



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur
P.S- Tekari, District- Gaya (Bihar) PIN- 824236

CUSB/203/2019/
Dated : 19.02.2019

NOTIFICATION

Subject: Policy/Guideline for CUSB vehicle sticker.

1. Vehicle stickers are properties of the CUSB and are liable to be withdrawn/ cancelled at any moment without assigning any reason.
2. All vehicles entering the campus be required to obtain Entry Slip (for one time entry) or permanent pass i.e. vehicle sticker.
3. Validity of a sticker for a regular employee shall be for 02 academic years and for a contractual employee one academic year. For this purpose, an academic year shall be considered from 01 July to 30 June. A sticker issued during any time in an academic year shall expire at the end of applicable academic year. Moreover, the sticker's validity shall expire with termination of an employee's services to CUSB and /completion of academic programme for a student/research scholar.
4. The stickers shall not be considered valid without signature of proctor of the university or person from the proctorial board designated for the purpose.
5. In case, if any student/employee of the university leaves the programme/services before completion of the validity of the sticker issued to her/him, he/she must surrender the sticker to the issuing authority immediately failure which the same shall get automatically cancel.
6. The colour of the base, of sticker will be red for employees, light green for students and white for the rest.
7. Validity of other than employee will be decided as per programme of students or contract of contractor or as the case may be.
8. Vehicle sticker will be issued for bike, bus, car etc.
9. Stickers for hired vehicle will be collected by the coordinator of that vehicle and coordinator will be responsible for that vehicle's passengers, drivers and co-driver. Coordinator of the hired vehicle will also arrange a photo pass for the driver and co-driver of the vehicle. Coordinator may be an employee or a student.

P. K. Singh



10. Size of the sticker will be 6 x 6 inch (appx).
11. For obtaining vehicle sticker, duly filled-in application form (available on CUSB site) recommended by Head of the Department/Section/ Unit should be submitted to the pass section.
12. Above application should be supported by (i) copy of Vehicle Registration Certificate, (ii) copy of insurance cover note (iii) copy of Driving License of the owner/user and (iv) copy of CUSB ID. The original copies of the above mentioned documents should be produced in the Security Unit at the time of submission.
13. In case of other driver(s) (family members/ relatives residing with the employee), copy of driving license of other driver(s) should also be submitted.
14. Vehicle sticker be issued for the employee whereas dependents will get.
15. In case a permanent employee residing on the campus has more than one motorized vehicles on his/her name or on the name of family members residing with him/her (as declared in the form submitted to the institute) separate vehicle sticker will be given for respective vehicle. Separate documents will have to be submitted for each vehicle.
16. An application form submitted by contractor/sub-contractor for issuing vehicle pass should be duly recommended by engineering section with appropriate documents.
17. In case of other drivers (residing on the same address), copy of driving license of other drivers should also be submitted.
18. It may take minimum 03 working days to issue a vehicle sticker.
19. Per vehicle sticker charges shall be @ INR 10.00 per sticker which is subject to revise without prior notification.
20. Documents will be received during working hours at CUSB main gate.
21. The applicant needs to take printout of application form for "CUSB vehicle sticker/pass" from CUSB website.
22. CUSB vehicle sticker will be issued to :-
 - i. Ph.D. Students staying with or without family on the campus / Project Employees/ Contractual Employees/ those on Work Assignment;
 - ii. Contractors/ Sub-contractors;
 - iii. Residents of CUSB campus;
 - iv. Suppliers/ Vendors- those who are frequent to CUSB campus;
 - v. Permanent and temporary employee of the CUSB;
 - vi. No sticker shall be issued for CUSB official vehicle.

This issues with the approval of the competent authority.

Pud...
18.2.19
Registrar

Copy to:-

1. All concerned: for information
2. The PS/PA to HVC/PVC/Registrar/FO/COE:- for information
3. IT section- for uploading on CUSB website
4. Guard file:- for record



**CENTRAL UNIVERSITY OF SOUTH BIHAR
APPLICATION FORM FOR CUSB VEHICLE STICKER/PASS**

**For Employees CUSB/ Students CUSB/Contractor /Vendors/Contract workers/Work Assignment/
Others.....**

Photo

1. Name of Applicant.....
2. Designation(In case of student- class,semester & batch).....
3. Department / Section
4. Name of Father / Spouse
5. Address for correspondence
6. Mobile no (E-mail)
7. Driving License No.....Validity(Date).....
8. Details of Vehicle(s):

SNo	Vehicle Registration No	Insurance (Validity) (DD/MM/YYYY)							Type	Make& Model	Color	
		D	D	M	M	Y	Y	Y				Y
		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, (if any)
- IF 'YES' the particulars of driving licese:.....

10. Following self-attested enclosures are required with this form:

Please put✓ or X (specify the reason in case of X)

- (i). A copy of vehicle's Registration paper ()
- (ii). A copy Comprehensive Insurance of vehicle ()
- (iii) A copy of valid Driving license ()
- (iv) A copy of driving license & photo of co-driver(s) ()
- (v).A copy of Appointment letter/ CUSB I Card ()

Note: 1. Please attach old vehicle pass (If Any)

2. Vehicle sticker charges shall be of Rs-10/- per sticker for fresh issuance.

3. Re-issuance of sticker shall be done on payment of Rs 50.00/- pre sticker.

Recommended by HOD/Section/Unit-in-Charge

UNDERTAKING

I hereby undertake that all the information and documents submitted by me to get CUSB vehicle sticker/pass are correct, if found wrong necessary action can be taken against me without any notice including banning the entry of the vehicle in the campus and/or fine.

I undertake that while plying the vehicle in the campus of the CUSB, 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 in the campus; or when the period of validity shall have expired by efflux of time. I undertake that I will:

- A. Follow all the rules and regulations of the university and cooperate with security personnel of the university;
- B. Wear helmet while driving a motorbike;
- c. Not make triple-ride on a motorbike ;
- d. Not use cell phone while driving.

(Signature of Applicant)

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

Verified from AAdhar Card/University ID Card vide.....

Receipt no.....amount.....date.....

(Issued sticker No.....)

Valid up to.....

FOR SECURITY,CUSB