

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**(Workshop & Maintenance Section)**

WMS-17014/1/2023-WMS

Date: 08.12.2023

CIRCULAR

With the approval of the Competent Authority, new Vehicle Sticker has been provided/issued to the employees, staff etc. Employees working under the umbrella of NIHFV may apply for new Vehicle Stickers from 15.12.2023 to 25.12.2023, so that, the new sticker may be issued on or before 31st Dec, 2023 and made in-force w.e.f. 01.01.2024 for the strengthening of the Institute's security system. Therefore, it is requested that all the owners of two OR four-wheeler vehicles, kindly apply for the same in the existing vehicle sticker form available on the Institute's website (Same is also enclosed as ANNEXURE-1) and duly filled application form may be forwarded to WMS after verifying through their concerned Administration.


It may be please noted that the applicant should enclose the R.C. of the respective vehicle along with the I-Card of the organization, incase, the vehicle is not in the name of the working employee then the photo I-D proof of the concerned person along with declaration of relation with them.

The Sticker against the application applied may be collected from the WMS after 02 days from the form submission date. The coordinating officer from the WMS will be Mr. Shiv Charan, Security-In-Charge(Extension No.164) & Mr. Rajesh Yadav, UDC (Extension No.163).

Further, it may be noted that NO stickers will be issued to vehicles with commercial numbers, visitors, e-commerce delivery boys, etc. In addition to that, for visitors/outsideers etc. the Institute had made a mechanism of token system & the same will also be effective from 01.01.2024.

Vehicles without stickers will **NOT** be parked (beyond permissible working hours) in the Institute's premises after 01.01.2024.

This issues with the approval of the Competent Authority


(Amar Nath Gupta)
Workshop and Maintenance Officer

For Information:

1. SPA to Director
2. PA to D.D (Admin.)
3. All HODs and Sectional Head
4. Faculty In-charge, WMS
5. In-charge, Admn.I & II –for verification
6. I/C Computer Centre- for uploading on E-office & Institute website
7. Notice Board.

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Performa for Vehicle Sticker

Where do you live: Inside NIHFW Campus

Staff: Permanent (NIHFW)

Outside NIHFW Campus

Project/contractual/Others

Details	Details of the Vehicles	Vehicle Registered on the		Sticker No.	Signature of Official
		Name of Official/ Dependent	Relation		
Name	Registration No.				
Designation					
Contact No.					
Email ID					
Address	Make				

* Official ID Card/Appointment letter must be enclosed along with this Performa.

* Registration Certificate of Vehicle must be enclosed with this Performa.

* In case if the vehicle is registered on the name of the relative of the applicant than ID of the relative along with the applicant ID should be enclosed.

Section Incharge/HoD