



No. CSO-7-1 Pool SVC CSKHPKV

Dated, Palampur, the:

**OFFICE ORDER**

The following Drivers of various Departments/Units/Offices of the CSKHPKV, Palampur are hereby placed on **night duty** and **emergency duty** on Sunday and Gazetted holidays for the period mentioned against their names during the month of **October, 2024** :-

**Night Duty**

Sr.No	Name of Driver & Contact No.	Deptt./office in which working	Period of duty
1.	S/Sh. Vijay Kumar (Outsource 9418220348)	Dean, COVAS	01.10.2024 to 03.09.2024
2.	Surender Kumar (9418864797)	Vehicle Pool	04.10.2024 to 06.10.2024
3.	Bhinder Kumar (Outsource) (941836100)	Students Welfare Organization	07.10.2024 to 09.10.2024
4.	Vinod Kumar (Outsource) (9915288937)	Dean, COVAS	10.10.2024 to 12.10.2024
5.	Ramesh Kumar (Outsource) (7807540141)	Vehicle Pool	13.10.2024 to 15.10.2024
6.	Ajit Chand (9418535914)	Vehicle Pool	16.10.2024 to 18.10.2024
7.	Mohinder Pal (9418794159)	Deptt. of Seed Science & Tech	19.10.2024 to 21.10.2024
8.	Rajinder Kumar (9418414210)	Directorate of Extension Edu	22.10.2024 to 24.10.2024
9.	Krishan Kumar (9459134350)	Vehicle Pool	25.10.2024 to 27.10.2024
10.	Rajesh Kumar (Outsource) (8626820022)	Deptt. of Animal Nutrition.	28.10.2024 to 31.10.2024

**Day Duty on Sunday & Gazetted Holidays**

8.	Vijay Kumar (Outsource 9418220348)	Dean, COVAS	02.10.2024
9.	Rajinder Kumar (9418414210)	Directorate of Extension Edu.	06.10.2024
10.	Vinod Kumar (Outsource) (9915288937)	Dean, COVAS	12.10.2024
11.	Bhinder Kumar (Outsource) (941836100)	Students Welfare Organization	13.10.2024
12.	Karan Kumar (Outsource) (8219705144)	Vehicle Pool	17.10.2024
13.	Ramesh Kumar (Outsource) (7807540141)	Vehicle Pool	20.10.2024
14.	Bhinder Kumar (Outsource) (941836100)	Students Welfare Organization	27.10.2024
15.	Ramesh Kumar (Outsource) (7807540141)	Vehicle Pool	31.10.2024

The vehicle No. HP49A0503 (Bolero) for night duty will be available in the premises of Ganesh Bhawan (near Gate No.1). It is the duty of the driver on duty to maintain the Log Book of the vehicle properly and also to get it signed from the travelling Officer/Official and then from Controlling Officer of the Vehicle. Intercom No. 210 (Security Check Post Gate No.1) and Intercom No. 261 (Ganesh Bhawan) have been declared as emergency numbers. Contact No. of Pool Officer is 94183-45785 and Dealing Assistant is 7018277688.

The duties as above once notified will not be cancelled in any case, except in very exceptional circumstances. However, in case, any internal change is required, the same may be got done after making necessary arrangement, at College/Deptt. level.

Pool Officer, 21.9.2024  
Vice-Chancellor's Sectt.  
CSK HPKV, Palampur.

Endst. No. Even

Dated: Even

Copy of above is forwarded to the following for information and necessary action:-

1. ✓ All the Statutory Officers, CSKHPKV, Palampur.
2. All concerned Controlling Officers/HOD of concerned Drivers/Assistant Engineer (Mech.) Univ. Workshop, CSKHPKV, Palampur. They are requested to kindly get the duties noted from all drivers working under their control and also ensure the delivery of above office order to the concerned driver.
3. All concerned Drivers for strict compliance. They are directed to ensure their presence well in time i.e. 10 minutes before commencement of their duty. Besides this, they are directed to give their arrival information to EPABX No. 601 and 603 with name and Mobile Nos. daily. The POL advance shall be provided by the SWO, CSKHPKV, Palampur. In case of any deviation of above office order, strict disciplinary action will be initiated against the defaulter as per rules.
4. The Security Supervisor, CSKHPKV, Palampur alongwith 3 spare copies of the order with the direction to display the same in the Security Check Posts of Gate No.1 and Vice-Chancellor's residence.
5. The Incharge, Hospitality Cell/Ganesh Bhawan, CSKHPKV, Palampur.

Pool Officer,  
Vice-Chancellor's Sectt.  
CSK HPKV, Palampur.

DK (Vehicle)  
Suro  
21/9/2024