



GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Estate & Security Branch
Guru Gobind Singh Indraprastha University

Sector 16-C, Dwarka, Delhi-110078

Phone : 011- 25302245, 25302247, Fax: 25302111 website: ww.ipu.ac.in

F. No.: GGSIPU/E&S/2013/616

Dated: 3rd June, 2013

CIRCULAR

As per direction given by Competent Authority, all the Faculties / Officers / Staff who use private car / two wheelers are required to affix entry stickers on their Vehicles. These entry stickers are available in Security Branch on submission of their request as per prescribed format.

It is pertinent to mention here that not more than two entry sticker(one for four wheeler & one for two wheeler) will be issued to one employee on production of the copy of valid Driving License and RC in the name the official concerned/ Spouse / Father/ Mother / Son/ Family member / Relative.

It is hereby requested that all the abovesaid Vehicle users may furnish the details as per Performa enclosed in Security Branch latest by 20.06.2013.

(Sumer Singh)

Assistant Registrar (Security)

Copy with the request to circulate all the staff members.

1. Dean- USAP, USBT, USBAS, USCT, USET, USEM, USHSS, USICT, USL&LS, 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. Chairman, UCITIM- with request to upload the circular on the University website.
10. In Charge – Admission, Academic (Coordination), Affiliation, Coordination, General Administration, Personnel, Planning (RTI & Legal), Purchase, Store, Estate.
11. AR to VC Secretariat



Estate & Security Branch
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110 078

Performa 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.	Driving License No.	
6.	Driving License date of Validity	
7.	Vehicle Registration No.	
9.	Date of Vehicle Registration No.	
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 R.C. & Driving License
2. Vehicle should be in the Name of employee or Spouse / Father / Mother / Son/ family member/ relative

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)