



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
SECTOR 16-C, DWARKA, NEW DELHI – 110 078  
**(SECURITY BRANCH)**

FILE NO - GGSIPU/AR (Security)/2018/69

DT: 20/06/18

**CIRCULAR**

Subject: **Entry of Vehicle in the University Campus.**


Reference this branch order no. GGSIPU/JR(E&S)/Security/2015-16/419 dated: 13.11.2015, parking stickers of the vehicles are expiring by dated: 31.07.2018. The **new parking stickers** are available in the Security Branch, near Main Gate of the University. All Staff/Faculty/Officers are requested to take the **new parking sticker** immediately.

All the concerns are informed to collect the **parking stickers** positively **on/before 10<sup>th</sup> July, 2018**, after then, if any vehicle is found in the Campus **without valid parking sticker** will be treated as unauthorized and the process of removal of the vehicle shall be started by informing the local police authority. Entry of the vehicle without valid stickers shall be denied in the University Campus

Also **new sticker** are available exclusively for Residents of the Campus, Residents may apply and collect the same.

A copy of proforma for Employees is enclosed for ready reference.

This issue with the approval of the Competent Authority.

  
(Dr. Vijay Kumar)  
Assistant Registrar (Security)

Copy to:-

1. All Deans & Directors
2. Proctor
3. Controller of Examination
4. Controller of Finance
5. Chief Warden
6. Librarian
7. All HODs/Branch In-charge/All Wardens
8. AR to Hon'ble Vice Chancellor
9. SO to Pro-Vice Chancellor
10. AR to Registrar
- ✓ 11. Incharge - UITS – with a request to upload a copy of the Circular on the University website.
12. Office copy



**Estate & Security Branch**  
**Guru Gobind Singh Indraprastha University**

Sector 16-C, Dwarka, Delhi-110078  
Phone : 011- 25302244, 25302247, website: [www.ipu.ac.in](http://www.ipu.ac.in)

File No. GGSIPU/JR(E&S)/Security/2015-16/377

Dated: 21/10/15

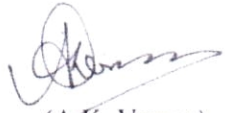
**ORDER**

Subject: **Entry of Vehicles in the University**

This in continuation to the Circular on the above subject dated 23/07/2015, the Competent Authority has ordered the following with regard to Entry of Vehicles in the University Campus:

Sl. No.	Category	Vehicles permitted (per person)	Remarks
1.	Staff (Teaching & Non-Teaching)	One Four Wheeler & One Two Wheeler	
2.	Students (Day Scholar)	One Two Wheeler	Request for Four Wheeler (in lieu of two wheeler) will be considered by Director Students Welfare(DSW)
3.	Students(Hosteller)	One Two Wheeler	Request for Four Wheeler (in lieu of two wheeler) will be considered by Chief Warden
4.	Resident Staff	As per Sl. No-1	Request for additional Vehicles (if any) for family member(s) will be considered by Registrar
5.	Contractor Staff	One Two Wheeler	Subject to recommendation from HOD/Dean for a specific period as approved by Competent Authority (Jr. Assistant and above only)

As already notified vide Circular dated 23/07/2015, all may take Vehicle sticker(s) from the Security branch near main gate of the University on/before 05/11/2015. A copy of proforma for Students and for Employees is enclosed for ready reference. **Entry to the Vehicles without valid stickers will be denied in the University Campus.**

  
(A.K. Verma)  
Joint Registrar(E&S)

Copy to:-

1. Dean- USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USICT, USLLS, USMS, USMC, USMPMHS.
2. Director- Academic Affairs, Coordination, CDMS, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring cell, Research & Consultancy, Student Welfare.
3. Registrar, GGSIPU
4. Controller of Finance, GGSIPU
5. Controller of Examination, GGSIPU
6. Librarian, GGSIPU
7. Chief Warden, GGSIPU
8. Executive Engineer, UWD
9. Head, UITS- with request to upload the circular on the University website.
10. Joint Registrar/Deputy Registrar/In-Charge – Academic, Affiliation, Coordination, General Administration, Personnel, Planning (RTI & Legal), Purchase, Store.
11. Dy. Chief Warden, Warden (Boys Hostel & Girls Hostel)
12. AR to VC Secretariat - for kind information of Hon'ble Vice Chancellor
13. SO to Pro-VC Secretariat - for kind information of Pro-Vice Chancellor
14. Security Officer, M/s. Eagle Hunter Solutions Ltd.
15. Office Copy



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Proforma for issuing the Vehicle Entry Sticker to the Employees of the University:

1.	Name of the Employee	
2.	Designation	
3.	Employee Code	
4.	Department / School	
5.	Whether Permanent/Contractual/Outsourcing Staff/Guest Faculty	
6.	Resident (yes/no)	
7.	If Outsourcing staff, Name of the agency	
8.	Driving License no. & Date of Validity	
9.	Vehicle Registration No.	
10.	Date of Registration	
11.	Type of Vehicle (Scooter/Motor Cycle/Car)	
12.	Make/Company	
13.	Color of Vehicle	
14.	Office Telephone Number	
15.	Mobile No.	
16.	Residential Telephone Number	

**NOTE:**

1. Attach copy of Identity Card, R.C. & Driving License.
2. Vehicle should be in the name of Employee/Father/Mother/Son/Family Member/Relative.
3. Sticker for One Four Wheeler Vehicle & One Two Wheeler Vehicle be issued to an employee (Please fill up separate form to each Vehicle).

**Undertaking**

I hereby declare that I will abide by the Security/Traffic rules & regulations issued/circulated by University Administration from time to time. I also promise to Security Branch in the event any change in above mentioned particulars or in case of sale of my Vehicle or loss. I promise prominently display the Vehicle Sticker on the front side of the two wheeler.

Dated: \_\_\_\_\_

Signature of Employee

Recommendation of Dean/HOD \_\_\_\_\_

**Security Branch**

Issued Vehicle Sticker No.: \_\_\_\_\_

Dated: \_\_\_\_\_

Assistant(Security)