



CORE TERMS OF REFERENCES FOR DEANS AT UNIVERSITY OF BALTISTAN, SKARDU

Fulfillment of University of Baltistan's mission and role depends on Deans' leadership of its Faculties and on their contribution to the management of the university's affairs. Collectively, Deans are among the senior academic and administrative leaders of the university. Taken individually, they are the academic and administrative leaders of their Faculties. Both as academics and as managers, they provide models of performance and behavior for their colleagues. Their role is therefore crucial to the maintenance of the standards, the integrity, the effectiveness, and the efficiency of the academic activities.

1. Academic and Administrative Leadership of their Faculties

The Dean:

- Promotes excellence in education, scholarship and research, and service.
- Provides leadership in the development and implementation of academic objectives, priorities, policies and plans, which complement and enhance those of the university.
- Provides leadership in curriculum development and in the promotion and recognition of quality in instructions.
- Promotes the development of research activity that capitalizes upon the expertise, interests and resources of the Faculty and that contributes to the fulfillment of the university's mission and of the Faculty's educational role.
- Promotes effective Faculty governance.
- Oversees preparations for review of the Faculty's programs and activities by internal or external bodies and the implementation of recommendations arising from such reviews.
- Guides and supports Associate and Assistant Deans, Chairs, Heads and Directors in the development, management and evaluation of the Faculty's programs and activities.
- Oversees the administration of the Faculty's programs.
- Ensures that the Faculty understands and operates in accordance with university policies and procedures.
- Manages the Dean's office effectively.

2. Promoting Faculty and Staff Development

The Dean:

- Fosters the development of the faculty, in conjunction with Chairs, Heads and Directors and in accordance with the university's personnel policies and collective decisions, so that
 - a) quality in teaching, research, service and other forms of endeavor is encouraged, recognized and rewarded.
 - b) appropriate standards of performance are maintained.
 - c) each new appointment enriches the faculty.
- Ensures that recruitment and appointment processes are conducted in a manner that is consistent with appointments of the highest possible academic and professional caliber and with pertinent university policies.
- Reviews faculty members' annual reports, the results of evaluation of programs and instruction, and other indicators of individual and departmental performance, and provides feedback to individuals or departments and supports Chairs, Heads and Directors in this progress.
- Discusses with Chairs, Heads and Directors any cases in which the performance of a member of the faculty or staff is unsatisfactory, assists them in the design and implementation of strategies to bring about improved performance.
- Ensures that the staff resources of the Faculty – administrative, clerical, technical and secretarial – are well deployed and managed and, more specifically, that there is effective organization and assignment of work, good supervision, attention to staff development, and sound administration of pertinent collective agreements and personnel policies.

3. Participation in Institutional Policy-Making and Management

The Dean:

- Participates in the development of university strategy, and policies and in institutional management as a senior officer of the academics.
- Communicates and explains institutional policies and decisions to the Faculty.
- Represents the purposes and views of the Faculty in deliberations of the university's policy and decision-making bodies.
- Serves the university by participating in institutional initiatives, functions and projects and by serving on standing and ad hoc committees.

4. Promoting Good Student Relations

The Dean:

- Ensures that there is good communication between students and the Faculty and that students' concerns are properly addressed.
- Ensures that the Faculty works effectively with the Registrar's Office in the recruitment, admission and registration of well-qualified students in the programs and courses of the Faculty, particularly from among under-represented groups.

5. Revenue Generation

The Dean:

- Promotes, in conjunction with the Development Office, annual, capital and planned giving to the Faculty and to the university by alumni friends, corporations, foundations, and others.
- Fosters and sustains revenue-generating activity consistent with the Faculty's role and responsibilities and with the policies of the university.



Recruitment Rules of University of Baltistan, Skardu

[Group-A (BPS-17 & above) non-Faculty]

In exercise of the powers conferred by sub-section (2) of Section 27 of the University of Baltistan, Skardu Order, 2016, Rules shall become effective upon approval by the Syndicate.

S.No	Designation of Post(s)	BPS
1	Director Planning and Development	20
2	Director Student Affairs	20
3	Director Academics	20
4	Director IT	20
5	Director ORIC	20
6	Director QEC	20
7	Additional Registrar	19
8	Additional Controller of Examinations	19
9	Additional Treasurer	19
10	Additional Director (IT)	19
11	University Engineer	19
12	Additional Director ORIC	19
13	Additional Director QEC	19
14	Additional Director Planning & Development	19
15	Chief Librarian	19
16	Deputy Registrar	18
17	Deputy Controller of Examinations	18
18	Deputy Treasurer	18
19	Resident Auditor	18
20	Deputy Director Planning and Development	18
21	Deputy Director ORIC	18
22	Deputy Director QEC	18
23	Deputy Director (IT)	18
24	Assistant Registrar	17
25	Personal Secretary to Vice Chancellor	17
26	Protocol Officer	17
27	Assistant Controller of Examinations	17
28	Assistant Treasurer	17
29	Asst. Director Planning and Development	17

30	Assistant Security Officer	17
31	Assistant Director Sports/ Physical Education	17
32	Medical Officer	17
33	Public Relation Officer	17
34	Librarian	17
35	Assistant Director IT (Software)	17
36	Assistant Director IT (Networks)	17
37	Museum Curator	17
38	Assistant Engineer	17

Method of Appointment

2. The method of appointment to the post(s) shall be as under:

S#	Designation and BPS of the Post(s)	Method of Appointment		
		By Promotion	By Initial Recruitment	By Transfer/ Deputation
(1)	(2)	(3)	(4)	(5)
1.	Director Planning and Development (BPS-20)	100%	-	-
2.	Director Student Affairs (BPS-20)	100%	-	-
3.	Director Academics (BPS-20)	100%	-	-
4.	Director IT (BPS-20)	100%	-	-
5.	Director ORIC (BPS-20)	100%	-	-
6.	Director QEC (BPS-20)	100%	-	-
7.	Additional Registrar (BPS-19)	100%	-	-
8.	Additional Controller of Examinations (BPS-19)	100%	-	-
9.	Additional Treasurer (BPS-19)	100%	-	-
10.	Additional Director (IT) (BPS-19)	100%	-	-
11.	University Engineer (BPS-19)	100%	-	-
12.	Additional Director ORIC (BPS-19)	100%	-	-
13.	Additional Director QEC (BPS-19)	100%	-	-
14.	Additional Director Planning & Dev: (BPS-19)	100%	-	-
15.	Chief Librarian (BPS-19)	100%	-	-
16.	Deputy Registrar (BPS-18)	75%	25%	-
17.	Deputy Controller of Examinations (BPS-18)	75%	25%	-
18.	Deputy Treasurer (BPS-18)	75%	25%	-
19.	Resident Auditor (BPS-18)	Deputation		100%
20.	Deputy Director Planning and Development (BPS-18)	75%	25%	-
21.	Deputy Director ORIC (BPS-18)	75%	25%	-
22.	Deputy Director QEC (BPS-18)	75%	25%	-
23.	Executive Secretary to Vice-Chancellor	75%	25%	
24.	Deputy Director (IT) (BPS-18)	75%	25%	-
25.	Assistant Registrar (BPS-17)	50%	50%	-
26.	Personal Secretary to Vice Chancellor (BPS-17)	50%	50%	-
27.	Protocol Officer (BPS-17)	50%	50%	-
28.	Assistant Controller of Examinations (BPS-17)	50%	50%	-
29.	Assistant Treasurer (BPS-17)	50%	50%	-

30.	Asst. Director Planning and Development (BPS-17)	50%	50%	-
31.	Assistant Security Officer (BPS-17)	50%	50%	-
32.	Assistant Director Sports/ Physical Education (BPS-17)	50%	50%	-
33.	Medical Officer (BPS-17)	Deputation		100%
34.	Public Relation Officer (BPS-17)	50%	50%	-
35.	Librarian (BPS-17)	50%	50%	-
36.	Assistant Director IT (Software) (BPS-17)	50%	50%	-
37.	Assistant Director IT (Networks) (BPS-17)	50%	50%	-
38.	Museum Curator (BPS-17)	50%	50%	-
39.	Assistant Engineer (BPS-17)	-	100%	-

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled in by initial appointment and failing that by transfer.

MANDATORY CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfill the conditions of eligibility as prescribed in column 4.

3.1 For promotion, it is also necessary to keep in mind that there must be a vacant position, otherwise the promotion cannot take place until there is a vacant position.

3.2 New creation(s) for the promotion will be possible when the financial position of the University is better and there is no problem in disbursement of funds.

3.3 If the annual confidential reports/performance reports of a staff member is not good, no such compromise should be made on the progress of the staff member which would lead to unnecessary promotion.

3.4 Before promotion, the aspect of loyalty and confidentiality of the employee(s) with the University/Department must be evaluated properly.

3.5 It shall not be necessary to process any promotion case by putting the University in financial crisis and there shall be no need to compromise with the financial resources in this matter.

3.6 At the time of promotion, the following activities of the staff shall be checked/evaluated without any relaxation or compromise, if not good then the promotion case shall not be processed in any case.

3.6.1 Any attempt to violate the departmental or university hierarchy during service shall be seriously checked while processing the promotion case(s).

3.6.2 A staff member involved in any kind of negative campaign against the University or his department or a staff member involved in financial corruption directly or indirectly shall be strictly checked at the time of promotion.

S.No	Designation and BPS of the Post(s)	Person Eligible	Condition (s) of Eligibility
1	Director Planning and Development (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 in (BSP-18 and above) in case of initial recruitment in BSP-18)
2	Director Student Affairs (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
3	Director Academics (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
4	Director IT (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
5	Director ORIC (BPS-20)	Additional Director ORIC/QEC, Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
6	Director QEC (BPS-20)	Additional Director ORIC/QEC, Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
7	Additional Registrar (BPS-19)	Deputy Registrar, Deputy Controller, (BSP-18)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
8	Additional Controller of Examinations (BPS-19)	Deputy Registrar, Deputy Controller (BSP-18)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
9	Additional Treasurer (BPS-19)	Deputy Treasurer, Deputy Registrar	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
10	Additional Director (IT) (BPS-19)	Deputy Controller, Deputy Registrar, Deputy Director (IT)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)

11	University Engineer (BPS-19)	Assistant Executive Engineer	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
12	Additional Director ORIC (BPS-19)	Deputy Director QEC/ORIC, Deputy Registrar, Deputy Controller (BSP-18)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
13	Additional Director QEC (BPS-19)	Deputy Director QEC/ORIC, Deputy Registrar, Deputy Controller (BSP-18) Deputy Director (I.T)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
14	Additional Director Planning & Development (BPS-19)	Deputy Director P & D, Deputy Registrar, Deputy Controller, Deputy Treasurer	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
15	Chief Librarian (BPS-19)	Librarian	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
16	Deputy Registrar (BPS-18)	Assistant Registrar, Assistant Controller Examinations, Assistant Treasurer	5 years' service in BPS-17
17	Deputy Controller of Examinations (BPS-18)	Assistant Registrar, Assistant Controller Examinations, Assistant Treasurer	5 years' service in BPS-17
18	Deputy Treasurer (BPS-18)	Assistant Registrar, Assistant Controller Examinations, Assistant Treasurer, F.A Officer	5 years' service in BPS-17
19	Resident Auditor (BPS-18)	Deputations	
20	Deputy Director Planning and Development (BPS-18)	Assistant Director P & D, Assistant Registrar, Assistant Treasurer	5 years' service in BPS-17
21	Deputy Director ORIC (BPS-18)	Assistant Controller of examinations, Assistant Director I.T, Assistant Director Planning or equivalent	5 years' service in BPS-17
22	Deputy Director QEC (BPS-18)	Assistant Director (I.T), Assistant Registrar or equivalent	5 years' service in BPS-17
23	Deputy Director (IT) (BPS-18)	Assistant Director P & D, Assistant Registrar, Assistant Treasurer, Assistant Director IT	5 years' service in BPS-17
24	Assistant Registrar (BPS-17)	Officer in BPS-16	3 years' service in BS-16
25	Secretary to Vice Chancellor (BPS-17)	Officer in BPS-16	3 years' service in BS-16

26	Protocol Officer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
27	Assistant Controller of Examinations (BPS-17)	Officer in BPS-16	3 years' service in BS-16
28	Assistant Treasurer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
29	Asst. Director Planning and Development (BPS-17)	Officer in BPS-16	3 years' service in BS-16
30	Assistant Security Officer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
31	Assistant Director Sports/ Physical Education (BPS-17)	Officer in BPS-16	3 years' service in BS-16
32	Medical Officer (BPS-17)	Deputations	3 years' service in BS-16
33	Public Relation Officer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
34	Librarian (BPS-17)	Assistant Librarian	3 years' service in BS-16
35	Assistant Director IT (Software) (BPS-17)	IT Assistant BPS-16	3 years' service in BS-16
36	Assistant Director IT (Networks) (BPS-17)	IT Assistant BPS-16	3 years' service in BS-16
37	Museum Curator (BPS-17)	-	3 years' service in BS-16
38	Assistant Engineer (BPS-17)	-	3 years' service in BS-16

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits.

(i) "experience" means, experience gained in a regular full-time paid job after obtaining the required qualification;

(ii) The maximum age limit shall be relaxed in respect of the candidates specified and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 as amended from time to time; and

(iii) eligibility of candidates shall be calculated, as on the closing date fixed for submission of applications in accordance with these Recruitment Rules.

PROBATION

5. Persons appointed by initial appointment or promotion or transfer shall be on probation for a period of one year. Appointment on probation shall be subject to the provisions of Para 37.7 of First Statutes of the University of Baltistan, Skardu.

6. This Notification issues with the approval of the Syndicate accorded in its 13th Meeting held on February 14, 2023.



Transport Rules

**UNIVERSITY OF BALTISTAN, SKARDU
(Pakistan)**

UNIVERSITY OF BALTISTAN, SKARDU

TRANSPORT RULES

1. **SHORT TITLE, COMMENCEMENT & APPLICATION:** - These rules will be called UoBS Transport Rules-2023, hereinafter referred to as Rules, which shall come into force after approval of the Syndicate, University of Baltistan, Skardu. These rules shall be applicable to all regular, TTS contractual, adhoc employees and students of the University. Apart from this, these rules shall not apply to other employees (Retired, daily wage, visiting and work charged employees of the University).

2. **DEFINITIONS:** -

- (i) **“University”** means the University of Baltistan, Skardu.
- (ii) **“Department”** means a teaching Department and for the purpose of these rules, includes a Department, Institute or a Constituent College established by the University or located in the University.
- (iii) **“Head of the Department”** means any person who is Incharge of the administration of a Department/Institute/Constituent College such as Registrar, Treasurer, Controller of Examinations or Director etc including a person who is officiating in such a capacity.
- (iv) **“Transport Officer/Incharge”** means a person of the UoBS to whom the Registrar has delegated the powers and duties to look after the working and functions of transport office of the University.
- (v) **“Student”** means a person enrolled as a student in a Department/Institute/Constituent College of UoBS.

(vi) **“Employee”** means an employee of the UoBS, including a teacher, officer or staff member, whether employed on whole time basis i.e. Regular/TTS/Contractual/adhoc/.

(vii) **“Vehicle”** means any type of motor vehicle donated or transferred to UoBS or purchased by University from its own funds.

(viii) **“Fuel Charges”** means, charges made only for fuel & lubricants consumed by a vehicle.

3. Transport fleet of the University consisting of all kinds of vehicles will be the property of the University and will be used primarily for the purpose of facilitating the students, teachers, and employees of the University in attending the classes and offices.
4. The Transport Officer will be the Incharge of Transport Section and will be responsible for proper use of all the University vehicles. He will maintain and control the movement of the vehicles and will look after their maintenance and repairs, POL and other related matters. He will also be responsible for properly maintaining & updating the record, registration books, log-books and other documents of the University vehicles.
5. All the University vehicles of UoBS would be under general pool with the Transport Officer except those which are specifically detailed for duty with the University Offices/Sections/Departments. The vehicles at general pool will be detailed by the Transport Officer for performance of official work of the University on proper requisition of the Head of the Department/Section duly approved by the competent authority.
6. The Vehicles specifically detailed for duty with the University Offices/Sections/Deptts. will be under the administrative control of the officer concerned, and shall have the following maximum ceilings for official use in a year;

Maximum Limit in a year.

- | | | |
|-----------|------------------------------------|---|
| A. | Staff Car with the Vice Chancellor | Not exceeding 35000 km per annum |
| B. | Others (Registrar, Treasurer, C.E) | As may be decided by the competent authority but not exceeding 20,000 km per annum for discharge of their duties. |
| C. | Director Works/Project Director | Project Works only |

7. The vehicles at Departments/Institutes/Constituent Colleges will be under the administrative control of the Registrar/Additional Registrar and will have the maximum ceiling of 20,000 km for official use in a year as per approval of the competent authority, University of Baltistan, Skardu. The Department/Institute/Constituent College will meet the expenditure of fuel to the extent of maximum limit fixed for the vehicles of the concerned Department/Institute/Constituent College.
8. These rules shall also be applicable to all those Departments/Institutes/Constituent Colleges working under UoBS who have the transport of any kind on their charge.
9. The transport office and the in-charge Transport section shall be bound to conduct all matters on the directives of the Registrar office, however, the treasurer office will fulfill the responsibility for repairing of all vehicles.
10. In case of any kind of fault in the vehicles, the Transport Incharge shall submit the repair request in writing to the authorized officer of the Treasurer's office.
11. No person except the authorized driver of the UoBS detailed specifically shall drive the vehicle. He shall be responsible for putting the vehicle in the garage/parking place after performance of duty and shall report compliance to the Transport Office to this effect.
12. The officer with whom the vehicle is specifically detailed, other than the general pool vehicles, will be permitted to drive the vehicle only in emergencies in case the driver is absent or not available provided that he

himself possesses the valid driving license. In any case he will be fully responsible for the safety of passengers and of the vehicle at his disposal.

13. Officers to whom the vehicles have been earmarked by designation or they use the vehicles detailed with their offices shall not be entitled for conveyance allowance.
14. Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, processions and demonstrations arranged by political parties and celebrations on political events,
death-anniversaries and student election campaigns etc.
15. Transport may be made available on fuel charges for any excursion trip arranged by not less than three tutorial groups of students provided such groups are accompanied by a member of the teaching staff authorized by the Head of Department in order to make the excursion and educational activity successful, subject to prior approval of the Vice Chancellor and proper requisition of the vehicle.
16. Transport will be allowed on fuel charges for educational purposes. Such trips will be arranged by the Head of the Department in accordance with the general policy of the University subject to prior approval of the Vice Chancellor and proper requisition of vehicle.
17. The Vice Chancellor will exercise his own discretion in allowing Transport for religious purposes only, subject to proper requisition of the vehicle and security of men and material.
18. In the event of the death of any student or employee on the campus or in any hospital in Skardu, the University will make arrangements for free transportation of the dead body up to his home town in Pakistan.
19. In the event of emergency, the vehicles will be provided free of charge to take a sick student or employee to the nearest relevant dispensary or hospital and bring him back during working hours. The sick-student will invariably be accompanied by a teacher if the emergency occurs during the working hours or the Warden/Assistant Warden of the concerned Hostel if

the emergency takes place after working hours only for hostel students or employees.

20. The University may allow transport facility on payment to an employee only on the occasion of his son's, daughter's or his own marriage subject to proper requisition and availability of the vehicle.
21. Free use of University vehicles for private purposes either by the employees or students of the University will not be allowed in any case.
22. The University will charge for private hiring of the vehicles by the employees of the University as per rates fixed by the Syndicate from time to time subject to the following conditions: -
 - (a) The user of the vehicle shall pay the charges including daily allowance and overtime of the driver (and conductor, if any) in advance at the prescribed rate. The charges will be adjusted and accounted for on the basis of actual bill on return from the journey with proper printed receipt issued by the Transport Office.
 - (b) The vehicle will not be driven to a place other than the approved destination for which it has been requisitioned.
 - (c) In case of accident, during private use of the vehicle, the repair charges will be payable by the user.
23. The Vice Chancellor/Registrar may allow requisitioning of the University vehicles to any other institution on the Campus or the Government, Semi Government and Autonomous Bodies on usual charges provided proper request is made from such organizations.
24. The driver of each vehicle shall strictly observe the following: -
 - (a) He shall be responsible for proper up-keep and cleaning of the University vehicle, actual consumption, careful driving, caution against accident and timely service and repair.

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- (b) He shall get entries recorded in the log-book before the concerned officer/requisitioner leaves the vehicle after return from the official/private duty.
- (c) He shall be responsible for any damage which may be caused to the vehicle due to his negligence.
- (d) He shall observe the driving and traffic rules, speed limits laid down in different areas.
- (e) He shall not leave the vehicle unattended or in dangerous position while on duty.
- (f) The above rules, from serial "a" to "e", shall also be applicable to authorized officers when they drive the vehicles themselves.
- (g) The driver concerned shall not allow any body (even the conductor, if any) to drive the University vehicle.
- (h) In case any officer/ Official/requisitioner insists persistently on driving the vehicle himself, the driver will not resist, but shall report the matter to the Transport Officer for action. In such a case the concerned officer/official/requisitioner shall be fully responsible for the damage, if any.
- (i) The drivers must be in proper dress specified for them.

25. The drivers/conductors shall be paid overtime allowance for the duties exceeding their normal duty-hours as per the rates to be fixed by the Syndicate/Government of Pakistan subject to the verification of his over-time duty by the official concerned.

26. **LOG-BOOK**

- (a) Proper log-book shall be maintained for each vehicle which shall remain in the custody of the driver of the vehicle. The Registration Number of the vehicle shall be indicated on the title cover of the log-book.

- (b) Every person using the vehicle shall make and sign entries in the log-book in respect of the journey performed by the vehicle with him/her and to certify total kilometers of the vehicle used.
- (c) Petrol/Diesel put in the vehicle shall be entered in the log-book and will be countersigned by the officer/requisitioner concerned in whose presence the same has been put in the fuel tank of the vehicle.
- (d) Entries with regard to repairs/service of vehicle, replacement of tyres, battery, spare-parts etc, shall be made by the driver concerned in the log-book.
- (e) The log-book of a vehicle earmarked to an officer under clause-6 of these Rules shall be properly maintained by the concerned driver and certified by the officer concerned, except the Vice Chancellor where the log book will be certified by the Private Secretary to the Vice Chancellor.

27. AUDIT


The accounts/expenses of each vehicle shall be audited out by the Resident Auditor (Audit) at the University at the time of passing the fuel bills who shall also ensure that the rules for derailment, use of vehicle, consumption of fuel, entries in log-book and petrol account register etc. have correctly been observed.

28. General Rules for Availing Transport Facility

The University has safe and secured transport facilities for pick-up and drop for the students which covers various routes. The route details with the allotted drivers, conductors and Transport in Charge are provided to the students for their convenience. However, the following general rules are applicable for availing university transport.

1. No students are allowed to board the University bus or any other University vehicle without an identity card.

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2. The bus will pick up and drop the students from the respective stoppages as per the approved route chart by the Management.
3. No other persons are allowed in the bus with the students.
4. Discipline has to be maintained by the students. Students shall be responsible for any damage caused to the University vehicle or bus by negligence or other act either knowingly or unknowingly.
5. Any grievance regarding the services can be communicated to the Transport In-charge or to the Deputy Registrar (Admin).
6. The transport facility is an extended service and cannot be claimed as a right. The service can be withdrawn at any time depending upon the contingencies.
7. These rules may be reviewed from time to time.

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Skardu

[Handwritten Signature]
2023

29. REQUISITION SLIP (Specimen)

Please detail the University vehicle car/van/double cabin/truck/bus for official/private

Registration No. _____ from _____ to _____

on (date) _____ at (time) _____

Name of Requisitioner: _____ Deptt: _____

Signature of the Requisitioner

Recommended:

Allowed:

Not recommended with reason:

Not allowed:

Signature of the Transport In charge

Signature of the Competent Authority

Vehicles used:

8. Registration No. _____
9. on (date) _____
10. From _____ to _____
11. Vehicle reported back on (date) _____ at (time) _____
12. Vehicle used till (Time) _____
13. Meter reading recorded (out) _____
14. Meter reading after use (in) _____
15. Total KM/Miles used _____

Signature of the Requisitioner