

SoP on eRIC of RWA

General

1. E Ric has been donated to RWA by Innerwheel Club
As an outreach of their Mission to promote Social Empowerment Of Women.
2. In recognition of selfless services rendered to Residents of this Sector by Lady Guard Gudia Devi during the disastrous period of Covid, she has been rewarded with e Ric to empower her and **boost her earnings by operating the Ric, while, at the same time, providing a welfare measure for the Residents to commute to nearby market places, hospitals etc, on call.**
3. The e Ric is Registered in the name of RWA. The Ric will be driven By Gudia (i) during her Guard Duty hours as per requirements of the Residents & (ii) during Off Duty hours for her additional income.
4. The SoP on Utilisation, Maintenance, Safety ,subject to Review from time to time, has been evolved based on our experience of its operation since Induction and factoring in the Objective of the kind gesture of Innerwheel Club of promoting Social Welfare & Empowerment of Women. SoP is outlined below.

Maintenance & Cost Involved

5. Parking. E-Ric after each round of operation/operations, will always be Parked at Guard Post. At the end of the day e Ric will be finally parked by 2230 h at the Guard Post duly secured and put on Charge.
6. Charging Facility. This has been made available at Guard Post with Mains Supply. In case of Power going Off, the Charger will be switched Off by the Guard on Duty to prevent the Inverter going on Overload. Inverter Services will thus, be available for Lights at Guard Room/RWA Office, CCTV Control Room & Entrance Lights.
7. Electricity Bill. A Sub Meter at the Charging Power Point has been Installed to figure out the Electricity Bill towards Charging. It is however estimated to be Rs 1000/- per month on an average.
8. Routine Maintenance has been found to be Rs 10/-per day on an average for maintaining Tyre Pressure, Brake adjustments, fitments tightening etc.
9. This will be required at least Once in two months incurring an expenditure Of Rs 200/- on an average.
10. Battery Replacement. Battery will require replacement maximum after 18 Months. It costs about Rs 25000/-
11. ***Usage charges will be at market rates. A list of destinations and charges thereof is available with the eRic, which are available for perusal. These are subject to change.***

Budget Plan

12. Considering the above, minimum expenses in operating the e Ric and also recovering the purchase cost in principle, Rs 2500/- per month will be deposited to e Ric Accounts by Gudia. Any shortfall towards this will be made up by Gudia out of her Salary or earnings in Off Duty hours.

13. Handing Over the e Ric finally & transferring the ownership to Gudia In keeping up with the Spirit of Donation as Women Empowerment will be considered in Apr 2023. Till that period RWA will be the custodian of e Ric for its operation and monitoring financial sustainability and the efficiency of Gudia in managing the Resource for ultimate gain of additional income all by herself.

Operation

14. Eric will be available for use by the Residents on Call between 1030 h to 1900 h daily except on Sundays when it will be available from 1400 h. The availability is, however, subjected to the compulsion of Guard duties at that particular point in time.

15. Eric may pick up passengers enroute after dropping the Resident , provided there is no other Resident in Waiting. However, Gudia will keep RWA informed of her whereabouts.

16. Lady Guard Gudia will adjust & ensure completion of her tasks as Guard/Office Help for the day while operating the e Ric during Duty Hours.

17. The Entire earnings of the Day from 1030 to 1900 h will be deposited in the eRic Acct. Acct Books will be maintained with Sub Heads of Credit, Debit towards Maintenance, Running Cash with Gudia.

18. Rs 2500/- is minimum amount that must be deposited in eRic Account every month from the earnings in Duty Hours. Any shortfall will be made up by Gudia from her Salary. Amount in excess of Rs 2500/- deposited in the Accounts will be paid to Gudia as Bonus.

19. Earnings during Off Duty hours by operating the eRic for Residents or outside passengers from 1900 h till 2230 h & in the morning till 1000 h will be considered as additional income to her for which no accounting may be done by the RWA.

20. eRic Accounts will be Closed every month and Cash tallied by RWA.

21. eRic Details. Regn No UP16 HT 6396,Dealers-AttolentAuto Gp, Pvt Ltd,F-176,Mani Wazirabadroad,KhajuriKhas, Delhi.

22. Insurance. Royal Sunderam. RenewalDate 29 Dec 2022. Premium about 5000/-

Conclusion

23. The above SoP may be reviewed from time to time based on the experience and feedback from the Residents.

RWA

.. Jul 2022

