



No.MANUU/Estate/F.301/Vol-II/2023-24/89

11<sup>th</sup> December, 2023

**OFFICE ORDER**

**Sub:- Allocation of Ambulance duty at Health Centre to Staff Car Drivers - Orders  
- Issued.**

**Ref:- Approval of the Vice-Chancellor dated 11.12.2023**

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The following Drivers shall perform Ambulance duty at MANUU Health Centre as per the details mentioned against each :-

**Duty Dates : 11.12.2023 to 17.12.2023**

S. No.	Name of the Driver	Daily Duty Timings	Weekly off	Turn Duty to be performed by other Driver during weekly off (Additional duty)
01.	Mr. Abdul Hafeez Mobile No.9000745786	6.00 am to 2.00 pm	Friday	Mr. G.Ramchander 6.00 am to 2.00 pm and 2.00 pm to 10.00 pm
02.	Mr. G.Ramchander Mobile No.8142519635	2.00 pm to 10.00 pm	Saturday	Mr. Syed Hussain 2.00 pm to 10.00 pm and 10.00 pm 6.00 am
03.	Mr. Syed Hussain Mobile No.9640828190	10.00 pm to 6.00 am (next morning)	Sunday	Mr. Abdul Hafeez 10.00 pm to 6.00 am and 6.00 am to 2.00 pm

**Duty Dates: 18.12.2023 to 24.12.2023**

Sl.No.	Name of the Driver	Daily Duty Timings	Weekly off	Turn Duty to be performed by other Driver during weekly off (Additional duty)
01.	Mr. G.Ramchander	6.00 am to 2.00 pm	Friday	Mr. Syed Hussain 6.00 am to 2.00 pm and 2.00 pm to 10.00 pm
02.	Mr. Syed Hussain	2.00 pm to 10.00 pm	Saturday	Mr. Abdul Hafeez 2.00 pm to 10.00 pm and 10.00 pm 6.00 am
03.	Mr. Abdul Hafeez	10.00 pm to 6.00 am (next morning)	Sunday	Mr. G.Ramchander 10.00 pm to 6.00 am and 6.00 am to 2.00 pm

**Duty Dates: 25.12.2023 to 31.12.2023**

Sl.No.	Name of the Driver	Daily Duty Timings	Weekly off	Turn Duty to be performed by other Driver during weekly off (Additional duty)
01.	Mr. Syed Hussain	6.00 am to 2.00 pm	Friday	Mr. Abdul Hafeez 6.00 am to 2.00 pm and 2.00 pm to 10.00 pm
02.	Mr. Abdul Hafeez	2.00 pm to 10.00 pm	Saturday	Mr. G.Ramchander 2.00 pm to 10.00 pm and 10.00 pm 6.00 am
03.	Mr. G.Ramchander	10.00 pm to 6.00 am (next morning)	Sunday	Mr. Syed Hussain 10.00 pm to 6.00 am and 6.00 am to 2.00 pm

The Drivers shall be entitled for Over Time Allowance as per Government of India Rules for the extra hours of duty performed by them. They shall also be entitled for Compensatory Casual Leave for the duties performed during holidays and during leave days of fellow/alternative Driver. **Any Driver fails to his duty shall be liable to necessary action.**

The order shall take immediate effect and shall be valid till 31.12.2023 or until further orders whichever later. The Drivers Shall report for duty to Incharge Health Centre as per Duty Chart.

  
Assistant Registrar  
Estate & Transport

To

  
The Individuals concerned

Copy to:-

1. Incharge Health Centre
2. Dean Student's Welfare
3. Proctor
4. Provost (Boys & Girls Hostels)
5. Office of VC/Registrar/OSD-I/OSD-II
6. Notice Board - University Health Centre
7. University website
8. Concerned file