

VU/Notice/2020-2021/15

Date: 20/03/2021

## **NOTICE**

This is to inform all the faculty and staff members of Vishwakarma University Pune that the following Gate Pass procedure is implemented for the Vishwakarma University Campus with immediate effect.

For moving any material/equipment/instrument / furniture item or any item with the University dead stock number out of the campus for any purpose need to follow the following procedure

1. Fill the Gate pass procedure form
2. Get the approval from concerned HOD/ Section Head
3. Get the Approval From concerned Dean/ Officer
4. Get the Approval from Infrastructure & Campus management, VU
5. Need to show the copy of same gate pass to Security staff on main gate of campus (entry in the register kept at security point)
6. Carry the permitted item out of the campus
7. Once the same item is brought back in campus need to update regarding it to HOD, Dean, Infrastructure & Campus management, VU through a separate form

Sd/-

Registrar

Vishwakarma University, Pune

CC: VP Office, VC Office, Officers of University, All Deans, All HODs, Accounts



**VISHWAKARMA**  
**UNIVERSITY**  
*Maximising Human Potential*

A State Private University under Government of Maharashtra.

Survey No. 2, 3, 4 Laxmi Nagar, Kondhwa Budruk, Pune - 411 048. Maharashtra, India.

Contact : (020) 26950301, 26950302 | Fax : (020) 26950304

Website : www.vupune.ac.in | Email : connect@vupune.ac.in

## Gate Pass-Return

I&C/GP/Gen/008

Gate Pass R. No.: I&C/GP/DeptName/Year/00 Date:

Vehicle No.: Delivery Mode: By Hand/Vendor

Packages:

Gate pass No. Gate Pass Date:

Name of the Vendor: Contact No.:

Dead Stock Number of Item:

Approval:

Requirement given by: Contact No.:

Sr.NO.	Name of Item/Goods	Quantity	Condition of Item/Goods

Name & Sign of Indentor

HOD

DEAN

Infrastructure and Campus  
Management

Checked By

Material Received in good Condition

Vishwakarma University, Laxmi Nagar , Kondhawa, Pune

Date: Time:

Security Signature:





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## Gate Pass

I&C/GP/Gen/007

Gate Pass No.: I&C/GP/DeptName/Year/00 Date:

Vehicle No.: Delivery Mode: By Hand/Vendor

Packages: Return date:

Name of the Vendor: Contact No.:

Dead Stock Number of Item:

Approval:

Requirement given by: Contact No.:

Sr.NO.	Name of Item/Goods	Quantity	Description/Reason for taking out

Name & Sign of Indentor

HOD

DEAN

Infrastructure and Campus  
Management

Material Received in good Condition

Vishwakarma University, Laxmi Nagar , Kondhawa, Pune

Date: Time:

Security Signature:

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