



**Central Transport Cell**

Ref. No.: VB/CTC/116/2025-26

Date: 17.12.2025

## **NOTIFICATION**

### **Staff Vehicle-Parking Stickers**

This is for information of all staff and employees of Visva-Bharati that vehicles – two- and four-wheelers (private motorcycles/scooters/motor cars, including electric vehicles, etc) – belonging to staff/employees with valid Visva-Bharati official IDs which are used by staff and employees during their official work in Santiniketan and Sriniketan must display a formal Visva-Bharati sticker. This will enable smooth and hassle-free parking of vehicles within the university premises.

An employee shall be issued a maximum of one four-wheeled vehicle and one two-wheeled vehicle pass. Two forms must be filled for two different (2 or 4) wheeled vehicles.

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 permanent employees of Visva-Bharati who have not filled the Google Form earlier for issuance of Vehicle Parking Stickers are hereby informed that they can now fill in the form ONLINE ONLY from 17.12.2025, 03.00 PM onwards.**

**Staff are requested to complete the form within the stipulated time (31.12.2025).**

NO OFF-LINE submission of documents will be required. All process is ONLINE only.

All details and documents may be uploaded through the Google Form whose link is given below:

**Google Form Link:** <https://forms.gle/i6CmoKrt7dXEnWwN7>

Kindly note that usage and parking of personal vehicles within university premises without the sticker will not be encouraged; all employees of Visva-Bharati are strongly urged to apply for the parking stickers within the stipulated time.

Sd/-  
In-Charge  
Security

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## **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: