

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

Dated: 10.10.2014

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.



(M.A. Zargar)
Registrar (Officiating)

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.
6. System Analyst (for uploading on the website).
7. P.A. to the Registrar.

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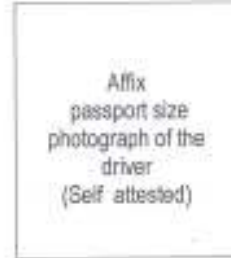
Details of the personal driver

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.

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Details of the Worker/Supplier

Name of the employee/student.....Designation.....Dept/Faculty.....
I employed a Maid/ Ayyal/ 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. Tele No & Mob No.
6. Purpose of engagement.
7. Detail of the police verification.



(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-

- i). Photo copy of address proof.
- ii). Photo copy of Police verification.