



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

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Date: 17 / 09 /2025

OFFICE ORDER

Based on the recommendations of the Committee constituted to review the functioning of the transport section and its subsequent approval of the Hon'ble Vice Chancellor, the following operational mechanism shall be followed by the transport section of the HNB Garhwal University:

1. The Security Gurad posted at the University gate shall maintain a **separate register for each bus** recording the daily In-time, Out-time and number of rounds.
2. The Security Guard shall prepare and submit a **consolidated report every 15 days** to the Security Officer.
3. The Security Officer shall **cross-check the 15 days report with the log book maintained by each bus driver**.
4. Each bus driver shall ensure that the **log book is properly filled and signed daily**, and the same shall be **verified by the Chairperson, Vehicle Section**.

The above operational mechanism system is strictly followed by the Transport Section.


Registrar

Copy to:

1. Chairperson, Vehicle Section.
2. Security Officer for strict compliance of the above operational mechanism system.
3. I/c Web Portal for uploading on the University Website.
4. PS to VC, for kind information of the Hon'ble Vice Chancellor.
5. Guard file.


Registrar