

Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, New Delhi

(Security & Sanitation Branch)

Phone No. 011-25302243, 244, 246 Website: ipu.ac.in



F.No. GGSIPU/SS/Security/2021-22/927

Dated: 22nd November, 2021

ORDER

Subject: Vehicle Policy regarding Entry of Vehicles in the University with Valid Vehicle Stickers (RFID Tag)

It is intimated to all that Automatic Boom Barriers have been installed at the entry and exit point of Main Gate (Gate No. 02) of the University with RFID facilities for Security checking. Hence, all the Vehicles should have valid Vehicle Stickers (RFID Tag) while entering in the University Campus. The entry of vehicles for University Staff, Students, Outsourced Contractor Staff and Residents of the University Campus are permitted in following manner for regulating entry of vehicles in the University Campus:-

Sl. No.	Category	Vehicle 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. 01	Request for additional Vehicles (if any) for family member(s) will be considered by the Registrar
5.	Outsourced Contractor Staff	One Two Wheeler	Request for Four Wheeler (in lieu of two wheeler) will be considered by the concerned Branch Head/Branch-in-charge for a specified period.
6.	Bank Staff / Shoppers	One Two Wheeler	Request for Four Wheeler (in lieu of two wheeler) will be considered by the Registrar.

The following area has been notified for the Parking of Vehicles in the University Premises:-

Sl. No.	Location	Designated / Reserved Parking Area
1.	Near Main Gate (Left Side)	University Faculty / Staff for two wheelers
2.	Near Main Gate (Right Side)	University Faculty / Staff for four wheelers
3.	Near USMC	University Faculty / Staff
4.	Near Sanitation / Horticulture Office	Outsourced Contractor Staff (Jr. Asstt., Sanitation, Security & Horticulture Staff etc.)
5.	Admin. 02 Building (C- Wing) (Front of V.C. / Registrar Office)	Vehicle of Hon'ble V.C. & Registrar
6.	Near V.C. Residence	University Students
7.	Behind "B" Block	University Faculty / Staff
8.	Between "B" & "C" Block	University Faculty / Staff
9.	Behind "D" Block	University Faculty / Staff
10.	Behind Girls Hostel towards Gate No. 04	Hostellers
11.	Stilt below "E" Block	University Vehicles / University Faculty / Staff
12.	Shopping Complex near DSW	University Faculty / Staff / Bank Staff / Shoppers
13.	Near Staff Qtr. Type I, II, III	Allottee of Residential Staff Quarter Type - I, II, III
14.	Near Staff Qtr. Type IV, V	Allottee of Residential Staff Quarter Type - IV, V
15.	Near Boys Hostel & Girls Hostel, Path ways (Kota Stone), Roads	No Parking Area

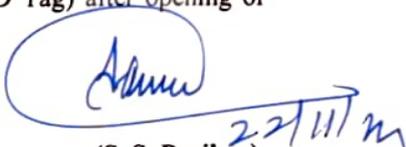
Contd.... 02

Proper parking of vehicles will also facilitate to provide the free passage to the fire tenders, rescue vehicles, Ambulance etc. in case of any emergent situations.

All the Faculty/Officers/Staff/ Outsourced Contractor staff/Students are requested to fill the enclosed proforma (Annexure 'A' for Employee & Annexure 'B' for Students) and submit in the office of Security & Sanitation Branch at the Main Gate of the University and get the **new Parking Sticker**. Residents may also apply and collect the same. All such employees who are using Chauffeur driven vehicles are also requested to provide information related to the Chauffeur in a separate enclosed proforma (Annexure – 'C').

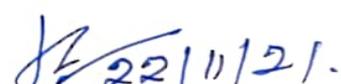
All the concerns are also informed to collect the **Parking Stickers (RFID Tag)** positively within fifteen days from issue of this Order. After then, entry of the **Vehicles without valid Sticker (RFID Tag) shall be denied in the University Campus** and if any vehicle is found in the Campus **without valid Parking Sticker (RFID Tag)** will be treated as unauthorized and the process of removal of the vehicle shall be started by informing the local police authority.

Campus Students/Day Scholars/ Hostellers may collect the Parking Stickers (RFID Tag) after opening of offline classes in the University Campus.


(S. S. Parihar)
Registrar

Copy forwarded to the following for information and necessary action:-

1. All Deans / Directors, G.G.S. Indraprastha University
2. Controller of Finance, G.G.S. Indraprastha University
3. Controller of Examinations, G.G.S. Indraprastha University
4. Proctor, G.G.S. Indraprastha University
5. Chief Warden, G.G.S. Indraprastha University
6. In-Charge, Library, G.G.S. Indraprastha University
7. Advisor/Project Manager, UWD, G.G.S. Indraprastha University
8. Consultant (Admission), G.G.S. Indraprastha University
9. All Branch Head / Jt. Registrar(s)/Dy. Registrar(s)/ PRO / Medical Officer, G.G.S. Indraprastha University
10. In-charge UITS, G.G.S. Indraprastha University with the request to upload the same on the University website.
11. Warden – GH-I, GH-II, BH-I, BH-II, G.G.S. Indraprastha University
12. All the residents of the University
13. Asstt. Registrar, Vice Chancellor Secretariat, G.G.S. Indraprastha University
14. Asstt. Registrar, O/o Registrar, G.G.S. Indraprastha University
15. Security Consultant / Security Officer, M/s Ironman Security Services Pvt. Ltd.
16. Office Copy


(Dr. Jagvender Singh)
Deputy Registrar (SS)



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



Proforma for issuing the Vehicle Entry Sticker (RFID Tag) 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 / 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 & Sanitation 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 prominently the Vehicle Sticker on the front glass of Car or front side of the two wheeler.

(Signature of Employee)

Date: _____

Recommendation of Dean/HOD _____

Security & Sanitation Branch

Issued Vehicle Sticker No.: _____

Date: _____

Asstt/Gen. Asstt. (SS)

S.O./A.R. (SS)

D.R. (SS)



ANNEXURE – 'B'

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



Proforma for issuing the Vehicle Entry Sticker (RFID Tag) 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 the Hostel	
6.	Driving License no. & Date of Validity	
7.	Vehicle Registration No.	
8.	Vehicle Registration in the name of	
9.	Relation with the Student	
10.	Type of Vehicle(Scooter/Motor Cycle/four wheeler	
11.	Make / Company	
12.	Color of Vehicle	
13.	Residential Address	
14.	Mobile No.	
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 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 University Administration from time to time. I also promise to intimate to Security & Sanitation Branch in the event of 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.

Date: _____

(Signature of Student)

Recommendation of Dean/HOD _____

Recommendation of DSW / Chief Warden (for four wheeler vehicle only) _____

Security & Sanitation Branch

Issued Vehicle Sticker No.: _____

Date: _____

Asstt./Gen. Asstt. (SS)

S.O./A.R. (SS)

D.R. (SS)



ANNEXURE - 'C'

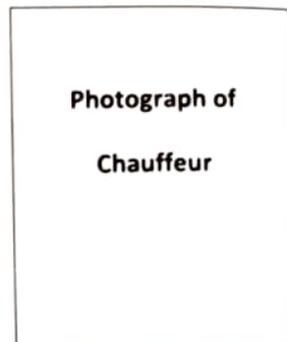
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI - 110 078
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Proforma for Information about the Chauffeurs

1. Name : _____
2. Father's Name : _____
3. Address : _____

4. Mobile No. : _____
5. Driving License Number : _____
6. Vehicle Number : _____
7. Make & Type of Vehicle : _____



**Photograph of
Chauffeur**

Date: _____

(Signature of Chauffeur)

Counter Signature of the Employee Concerned _____

- Name : _____
- Employee Code : _____
- Department/School : _____
- Mobile No. : _____

Security & Sanitation Branch

Asstt/Gen. Asstt. (SS)

S.O./A.R. (SS)

D.R. (SS)