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Estate & Security Branch
Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, Delhi-110078
Phone : 011- 25302244, 25302247, website: 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. | If Outsourcing staff, Name of the agency | |
| 7. | Driving License No.& Date of validity | |
| 8. | Vehicle Registration No. | |
| 9. | Date of Registration | |
| 10. | Type of Vehicle (Car/Scooter/Motor Cycle) | |
| 11. | Make /Company | |
| 12. | Color of Vehicle | |
| 13. | Office Telephone Number | |
| 14. | Mobile Number | |
| 15. | Residential Telephone Number | |

NOTE:

1. Attach copy of Identity Card, R.C. & Driving License.
2. Vehicle should be in the Name of the employee/Spouse/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 for each Vehicle**).

Undertaking

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

Dated: _____

Signature of Employee

Recommendation of Dean / HOD _____

Security Branch

Issued Vehicle Sticker No. _____

Date: _____

Assistant (Security)



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Proforma for issuing the Vehicle Entry Sticker to the Campus Students of the University:

| | | |
|-----|--|--|
| 1. | Name of the Student | |
| 2. | Enrollment No. | |
| 3. | University School of Studies/Centre | |
| 4. | Course Name & Semester | |
| 5. | If Hostler, Room No. & Name of Hostel | |
| 6. | Driving License No. & Date of validity | |
| 7. | Vehicle Registration No. | |
| 8. | Vehicle Registered in the name of | |
| 9. | Relation with the Student | |
| 10. | Type of Vehicle (Scooter/Motor Cycle) | |
| 11. | Make /Company | |
| 12. | Color of Vehicle | |
| 13. | Residential Address | |
| 14. | Mobile Number | |
| 15. | Residential Telephone Number | |

NOTE:

1. Attach copy of Identity Card / Library card. R.C. & Driving License.
2. Vehicle should be in the Name of the student/Father/Mother/Sibling/Spouse/Relative.
3. One two Vehicle stickers will be issued to one student.

Undertaking

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

Dated: _____

Signature of Student

Recommendation of Dean _____

Security Branch

Issued Vehicle Sticker No. _____

Dated: _____

Assistant (Security)