

PANJAB UNIVERSITY, CHANDIGARH

No04-100/R/DS
Dated:17.01.2023

Office Order

It is an established practice that whenever any official/domestic item go out of the University Campuses, gate pass for such item signed by the Chairperson/Head/Director/Coordinator of the concerned Department/Institute/Centre is a pre-requisite. In case of Hostel property, the Warden of the concerned Hostel signs such Gate Pass and if any material/goods/items are taken out of the Administrative Block, the Gate pass is issued by the concerned Deputy Registrar/Assistant Registrar or the Controlling Officer of the Branch/Office. After verification, such Gate Pass/es is/are countersigned by the Chief of the University Security, and only after it the item/s is/are allowed to be taken out of the University. However, of late, it has been observed that gate passes are not obtained from the concerned controlling authority and items are being taken to the University gates for taking them out of the University.

In view of above, all concerned are directed to follow the said established practice in its true spirit so as to allow the Chief of University Security to let the items pass the University Campuses/Gates.

Sd/-
Registrar

Issued to: -

1. All Chairpersons/Directors/Coordinators/Wardens and Heads of all Non-Teaching Departments/Branches/Offices of the University at Chandigarh.
2. Secretary to VC for kind information of the Hon'ble Vice Chancellor.
3. The Chief of University Security for information and necessary action.