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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/ 123

Dated: 23/7/15

Circular

Subject: Entry of Vehicles with valid Stickers only

In continuation of Circular no. GGSIPU/E&S/2013/788 Dated: 17th July, 2013 regarding Vehicle Sticker to all the Employee who use private car / two-wheelers. It is observed the Vehicles entering the University Campus have not displayed the Vehicle Sticker on their vehicles. All the employees of the University are to display the Vehicle Sticker on their Vehicles while entering in the University Campus. **Vehicles without Sticker will be denied entry in the University.** Such employees who have not taken Vehicle Stickers, Kindly fill the enclosed form and submit in the Security Office at the main gate of the University and get the Vehicle Sticker.

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

File No. GGSIPU/JR(E&S)/Security/2015-16/ 123

Dated: 23/7/15

Copy forwarded for information and necessary action to:-

1. All Deans, USS, GGSIPU
2. Controller of Finance, GGSIPU
3. Controller of Examination(O), GGSIPU
4. All Directors, GGSIPU
5. Librarian, GGSIPU
6. Proctor, GGSIPU
7. Chief Warden, GGSIPU
8. All Branches In-Charge(s)/Jt. Registrar(s)/Dy. Registrar(s)/Assistant Registrar(s)/PRO/ Medical Officer/Section Head(s), GGSIPU
9. Executive Engineer, UWD
10. Warden, Boys Hostel, GGSIPU
11. Warden, Girls Hostel, GGSIPU
12. Head, UITs- with request to upload the circular on the University website.
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. AR to Registrar - for kind information of Registrar
16. Security Officer, M/s. Eagle Hunter Solutions Ltd.
17. Office Copy

(Sumet Singh)
Assistant Registrar (Security)



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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 separately 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 Stickers No. _____

Assistant Registrar(Security)