

مولانا آزاد نیشنل اردو یونیورسٹی  
مौलانا आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

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

Accredited "A" Grade by NAAC



**OFFICE OF THE PROCTOR**

MANUU/Proctor/F.13/2022-23/1357

21.09.2022

**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 14<sup>th</sup> October, 2022.**

***"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. Contractual/ 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 be attached.

Vehicles Passes are mandatory for all vehicles of Staff and Students. Entry of vehicles without pass will be restricted after 14<sup>th</sup> October, 2022.

All Staff & Students are requested to maintain Speed Limit of your vehicle upto 20KPH in the campus. Action will be taken against "Triple riding".

Your co-operation in this regard is highly regarded.

  
Proctor 21/9/2022

Copy to:-

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



**Proctor Office**

**Vehicle Sticker Pass Requisition Form for regular 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.....vehicle Security Passes for my vehicles. 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 vehicles stated above in MANUU Campus.

**Encl:**

MANUU I.D Card Copy

Date:

Place:

Signature: .....

Name: .....

Designation: .....

Mobile No: .....



**Proctor Office**

**Vehicle 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 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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**Proctor Office**

**Vehicle Sticker Pass Requisition Form for Contractual/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..... 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.

**Forwarding Authority**

Signature: .....

Name: .....

Designation: .....

Date:

Place:

**Encl:**

(1) I.D Cards With Photo

**Receivers Details:**

Signature: .....

Name: .....

Mobile No: .....