



Guru Gobind Singh Indraprastha University  
Dwarka, New Delhi – 110078  
(General Administration)

F.NO. GGSIPU/GA/Misc./2018-19/497

Dated: 22<sup>nd</sup> October, 2018

OFFICE ORDER

**Subject: Deployment of Driver on University Ambulance**

The following Driver-cum-Motorcycle Messengers is hereby deployed as detailed below with immediate effect:-

Sl. No.	Name of Employees	Present Deployment	New Deployment	Duty timings	Linked Driver-cum-Motorcycle Messenger
1.	Sh. Om Prakash Tiwari	Motorcycle * DL1SR-7104	University Ambulance DL1A-2381	06:00 AM to 02:00 PM	Sh. Rajkumar
2.	Sh. Rajnarayan	University Car * DL10CA-0030	University Ambulance DL1A-2381	02:00 PM to 10:00 PM	Sh. Om Prakash Tiwari
3.	Sh. Rajkumar	Motorcycle DL9SAJ-8099	University Ambulance DL1A-2381	10:00 PM to 06:00 AM	Sh. Rajnarayan
4.	Sh. Naresh Kumar	University Ambulance DL1A-2381	Motorcycle DL9SAJ-8099	University Timing	-

\* Under condemnation

Note:

1. The duties of above said drivers on Ambulance shall be on monthly rotation basis and the duty timing shall automatically change on 1<sup>st</sup> day of every month from S.No. 1 to 2, S.No. 2 to 3 and S.No. 3 to 1.
2. All concerned Drivers deployed on Ambulance are strictly directed to park the Ambulance in front of the University Health Centre and must always be available on the Ambulance with mobile phone allotted.
3. The drivers deployed on Ambulance shall maintain a log-book with mileage record in every trip got signed by calling person/user with mobile number after each trip and countersigned/verified by the Medical Officers.
4. All three drivers deployed on Ambulance on 8 hrs. shift duties for 24 hours on all days including Saturday, Sunday & holidays (24x7x365), OTA shall be paid for extra duty hrs. as per University norms. The shift duty will start on proper handing/taking over of the Ambulance.
5. Ambulance facility shall be available by calling on this mobile no. **9968597902** which is available with the driver deputed on the Ambulance.

This issues with the approval of the Competent Authority.

(Dr. Pankaj Agrawal)  
Dy. Registrar (GA)

To  
All concerned Drivers-cum-Motorcycle Messengers

Copy to:-

- i. Chief Warden
- ii. Proctor
- iii. AR to Hon'ble Vice Chancellor
- iv. SO to Pro-Vice Chancellor
- v. AR to Registrar
- vi. Medical Officer
- vii. Head, UITS – with a request to upload this order on the University website.
- viii. PS to COF
- ix. Office copy

For upload  
TA, UITS  
25-10-18

22/10/18