHR is daily record like the station log and in no circumstances will the entries be left pending. The maintenance staff when visiting stations are expected to check all equipment and BHRs. Non-compliance of the above instructions must be reported to ARO 'M' atonce.

(3) CONCLUSION -

The BHR is maintained to ascertain the total period for which the equipment has been used and the total number of repairs carried out on it. Care should be taken that entries relating to the two aspects are filled in properly and regularly.

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