



**OFFICE OF THE PROCTOR**

MANUU/Proctor/F.13/2017-18/1286

23.08.2017

**CIRCULAR**

All the employees of MANUU, Teaching, Non-Teaching (regular and contractual) and Students who are coming on vehicles (2 Wheeler/4 Wheeler) are requested to collect the Vehicle Passes from the Office of the Proctor, *latest by 31<sup>st</sup> August, 2017.*

*“If you have taken pass already and is in good condition need not take new pass”.*

To get the vehicle pass, it is required to fill the application form available in the Office of the Proctor or University Website. A copy of MANUU Identity Card is to be attached. Part-time/Daily wage staff is required to get the filled in form forwarded from concerned section head and a copy of any identity card has to attach.

Vehicles Passes are mandatory of all vehicles of Staff and Students. Entry of vehicles without pass will be restricted after 31<sup>st</sup> August, 2017.

Your co-operation in this regard is highly regarded.

**Proctor**

**Copy to:-**

- 1.) Vice-Chancellor Office
- 2.) Registrar Office
- 3.) Provost Office
- 4.) DSW, Office
- 5.) JR (CIT) with a request to upload on the University website.
- 6.) Concerned file

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Accredited "A" Grade by NAAC

**Proctor Office**



**Vehicles Sticker Pass Requisition Form for Staff**

I.....S/o.....

Designation.....Employee ID. No.....

Department/School .....

declare that I have the following vehicle.

Sl. No	Type of Vehicles	Registration No
1.	Four Wheeler	
2.	Two Wheeler	
3.		
4.		
5.		
6.		

I require.....vehicles Security Passes for my vehicles. I assure that the vehicles pass sticker will be pasted on the above mentioned vehicles only. Further I would be solely responsible for the use of my vehicles stated above in MANUU Campus.

**Encl:**

**MANUU I.D Card Copy**

Date:

Place:

**Signature:** .....

**Name:** .....

**Designation:** .....

**Mobile No:** .....



**Vehicles Sticker Pass Requisition Form for Students**

I.....S/o.....  
.....bearing ID No/Enrolment No.....  
Department/School.....

declare that I have the following vehicle.

Sl. No	Vehicle Name	Registration No
01.		

I, require one vehicle Security Pass for my vehicle. I assure that the vehicle pass sticker will be pasted on the above mentioned vehicle only. Further I would be solely responsible for the use of my vehicle stated above in MANUU Campus.

*\*Note: Triple riding in the campus leads to disciplinary action.*

**Encl:**

(1) Student I.D Cards Copy

(2) R.C Copy

Date:

Place:

Signature: .....

Name: .....

Hostler/Non Hostel: .....

Room No: .....

Mobile No: .....

**Signature of Head of the Department**

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**Vehicles Sticker Pass Requisition Form for Part-time/Daily wage employees.**

I,.....S/o.....  
Working at.....Under the supervision of  
Department/Offices .....

... I declare that I have the following vehicle.

Sl. No	Vehicle Name	Registration No
01.		

I require.....vehicles Security Pass for my vehicle. I assure that the vehicle pass sticker will be pasted on the above mentioned vehicles only. Further I would be solely responsible for the use of my vehicles stated above in MANUU Campus.

**Forwarding Authority**

Signature: .....

Name: .....

Designation: .....

Date:

Place:

**Encl:**

(1) I.D Cards With Photo

**Receivers Details:**

Signature: .....

Name: .....

Mobile No: .....