



Control No. 12
Dated: 15/07/2019

NOTIFICATION

Subject: Policy/Guidelines for CUSSB vehicle sticker.

1. Vehicle stickers are properties of the CUSSB and are liable to be withdrawn/ cancelled at any moment without assigning any reason.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 CUSSB 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 him/her, 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 first vehicle will be allocated by the coordinator of that vehicle and coordinator will be responsible for that vehicle's passengers, drivers and co-driver. Coordinator of the first vehicle will also arrange a photo pass for the driver and co-driver of the vehicle. Coordinator may be an employee or a student.

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