



GOVT. OF NCT OF DELHI
MAULANA AZAD MEDICAL COLLEGE; NEW DELHI
(PURCHASE BRANCH)

No. F.32(1844)/MC/PUR/20-21/

dated

Circular

It has been decided to issue to fresh vehicle pass to the Faculty Members/Staff Members and Students to MAMC to monitor the proper security arrangements, Accordingly, all the Faculty Members/PG/SR/Staff Members working in this institution are requested to apply for fresh pass as per the enclosed proforma to security Incharge (MAMC), within seven days of issue of this letter. The validity of all the vehicle passes issued earlier prior to this circular will become invalid after 15/01/2021.

This issue with the approval of Ld. Dean (MAMC).

Administrative Officer Co-ordination

No. F.32(1844)/MC/PUR/20-21/ 22431

dated 28/12/2020

Copy forwarded for information and take necessary action to:

1. All the Head of Department/Branch In-Charge (MAMC).
2. In-Charge, Lan & server With the request to upload on the website of MAMC.
3. P.A to Dean MAMC.

Administrative Officer Co-ordination



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Proforma for issuance of Vehicle Pass

Photo

&

Signature

Sr. No.	Particular	
01.	Name of the Employee	
02.	Designation of the Employee	
03.	Currently working in the Department/Branch	
04.	Vehicle Registration Number	
05.	A copy of Vehicle RC (Should be enclosed)	
06.	A copy of Office Identification Card (Should be enclosed)	

HOD/Branch In-charge sign with stamp

Comments & sign of Security Officer (MAMC)

*In case the vehicle is not registered in the name of the employee an undertaking submitted by the owner that he has not any objection for the same.