



SRINAGAR DEVELOPMENT AUTHORITY

Bemina, By-Pass Near SKI MS Medical College, Srinagar, Kashmir-190018

TEL: 0194-2493191, FAX: 0194-2493180, EMAIL:sdasgrkmr@gmail.com

ORDER No: 48 of 2022
DATED : 04. 07. 2022

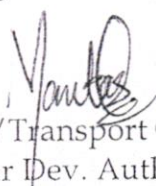
To curb lackadaisical attitude on part of some drivers of SDA, which has been viewed seriously, and in order to streamline the Transport section, the following guidelines/norms shall be followed strictly with immediate effect.

1. Fuel requisition shall be made every Monday morning and fuel shall be provided the same day.
2. Each fuel voucher shall be capped at the maximum of 20 liters in one turn.
3. Fuel shall be issued on production of receipt obtained from the Petrol Pump/station which clearly mentions the vehicle number and the quantity of fuel last filled alongwith date.
4. In case of any need for extra fuel other than 20 liters/week, log book with relevant travel details be produced so as to issue more fuel for the concerned officer..
5. For the vehicle being used in common pool, a written requisition be provided a day prior or in case of urgency the same day.
6. Drivers shall only be granted leave with prior approval of Transport Officer/Secretary. The leave shall duly be forwarded by the respective head of the wing such that an alternate arrangement of driver shall be made beforehand.
7. Logbooks need to be updated with the details of the travel between various offices/places in case of field visits.
8. All drivers should station their cars in the SDA Office parking every day. No driver who is on leave shall keep the concerned vehicle at home.
9. The drivers have to be available in SDA office premises during duty hours and can be assigned to drive any official vehicle as and when required.
10. Drivers are responsible for managing their vehicles and keeping them in good condition. Any repairs required and conducted shall be certified by the concerned driver and any shortfall if observed will be his responsibility.

Sd/-

Vice Chairman,
Srinagar Dev. Authority

No: SDA/VC/ 1136-38
Dated : 04/07/2022


Secretary/Transport Officer,
Srinagar Dev. Authority

Copy to:

1. All heads of wings SDA.
2. All Drivers SDA.
3. Notice board.