

Central University of Punjab, Bathinda
Security Office

GUIDELNES FOR ISSUANCE OF SECURITY PASS

- (a) It is mandatory for all frequent visitors (House Helps, Drivers, Contactors / Shop Owners, Workers / labourers employed by Contractors / Shop Owners etc.) to get Security Passes issued.
- (b) The individual (Staff / contractor etc.) employing or availing services are to apply for Security Pass for their hired labourers/workers/House Helps, drivers etc. on a prescribed application performa and by providing the required details.
- (c) The contractors / Shop Owners etc. are to apply for themselves on the basis of work order / contract / allotment order issued by the University.
- (d) The Security Passes for Workers/Labourers/House Helps etc. shall have initial validity of 01 to 03 months (depending upon requirement) and may be renewed subsequently on request of the indenter on prescribed application performa.
- (e) The Security Passes of Contractors/Shop Owners etc. (who have long term engagement with the University) shall have an initial validity of 06 months and may be renewed subsequently after verifying the period of further engagement on individual's request on prescribed application performa.
- (f) The Security Pass bears a preprinted / stamped four digit Unique No.
- (g) Fee for issuance of Security Pass is Rs.30.
- (h) If individual lost his/her Pass, a penalty of Rs.300/- shall be imposed to get another Pass issued.
- (i) A defaced / damaged Security Pass shall be reissued at the initial issue cost after surrendering the damaged pass.
- (j) The fees for issuance of the Security Pass is to be paid using the Misc. Fee Collection System of the University.
- (k) Holding valid Pass does not entail checking free entry to the University Campus. Pass holders have to stop and show the pass to the Security Personnel at Main Gate. The Security Personnel should record their entry and exit time using Pass Number in the designated registers.
- (l) Entry and Exit of the Security Pass holders is allowed from Main Gate only.
- (m) Security Pass is mandatorily required to be worn around neck while being on the University Campus.

In-charge Security