



University of Kashmir

Office of the Chief Proctor

Chief Proctor

Email: chiefproctorku@gmail.com

No. F (Vehicle-Passes-CP) KU/23

Dated: - November 14, 2023

CIRCULAR

In order to provide secure and hassle free entry to the vehicles of University staff, it has been decided to issue fresh entry passes. In this regard, each employee shall be provided with a pass (sticker) which will be permanently fixed on his/her vehicle. In this connection, all the employees are requested to kindly submit the hard copy of the duly filled in attached format alongwith other prescribed documents by or before 30th November, 2023 in the Office of the undersigned. After verification of all the documents, the new vehicle passes will be issued within shortest possible time.

Looking forward for your kind cooperation.

Ahmad
14/11/2023
Chief Proctor



OFFICE OF THE CHIEF PROCTOR UNIVERSITY OF KASHMIR SRINAGAR

Format for Vehicle Pass

Emp. Code:- _____

1. Name:- _____
2. Parentage: _____
3. Designation: _____
4. Department: _____
5. Permanent Address: _____
6. Mobile. No. Mandatory:- _____ Email _____
7. Vehicle Reg. No. (Four Wheeler):- _____ Make _____
8. Vehicle Reg. No. (Two Wheeler):- _____ Make _____
9. Driving License No:- _____

Signature of the Employee

UNDERTAKING

- I declare that the above information is true and correct to the best of my knowledge;
- The vehicle pass issued will be exclusively used by me and for my own vehicle;
- In case of change of vehicle, I shall inform the Chief Proctor's Office well in time;
- I shall park my vehicle only in the designated parking slot near my Department/Centre/Office/Section.

Signature of the Employee

For Office Use Only

<p>Approved:</p> <p>Pass No: _____</p> <p>Validity: _____</p>	<p>Not Approved:</p> <p>Remarks: _____</p> <p>_____</p>
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Checked By: _____

Note:

- Misuse of vehicle pass warrants strict action under rules;
- Hard copy of the application form along with Xerox copies of Official Identity Card, DL and RC to be submitted in the office of the Chief Proctor.