




No.MANUU/Estate & Transport/F.301/2021-22/ 34

19<sup>th</sup> July, 2021

**CIRCULAR**

It is being observed that the personal vehicles are being parked permanently in the parking shed (rear side of the Administrative Building) by some staff members. This is causing inconvenience to the other staff members to park their vehicles during their duty hours. Also this is causing hindrance in parking of University vehicles in the parking shed. The parking facility is meant for all the staff members of the University and they can avail this facility during their duties hours only. Parking of personal vehicles permanently beyond duty hours and on holidays is not a welcome action.

It is therefore requested that the vehicles parked permanently by some staff members may please be removed by the concerned at the earliest so as to avoid inconvenience to the fellow staff members and to cause smooth parking of University vehicles.

  
Assistant Registrar  
(Estate & Transport) 19/07/2021

To  
All Heads/Incharge → with a request to please bring to the notice of staff member  
of Departments/Sections

**Copy to:**

1. Director, CIT - with a request to upload this Circular on University website
2. Vice Chancellor's office
3. Registrar's office
4. Concerned file