

Himachal Pradesh University
(NAAC Accredited 'A' Grade University)
General Administration Section


No. 9-3/80-HPU (Genl.)

Dated:

20 APR 2018

NOTIFICATION

The Executive Council, on the recommendations of the Finance Committee vide item No. 23(6) of its meeting held on 29-03-2018, the Vice-Chancellor has been pleased to adopt the instructions contained in the Office Order No. GAD-A(B)1-1/92 dated 02-11-1994 (Copy enclosed) for its implementation in the University.


REGISTRAR

Endst.No.Even

Dated: **20 APR 2018**

Copy forwarded for information and necessary action to:-

1. The Dean of Studies /D.S.W./Chief Warden, H.P. University, Shimla-171005.
2. The Finance Officer, H.P. University, Shimla-171005. w.r.t to the decision taken by the Finance Committee vide item No. 6 dated 26-03-2018 for reporting the action taken to the Finance Committee.
3. Assistant Registrar, Finance/Establishment, H.P. University, Shimla-171005.
4. The Joint Controller, LAD/ Internal Audit Officer, H.P. University, Shimla-171005.
5. The Web Administrator, H.P. University, Shimla-171005 with the request to upload the above notification on the University Website.
6. The SPS to the Vice-Chancellor/ PA to Registrar, H.P. University, Shimla-171005.
7. The Superintendent (Meeting). General Administration Section, H.P. University w.r.t the decision taken by the Executive Council vide item No. 23 of its meeting held on 29-03-2018 for reporting the action taken to the Executive Council.
8. Guard File.


REGISTRAR

GOVERNMENT OF HIMACHAL PRADESH
General Administration Department
'A' Section

- 9A -

No. GAD-A(8)1-1/92 dated Shimla-2, the

OFFICE ORDER

In continuation of this Department's Office Order

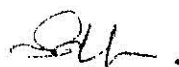
of even number dated the 2-11-1994, the Supervisor, Staff
Car Drivers will perform the duties as per annexure attached.

By order

S.S. Negi
Commissioner-cum-Secretary (GAD)
to the Government of H.P.

No. GAD-A(8)1-1/92 dated Shimla-2, the 2-11-94
copy for information and necessary action is forwarded to :-

1. The SO (GAD-A) H.P. Secretariat, Shimla-2.
2. The P.A. P.D. Workshop, Rajitha House, Shimla-2.
3. The Supervisor, Staff Car Drivers, GAD-'A' Section,
Secretariat, Shimla-2.
4. Copy file.


Joint Secretary(GAD)
to the Govt. of H.P.

Typed Copy

DETAILS OF DUTIES: SUPERVISOR, STAFF CAR, DRIVERS IN HIMACHAL
PRADESH SECRETARIAT

1. The Supervisor, Staff Car Drivers in the General Administration Department, Himachal Pradesh Secretariat, will be assigned the duty enumerated in the succeeding paragraphs.
2. He will drive his own vehicle allotted to him and will also perform other routine nature of duties.
3. He will exercise overall control on the Drivers of the Secretariat and ensure that all the drivers attend to their duties in uniform. Non-compliance of Government instructions regarding wearing of uniforms while on duty will be brought to the notice of the controlling officer, for which he will be personally responsible.
4. To supervise the repair work of vehicles and ensure proper utilization of the store articles and the spares purchased for the repair of vehicles.
5. He will supervise the repair work in the workshop and submit the progress of work done by the workshop staff, to the Section Officer/ Controlling Officer. He will maintain a progress report register about the work done by the workshop staff.
6. He will ensure proper maintenance and completion of Log Books of the vehicles.
7. He will assist the authorities in selection of Livery articles for drivers, to be purchased locally.
