UNIVERSITY ORDER

It has been observed that many personnel engaged by the university staff/students i.e. drivers, maids, aaya, workers etc. frequent the campus on regular basis. Keeping in view the safety of the campus, it has been felt that they should be properly documented and be issued passes for their entry to the campus. Accordingly, it is decided that all such students/university staff may fill up the form attached with this circular or collect it from the office of the Security Officer and deposit it in the said office latest by the 31st of October 2014 for issue of passes.

In case, the driver, maid, aaya or worker is changed/disengaged, the pass issued by the university should be returned to the office of the Security Officer by the concerned university staff/student.

Copy to:

1. All Deans (with a request to inform the students of their respective faculties).
2. All Heads of the Departments/Offices/Units (with a request to inform their respective staff).
3. Finance Officer.
4. University Librarian.
5. Controller of Examinations & Admissions.
7. P.A. to the Registrar.
Form – I

Jamia Hamdard
Hamdard Nagar, New Delhi-110062

Details of the personal driver

Name of the employee/student........................................ Designation............ Dept/Faculty........
Registration no of vehicle............................................ Type of vehicle.............. I employed a
driver on my personnel car whose detail is given below.

1. Name of the driver.
2. Father's name of driver.
3. Driving License no.
4. Validity of driving License.
5. Licensing authority.
6. Detail of police verification.
7. Present address.
8. Permanent address.
9. Tele No/ Mob No of Driver

(Signature of driver)

The above information is correct to the best of my knowledge. I hereby undertake that in case the said driver is
released / changed from the work the pass shall be returned to the Security Office immediately.

(Signature of employer)

Verified by:-

(Signature of HOD & Seal)

Pass No ........................................ Validity ........................................

(Signature of Security Officer)

Approval of the Registrar

Note:- Please attach the following documents-
   i). Photo copy of driving license.
   ii). Photo copy of address proof.
   iii). Photo copy of Police verification.
Form – II

Jamia Hamdard
Hamdard Nagar, New Delhi-110062

Details of the Worker/Supplier

Name of the employee/student: ____________________________ Designation: ____________________________ Dept/Faculty: ____________________________
I employed a Maid/ Ayya/ Worker/ Helper/ Supplier/ Vendor at my flat/ shop/site: ____________________________ whose detail is given below.

1. Name of worker/supplier/vendor.
2. Father’s name.
3. Present address.
4. Permanent address.

5. Tel. No & Mob. No.
6. Purpose of engagement.
7. Detail of the police verification.

Affix passport size photograph of the Worker
(Self attested photograph)

(Signature/Thumb impression of worker)

The above information is correct to the best of my knowledge. I hereby undertake that in case the said worker/ helper is relieved/changed from the work, the pass shall be returned to the Security Office immediately.

(Signature of employer)

Verified by:–

(Signature of HOD & Seal)

Pass No: ________________ Validity: ________________

(Signature of Security Officer)

Approval of the Registrar

Note: Please attach the following documents:
1. Photo copy of address proof.
2. Photo copy of Police verification.