

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

OFFICE OF THE PROCTOR



MANUU/Proctor/F.13/2018-19/1439

19.07.2018

CIRCULAR

All the employees of MANUU, Teaching, Non-Teaching (regular and contractual) and Students who are coming on vehicles (2 Wheeler/4 Wheeler) requested to collect the Vehicle Passes from the Office of the Proctor, *latest by 15<sup>th</sup> August, 2018.*

*"If you have already taken pass 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 for all vehicles of Staff and Students. Entry of vehicles without pass will be restricted after 15<sup>th</sup> August, 2017.

Your co-operation is highly needed in this regard.

*Azhar*  
Proctor 19/7/18

Copy to:- *for information*

- 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

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**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: .....

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**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 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..... 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:

**Receivers Details:**

Signature: .....

Name: .....

Mobile No: .....

**Encl:**

(1) I.D Cards With Photo