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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](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/<br>Outsourcing Staff/Guest faculty |  |
| 6.  | If Outsourcing staff, Name of the<br>agency                        |  |
| 7.  | Driving License No.& Date of validity                              |  |
| 8.  | Vehicle Registration No.   |  |
| 9.  | Date of Registration   |  |
| 10. | Type of Vehicle (Car/Scooter/Motor<br>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)



66/c

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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)