



Central Transport Cell

Ref. No.: VB/CTC/161/2025-26

Date: 23.02.2026

NOTIFICATION

Staff Vehicle-Parking Stickers

This is to inform all permanent employees of Visva-Bharati that those who have not yet submitted their application for the Staff Vehicle-Parking Stickers through the **prescribed Google Form** are hereby requested to do so.

An employee shall be issued a maximum of one four-wheeled vehicle and one two-wheeled vehicle pass. Eligible employees may complete and submit the form using the link provided below at the earliest.

Google Form Link: <https://forms.gle/vP93LDVQDVbXmwNc8>

The pass/s shall be valid till 31.12.2027, or, till the date of superannuation of the employee, whichever is earlier.

The following documents are required for the processing and issuing of parking stickers:

1. Copies of Visva-Bharati Employee ID (both sides)
2. Copies of Vehicle Registration Certificate (RC) of vehicle/s (both sides)
3. Self-declaration form (**ONLY in case the vehicle/s in use is not registered under the name of the staff/employee;** kindly note: that only vehicles registered under the name of father/mother, spouse (husband/wife), and son/daughter of the employee will be considered)

All details and documents may be uploaded through the Google Form only.

The Google Form link shall be **open and valid up to 28.02.2026 till 11:59 PM.**

Sd/-
In-Charge,
Central Transport Cell
Visva-Bharati

Vehicle Usage and Liability Declaration

(In case vehicle in use is NOT registered under Visva-Bharati employee's name)

This is for the information of all concerned that I, (Mr/Mrs/Ms/Dr/Professor) (name in BLOCK letters as in Visva-Bharati ID) with valid Visva-Bharati ID (for example 1996123) hereby do declare that the four/two (strike out whichever is unnecessary) wheeled vehicle bearing (registration number :..... (for example *WB 48 H 1234*) that I have been using and will continue to use in my daily visits to my place of work within the twin-campus of Visva-Bharati in Santiniketan and Sriniketan is registered under the name of my father/mother, husband/wife, son/daughter (strike out whichever are unnecessary).

The name of the registered owner of the aforementioned vehicle used by me is (kindly write name of the registered owner) and that he/she is my father/mother, husband/wife, son/daughter (strike out whichever are unnecessary) in relationship.

Furthermore, I shall bear ALL social responsibility and legal liability while using this vehicle and all matters and issues arising out of such usage of the vehicle by me shall be my sole responsibility to address and resolve.

Signed

Name:

Designation:

Department/Section:

Visva-Bharati ID:

Mobile number:

Date:

Place: