



योजना और वास्तुकला स्कूल विजयवाड़ा

School of Planning and Architecture Vijayawada

(निदेशक का कार्यालय / Office of the Director)

F.No.-05/SPAV/Dir/Vehicles/2024-25/43

Dt: May 02, 2024

कार्यालय आदेश
OFFICE ORDER

Shri Potnuru Vasu, Junior Assistant (Emp. Id:393240083) has been assigned the additional responsibility as "Vehicles In-Charge (VIC)" i.r.o the following hired /owned vehicles of SPA Vijayawada:

- 1) Director`s Vehicle
- 2) Staff Car

Usage Rules of Vehicles and Responsibilities of VIC:

- 1) The Vehicle In-Charge shall look after the log books` entries of the both vehicles and the Readings of the Log Book should be verified before the submission of bill to SPAV by the vendor.
- 2) The Staff Car shall be provided to the users on submission of Indent as per the availability of the vehicle on first cum first serve basis.
- 3) In case of non-availability of Staff Car, hired vehicles/Cabs may be arranged by the concerned sections/Departments.
- 4) The Director`s Vehicle shall be used for Hon`ble BoG Chairperson, BoG Members and VVIPs (in addition to the Director) as and when required based on the orders of the Competent Authority.
- 5) As per the terms and conditions of the contracts, the vehicles are supposed to be provided on 24x7 basis to the Authority and staff of the Institute.

These orders shall come into force with immediate effect till further orders.

(प्रोफेसर. डॉ. श्रीकोंडा रमेश)
(Prof. Dr. Srikonda Ramesh)
निर्देशक / Director

को / To

श्री पोटनुरु वासु, कनिष्ठ सहायक
Shri Potnuru Vasu, Junior Assistant

कॉपी टू / Copy to:

1. Registrar
2. All Deans and Heads
3. IT Deptt., SPAV
4. OOF