



योजना एवं वास्तुकला विद्यालय, भोपाल

(एक राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of India)

APPLICATION FORM FOR VEHICLE PASS

Photo

For Regular /Retired Employees/Project Employees and Dependents

1. Name of applicant .Dr. /Mr. /Ms.
2. Designation (P.F/Roll.No).....
3. Department / Section
5. Local Address
6. Phone (Office) (Res) (E-mail).....
7. (i)Driving License No ----- Mobile No

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- (ii)Validity date.....

8. Details of vehicles:

SNo	Vehicle Registration No	Insurance (Validity)								Type	Make	Colour
		D	D	M	M	Y	Y	Y	Y	2/4 Wheeler		
		D	D	M	M	Y	Y	Y	Y	2/4 Wheeler		
		D	D	M	M	Y	Y	Y	Y	2/4 Wheeler		
		D	D	M	M	Y	Y	Y	Y	2/4 Wheeler		
		D	D	M	M	Y	Y	Y	Y	2/4 Wheeler		

9. Co-driver/Dependent if any with relation in the family _____

10. I undertake that while plying the vehicle in 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. I also undertake that the vehicle will not be used for any illegal purpose and against the rules of the Institute. Display/writing "Government of India "in private vehicle is restricted.

11. Following self attested enclosures are required with this form:- (kindly√ or X in the below boxes)

- (i). Copy of Registration paper of vehicle
- (ii). Copy of Comprehensive insurance of vehicle
- (iii). Copy of Valid Driving license
- (iv). Copy of appointment letter if the applicant is in project
- (v). One photograph for co-driver
- (vi). Recommendation of PI is necessary for vehicle pass in case of project employee.
- (vii). Copy Driving license of co-driver/ dependent as per column no 9 if any

12. PLACE OF FIXING/PASTING OF THE STICKER

- (i) For car's sticker on front glass wind screen left corner.
- (ii) For 2 wheeler's suitable place at the front where clearly visible.

Note:1) Please attach old pass/sticker(If Any)

2) Vehicle Passes for only serving employee's dependents will be issued

3) Initially a maximum of two stickers would be issued free of cost. Therefore, it would be on chargeable basis @ Rs 150 per unit for 4 Wheeler and @ Rs 100 per unit for 2 Wheeler.

(Signature of Applicant)

Recommended by PI
(In case of project employee)

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

(Pass No..... Sticker No.....)

Security Officer