



No.MANUU/Estate&Transport/F.629/2023-24/158

31 January, 2024

OFFICE ORDER

Sub:- Allocation of Ambulance duty at Health Centre to Staff Car Drivers - Orders Issued.
Ref:- Approval of Vice Chancellor, dated 30.01.2024

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

Duty Dates : 01st to 10th day of every month

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

Duty Dates: 11th to 20th day of every month

Sl.No.	<u>Name of the Driver</u>	<u>Daily Duty Timings</u>	Weekly off	Turn Duty to be performed by other Driver/s during weekly off/leave days of other Driver/s (Additional duty)
01.	Mr. G.Ramchander	6.00 am to 2.00 pm	Friday	Mr. Syed Hussain 6.00 am to 6.00 pm and Mr. Abdul Hafeez 6.00 pm to 6.00 am



02.	Mr. Syed Hussain	2.00 pm to 10.00 pm	Saturday	Mr. Abdul Hafeez 2.00 pm to 2.00 am and Mr. G. Ramchander 2.00 am 2.00 pm
3.	Mr. Abdul Hafeez	10.00 pm to 6.00 am (next morning)	Sunday	Mr. G.Ramchander 10.00 pm to 10.00 am and Mr. Syed Hussain 10.00 am to 10.00 pm

Duty Dates: 21st to last day of every month

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

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

The order shall be effective from 01.02.2024 and shall remain valid until further orders. The Drivers shall report for duty to Incharge Health Centre as per Duty Chart. The Incharge Health Centre shall monitor the attendance of Drivers and ensure compliance of this order.

Assistant Registrar
Estate & Transport

To
The Individuals concerned

Copy to:-

1. Incharge Health Centre
2. Dean Students' 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