

**GUIDELINES AND INSTRUCTIONS FOR ISSUING VEHICLE STICKER**

1. All the regular staff members using cars/two-wheelers to visit the institute or residing in the campus may apply for regular car stickers.
2. All other affiliated personnel/students/researchers/trainees may apply for a temporary car sticker. Tenure of the temporary sticker may be extended/curtailed as per approval.
3. Application should be filled in capital letters.
4. Only vehicles with a valid and appropriate sticker may be allowed to enter specific areas. Vehicles without stickers will be allowed to stay overnight in the campus only with prior intimation/approval of the Institute.
5. A photocopy of the (1) Certificate of Registration (RC), (2) Driving License (DL) and (3) NIPGR Identity Card must be submitted with the application form for applying sticker.
6. An individual may be allowed to request for stickers only for those vehicles, which are registered in the name of the employee or its declared family members. However, it may be noted that the privilege accruing from the use of sticker applies to only that vehicle for which it has been issued. Access and parking privileges may be revoked any time for those who violate this policy.
7. The Administration Division will manage the stickers. The physical attachment of the sticker on the vehicle will be done by personnel from their office. The sticker should be pasted on front windshield of the four-wheeler and/or on the front side of the two-wheeler.
8. At NIPGR, the sticker shall authorize the vehicle to both, enter the premises and park. The authorization of parking space in the campus is further subject to rules and guidelines prescribed in this regard by the Institute.
9. Lost sticker shall be subject to a fee of ₹ 500/- for re-issue.
10. The sticker is non-transferable. In case the sticker is lost or damaged, intimation should be given to the Administration Division immediately.
11. The car sticker must be removed to get no-dues certificate, before removal of the name of concerned staff member from the roles of the Institute.

National Institute of Plant Genome Research  
New Delhi

**Proforma for issue of Vehicle Sticker (Permanent)**

1.	Name of the Applicant	
2.	Designation	
3.	Date of Birth	
4.	Date of retirement	
5.	Residential Address	
6.	Residential Telephone Number	
7.	Mobile Number	
8.	Office Telephone Number	
9.	Driving License No. & Date of Validity	
10.	Vehicle Registration No. and date of Registration	
11.	Type of Vehicle (Car/Scooter/Motor Cycle)	
12.	Please attach self-attested photocopies of following documents	1. RC 2. Driving License 3. NIPGR Identity Card

I further state that the above vehicle is registered in my name/in the name of my family member\_\_\_\_\_ and I take full responsibility of above mentioned vehicle in case of any untoward incident due to involvement of my vehicle. It is therefore requested to kindly issue me a sticker to enable my entry/exit through the gates of the Institute.

- (a) I shall deposit/renew the sticker after the expiry of the same.
- (b) Copies of the required documents of the vehicle are enclosed.

Date:

Signature of Applicant

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**For Office Use Only**

A vehicle sticker bearing Serial Number ..... is issued to the applicant. The Sticker issued dated: .....

**Dealing Assistant**

**Administrative Officer  
Manager**

National Institute of Plant Genome Research  
New Delhi

**Proforma for issue of Vehicle Sticker (Temporary)**

1.	Name of the applicant	
2.	Designation	
3.	Whether Contractual/Outsourcing Staff/ student/ project staff / Fellow	
4.	If outsourcing staff, name of the agency & its contact number (owner)	
5.	Driving License No. & Date of Validity	
6.	Vehicle Registration No. and date of Registration	
7.	Type of Vehicle (Car/Scooter/Motor Cycle)	
8.	Residential Address	
9.	Office Telephone Number	
10.	Mobile Number	
11.	Residential Telephone Number	
12.	Please attach self-attested photocopies of following documents	1. RC, 2. Driving License, 3. Identity Card 4. A letter from the Outsourced agency

I further state that the above vehicle is registered in my name/in the name of my family member\_\_\_\_\_ and I take full responsibility of above mentioned vehicle in case of any untoward incident due to involvement of my vehicle. It is therefore requested to kindly issue me a sticker to enable my entry/exit through the gates of the Institute.

- (a) I shall deposit/renew the sticker after the expiry of the same.
- (b) Copies of the required documents of the vehicle are enclosed.

Date:

Signature of Applicant

Recommendation of the In-charge/supervisor

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**For Office Use Only**

A vehicle sticker bearing Serial Number ..... is issued to the applicant. The sticker issued dated: ..... The sticker is valid up to .....

**Dealing Assistant**

**Administrative Officer**

**Manager**

National Institute of Plant Genome Research, New Delhi

**Administration Division**

**Policy for traffic regulation from Main Gate, NIPGR**  
**(Verification to be done at Gate No. I & II, NIPGR)**

Sl. No.	Types of Access	System to be adopted
1.	All vehicle holding Permanent/ Temporary NIPGR Vehicle Sticker	Free access, the security staff may stop the vehicle for checking during entry/exit.
2.	All vehicle holding Permanent/ Temporary JNU Vehicle Sticker	Free access, the security staff may stop the vehicle for checking during entry/exit.
3.	Emergency Vehicles (Fire, Police, Ambulance)	Allowed, registration number & place of incident in the campus to be entered in the visitor register. The security staff will direct/escort the vehicle to the place of incident.
4.	Public Transport (Buses) / School (Bus/Taxi)	Not allowed in normal routine. If otherwise allowed with prior approval from Administration, entry will be made in the Register on entry/exit with Registration Number and purpose.
5.	Service/facilities vehicles (postal, bank, milk van, LPG distributor, etc.)	Entry will be made in the Register on entry/exit with registration number.
6.	Personal vehicles four wheeler/ two wheelers (without NIPGR sticker)	During entry after verification of the destination by the security staff, token will be issued. Token No., Registration number, visitor name, host name will be entered in the visitor register along with duration of stay in the campus. Out time will be mentioned while returning the token during exit from the campus.
7.	Commercial vehicles (taxi, cab, BPO vehicles) / Three wheelers (Auto-rickshaw)	During entry, after verification of the destination by the security staff, may be allowed by recording details in the Register of entry/exit, maintained at the main Gate.
8.	Other govt. vehicles, embassies vehicles	During entry, after verification of the destination by the security staff, may be allowed by recording details in the Register of entry/exit, maintained at the main Gate.
9.	Delegations for official meetings	To be escorted by security staff from the gate. Prior intimation to security is required.
10.	Pedestrian/Bicycle	Permitted only with NIPGR and JNU I-Card/entry pass. While entry pedestrians/Bicycle rider will make entry in the entry register available with the guard.

## General Instructions for Main Gate, Gate I & II and Building entrance

1. No outside person is allowed in the campus without any bona fide reference.
2. Visitors' with cars/two wheelers need to enter the visitors' register at the main entry gate. A visitors' token will be given to them, which will be returned at the main gate during exit. Visitors may need to show the token when entering through the inner gates.
3. After 10:00 p.m., the detail should be enquired from the guest as well as host. In case of any suspicion or security issue, the host may submit clarification in person at the Gate(s).
4. Gate will remain closed between 10:00 p.m. to 06:00 a.m., and will be opened in-between only as per requirement.
5. No vehicle parking should be allowed near the Gate(s).
6. All residents of campus/visitors have to declare their identity to the Security Staff on duty, when asked to do so. In case of suspicion, the identity may be confirmed by the resident member/host.
7. Outsiders are not allowed for general visit in campus for canteen, etc.
8. Visitors may be allowed after confirmation from the host, if required and after entry in Visitors Register. Proper entry is must for all such visitors along with host address. Visitors need to sign out in the register during exit. Visitor's car pass is required to be collected from the Visitor at the time of exit from the main gate.
9. For admission/enquiry purpose, visitors are allowed only during office hours for that particular destination. Proper entry is must for all such visitors.
10. List of all the domestic help/workers of agencies or vendors/suppliers, engaged by the respective residents, to be provided to the NIPGR office. Security at the gate I and II may check their identity, if required.
11. Contact numbers of all the owners of outsourced agencies to be at the Main Gate of the Institute.
12. No salesman, hawker, media person, reporter allowed without reference.
13. Newspaper vendor/Kabadiwala approved by NIPGR, are allowed only in restricted periods as per instructions.