

- **List of Section In charge/ Controller Vehicle, staff members along with duties and responsibilities:**

S N	Name & Designation	Date of Joining	Contact Number	Duty with Vehicle
1.	Mr. K P Singh, AP (ME)	09.03.1999	098159 80428	Controller Vehicle
2.	Mr. Ajaypal Singh, AP (EIE)	17.12.1997	094171 06644	Deputy , Controller Vehicle
3.	Mr. Hind Bhushan, Clerk	06.08.1996	094782 08156	Clerk
4.	Mr. Narinder Singh, Driver	06.06.1989	093562 87965	PB-13P-2958 (Gypsy)
5.	Mr. Hardeep Singh, Driver	05.05.1992	093570 87969	PB-13K-2221 (Car)
6.	Mr. Ajaib Singh, Driver	27.10.1993	094647 07088	PB-13E-0124 (Car)
7.	Mr. Rajinder Singh, Driver	29.10.1993	094784 65615	PB-13V-1824 (Car)
8.	Mr. Surinder Singh, Driver	12.08.1997	093562 87964	PB-13E-9399 (Bus)
9.	Mr. Manjit Singh, Driver	12.08.1997	097810 81101	PB-13H-5899 (Mini Bus)
10.	Mr. Darshan Singh, Driver	17.12.2004	093562 87962	PB-13Q-5899 (Swaraj Mazda) PB-13D-1747 (Omni)

- **List of vehicles along with registration number**

<i>S N</i>	<i>Type of vehicle (s) available</i>	<i>Vehicle numbers</i>
1.	CAR	CHK-9158
2.	CAR	CH-01G-0793
3.	GYPSY	CHF-1227
4.	GYPSY	CH-01G-0930
5.	OMNI	PB-13D-1747
6.	MINI BUS	PB-13B-2599
7.	SUMO	PB-13G-2499
8.	MINI BUS	PB-13H-5899
9.	BUS	PB-13E-9399
10.	CAR	PB-13E-0124
11.	CAR	PB-13K-2221
12.	CAR	PB-13V-1824
13.	GYPSY	PB-13P-2958
14.	SWARAJ MAZDA	PB-13Q-5998

VEHICLE DUTY ROASTER

S N	Vehicle No.	Name of Driver	Alternate Driver
1.	PB-13V-1824 (Car)	Mr Rajinder Singh	Mr Narinder Singh
2.	PB-13K-2221 (Car)	Mr Hardeep Singh	Mr Darshan Singh
3.	PB-13E-0124 (Car)	Mr Ajaib Singh	Mr Manjit Singh
4.	PB-13P-2958 (Gypsy)	Mr Narinder Singh	Mr Darshan Singh
5.	PB-13H-5899 (Mini Bus)	Mr Manjit Singh	Mr Ajaib Singh
6.	PB-13E-9399 (Bus)	Mr Surinder Singh	Mr Hardeep Singh

- The concerned drivers will maintain all records and maintenance of respective vehicles.
- Any change can be made at any time in duty keeping in view the requirement by controller vehicle.
- All drivers must keep vehicle logbook completed and duly signed by the official travelling in vehicle.
- All drivers must get signed logbook of their respective vehicle weekly from the controller vehicle.

AMBULANCE DUTY ROASTER

S N	Name of Driver	Name of alternate Driver	Period (Dates of every month)
1.	Mr Darshan Singh	Mr Ajaib Singh	1 st – 7 th
2.	Mr Ajaib Singh	Mr Darshan Singh	8 th - 14 th
3.	Mr Manjit Singh	Mr Hardeep Singh	15 th – 21 st
4.	Mr Hardeep Singh	Mr Manjit Singh	22 nd – 31 st

The driver on duty will inform the MO/ AMO before proceeding on leave. The station leave must be got sanctioned before leaving the station. The drivers will attend the duties after receiving the recommendation slip from the MO/ AMO.

The repair, maintenance and average of the ambulances will be maintained by Mr Darshan Singh, Driver

Vehicle approval Process:

The power for approval of Vehicle requisition is vested with Director, SLIET for stations more than 20 KM.

The approvals for stations within 20 KM will be granted by Controller Vehicle.