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

F.NO. GGSIPU/GA/Misc./2018-19/1497  
Dated: 22nd 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:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Employees</th>
<th>Present Deployment</th>
<th>New Deployment</th>
<th>Duty timings</th>
<th>Linked Driver-cum-Motorcycle Messenger</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sh. Om Prakash Tiwari</td>
<td>Motorcycle *&lt;br&gt;DL15R-7104</td>
<td>University Ambulance&lt;br&gt;DL1A-2381</td>
<td>06:00 AM to 02:00 PM</td>
<td>Sh. Rajkumar</td>
</tr>
<tr>
<td>2.</td>
<td>Sh. Rajnarayan</td>
<td>University Car *&lt;br&gt;DL10CA-0030</td>
<td>University Ambulance&lt;br&gt;DL1A-2381</td>
<td>02:00 PM to 10:00 PM</td>
<td>Sh. Om Prakash Tiwari</td>
</tr>
<tr>
<td>3.</td>
<td>Sh. Rajkumar</td>
<td>Motorcycle&lt;br&gt;DL9SAJ-8099</td>
<td>University Ambulance&lt;br&gt;DL1A-2381</td>
<td>10:00 PM to 06:00 AM</td>
<td>Sh. Rajnarayan</td>
</tr>
<tr>
<td>4.</td>
<td>Sh. Naresh Kumar</td>
<td>University Ambulance&lt;br&gt;DL1A-2381</td>
<td>Motorcycle&lt;br&gt;DL9SAJ-8099</td>
<td>University Timing</td>
<td>* Under condemnation</td>
</tr>
</tbody>
</table>

Note:
1. The duties of above said drivers on Ambulance shall be on monthly rotation basis and the duty timing shall automatically change on 1st 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. 9968587902 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:-
1. Chief Warden
2. Proctor
3. AR to Hon’ble Vice Chancellor
4. SO to Pro-Vice Chancellor
5. AR to Registrar
6. Medical Officer
7. Head, UITC – with a request to upload this order on the University website.
8. PS to COF
9. Office copy

For upload 25-10-18

TA, UIIT