



**Estate & Security Branch**  
**Guru Gobind Singh Indraprastha University**  
**Sector 16-C, Dwarka, Delhi-110078**

File no. GGSIPU/E&S/2013-14/309

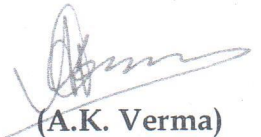
Dated: 29/9/15

**NOTICE**

Subject: Information regarding Personal Chauffeur

Some of the employee of University maintain Chauffeur driven vehicles. During office hours these Chauffeurs park their vehicles in the various parkings of the University. However, the information regarding these Chauffeurs is not available with the Security Staff.

It is requested that all such employees who are using Chauffeur driven vehicles may kindly give information related to the Chauffeur in the enclosed proforma to the Estate & Security Branch, with-in a week from issue of this notice.

  
(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. Superintending Engineer, UWD
9. Head, UITS- with request to upload the circular on the University website.
10. In - Charge – Academic, Affiliation, Coordination, General Administration, Personnel, Planning (RTI & Legal), Purchase, Store.
11. Warden, Boys Hostel
12. Warden, Girls Hostel
13. AR to VC Secretariat - for kind information of Hon'ble Vice Chancellor
14. SO to Pro-VC Secretariat - for kind information of Pro-Vice Chancellor
15. Security Officer, M/s. Eagle Hunter Solutions Ltd.
16. Office Copy



Estate & Security Branch  
Guru Gobind Singh Indraprastha University  
Sector 16-C, Dwarka, Delhi-110078

**Proforma for Information about the Personal Chauffeurs**

Photograph of  
Chauffeur

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_  
\_\_\_\_\_
4. Mobile No. : \_\_\_\_\_
5. Driving License Number : \_\_\_\_\_
6. Vehicle Number : \_\_\_\_\_
7. Make & Type of Vehicle : \_\_\_\_\_

\_\_\_\_\_  
(Chauffeur Signature with Date)

\_\_\_\_\_  
(Counter signatures of the Employee concerned)

Name: \_\_\_\_\_

Employee code: \_\_\_\_\_

Department: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

To

Joint Registrar(Estate & Security)