

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-110029
(SECURITY DEPARTMENT)**

F.No.11. Security /Circular/2018

06.08.2018

CIRCULAR

Sub: - INTRODUCTION OF NEW AIIMS VEHICLE PARKING STICKERS

It is brought to the notice for all concerned that new pattern AIIMS vehicle parking stickers have been prepared which will replace the entire previous pattern vehicle parking stickers. The validity of the new AIIMS vehicle parking sticker will be till 31.12.2019 however competent authority reserves the right to alter the validity period based on necessity or any other administrative requirement. Following guide lines are issued for smooth distribution of new stickers and to prevent their misuse:

1. Only bonafide employees (faculty, permanent staff and students) of AIIMS are entitled for AIIMS vehicle parking stickers on producing required documents. (Project & contractual staff of AIIMS will be issued temporary vehicle parking sticker)
2. The distribution of stickers will start from **07.08.2018** and close by **15.10.2018**. Following documents are required to obtain new parking stickers:

- a. **AIIMS ID Card along with a photocopy.**
- b. **Original RC(in the name of employee only) along with a photocopy.**

3. **Old pattern stickers** will become **invalid w.e.f 16.10.2018** and vehicles bearing same will be denied access to earmarked parking or permitted areas for AIIMS employees. In addition displaying old pattern AIIMS vehicle parking sticker on vehicle after 15.10.18 will be treated as violation of departmental instructions.

4. No sticker will be given by hand. Detailed security staff will themselves stick it on the vehicle and take photograph for record, clearly showing the sticker and vehicle registration number.

5. Stickers will be distributed on each **Tuesday** and **Thursday** from **07.08.18** to **18.09.18** at **Community Centre** from **2.00 p.m. to 5.00 p.m.** and from Administrative Block reception counter from 19.09.2018 onwards till 15.10.2018 during office hours.

Your co-operation in this regard will be highly appreciated, as it would enable us to check the movement of unauthorized vehicles in the AIIMS campus and also help us in maintaining the parking space.

This issues with the approval of competent authority.

Satyendra Kumar
Chief Security Officer

Copy to: Officer In-Charge, Computer facility – For uploading on AIIMS website

Distribution :-

1. PS to Director/ DDA/ Sr. FA/ DS.
2. Medical Superintendent
3. The Dean/ Chief of all Centres
4. Head of the Departments/Sections/Units/Branch
5. Superintending Engineer
6. Duty Officer, Main Hospital
7. O.S.D. Office
8. Protocol Office

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Sajeer Plessa

Sh. Pawan Kumar for n. a. please

07/08/18