**For Employees and Students**

**1.** Name of applicant. Dr. /Mr. /Ms. ………………………………………………………………………

*Photo*

*(Self-Attested)*

**2.** Designation:………………………………. (Emp. ID/Roll. No) …………………….……………….

**3.** Department / Section:……………………………………...…………………….….……...……...…

**4.** Local Address:………………………………………………………………………………….……….

……………………………………………………………………………………………………………….

**5.** Phone (Office) ……………………………… (Res) ………………………….................................

 Mobile No:………………………………Email:…………………………………………………………………………….

**6.**(i)Driving License No……………………………………. (ii) Validity date…………………………………………...

**7.**. Details of vehicles:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Vehicle Registration No. | Driving license No. | Type | Make | Colour |
|  |  |  | 2/4 Wheeler |  |  |
|  |  |  | 2/4 Wheeler |  |  |
|  |  |  | 2/4 Wheeler |  |  |
|  |  |  | 2/4 Wheeler |  |  |

1. I undertake that while plying the vehicle on the campus of the institute, I shall take all the precautions as per the traffic rules, and shall return the vehicle pass & sticker (s) to the Security Section if the vehicle is sold out to any other person, or when the vehicle shall no longer be used on the campus; or when the period of validity shall have expired by efflux of time.
2. **Following self-attested enclosures are required with this form:**
3. Copy of Employee/Student’s Institute ID
4. Copy of Registration paper of vehicle
5. Copy of Valid Driving license
6. Recommendation of **Dean SW** is necessary for vehicle pass in case of student.
7. **PLACE OF FIXING/PASTING OF THE STICKER**
8. For car’s sticker on front glass wind screen left corner.
9. For 2 wheeler’s suitable place at the front where clearly visible.

#  Recommended by Dean (SW)

**(Signature of Applicant) (In case of students)**

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# Recommended by Department/Section Head

#  (Faculty/Staff/Others)

**----------------------------------------------------FOR OFFICE USE ONLY------------------------------------------------------------**

**(**Pass/Sticker No…………………………………….) **Security Officer/ Head**