



**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/2014/1683

Dated: 09.07.2014

**CIRCULAR**

As per the 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 will be available in the 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 to inform that the vehicle stickers issued for Employees last year are valid upto 31.07.2014 and all the vehicle user's employees have to submit fresh application for new vehicle sticker.

It is hereby requested that all the abovesaid Vehicle users may furnish the details as per Performa enclosed in Security Branch latest by 20.07.2014.

  
(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

  
(Ahtesham)  
Dy. Registrar (E & S)



**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.	Whether Permanent/ Contract/ Outsourcing staff/ Guest faculty	
6.	If Outsourcing staff, Name of agency	
7.	Driving License No. & Date of validity	
8.	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)