



# Aliah University

(Under the department of Minority Affairs and Madrasah Education, Govt. of West Bengal)  
IIA/27, New Town, Kolkata - 700160, Phones: (033) 2341 6444, West Bengal, India

Memo No.- AU/REG/0806/2023

Date: 13/10/2023

## **NOTICE**

### **Subject: Gate-Pass guidelines.**

This is for information of all the concerned that the following guideline may be followed as diktat for all the items of the University premises at various campuses for everyday inward/outward through Gate of our University.

The purpose of this procedure is to keep track of goods movement of all the items going out and coming into the University premises at various.

- 1) For any items/goods to be moved out of the University, for any purpose of the University, it requires Gate pass, duly approved by the concern authority and the same will be submitted at the security point.  
On-duty security personnel, after verification, may allow the above mentioned items by entering the details in their respective register. Gate Pass form and relevant register may be collected from the Central Store by the Security Supervisor/Security-in-Charge only.
- 2) There are two types of gate passes, one returnable and other, non-returnable. Gate passes may be used even if small items are also issued to the employees/visitors/vendors/contractors etc., as applicable.

### **Standard operating procedures are as follows:**

#### **1.1. NON-RETURNABLE GATE PASS:**

University assets will be debarred/banned from going out without outward gate pass, duly signed by the authorized person (Head of concerned department or its representative) and as well as security-in-charge. Necessary details of such items are mentioned on the enclosed Outward Gate Pass.

The Outward Gate Pass shall be issued only during duty hours i.e. from 10.00 a.m. to 5.00 p.m. however, in case of emergency besides the duty hours, the Security Guard will collect consent from Security Supervisor who can issue permission after approval from concerned department. Rest of the formal procedures shall be followed on the very next working day by the Security Supervisor himself.

In case of bulk quantity (usually disposable and/or junk items), the security personnel may verify the items with the relevant proceedings of concern authorized person/committee accordingly.

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## 1.2. RETURNABLE GATE PASS:

There are certain returnable category items which requires outward gate pass including: warranty replacement, repair, and allocation of various articles from one place to another place. The outward gate pass contains all mentioned categories as mentioned above. The same gate pass is used to record outgoing items according to mentioned the category. A tentative date for return of the item (not exceeding 21 days) has to be mentioned on the returnable gate pass.

In case, repairable item is not received within 21 days, the matter is to be followed up by the Security Supervisor with the concerned Departments/Sections.

## GENERAL INSTRUCTION

1. In case of any discrepancy the matter is to be reported immediately to the supervisor and concern authority/person and item(s) to be kept on hold till further decision.
2. After filling the gate pass first/original copy of gate pass is to be given to the employees/visitors/vendors/contractors, second/duplicate copy is handed over to the security personnel at the respective security check point, third/triplet copy shall be given to store/concern Departments and fourth/quadruplet copy is retained in gate pass book under the custody of Security Supervisor.

*sdt*  
Registrar

Memo No.AU/REG/0806 (12)/2023-24

Date:- 13/10/2023

Copy to:

- 1) P.A to V.C for the information of the Hon'ble Vice – Chancellor, Aliah University.
- 2) Deans, Aliah University.
- 3) Finance Officer, Aliah University.
- 4) Controller of Examinations, Aliah University.
- 5) Dy. Registrar, Aliah University.
- 6) HODs/ HOD (Off.)/ In-Charge of all the concerned Department/Section .....
- 7) Chairman, Maintenance Committee, Aliah University.
- 8) Chairman, HMC Committee, Aliah University.
- 9) P.A to Registrar, Aliah University.
- 10) Security Supervisors, Aliah University.
- 11) Store-Keeper, Aliah University.
- 12) Mr. Rejuanul Hoque, Senior Assistant - requested to upload on the University Website.

*[Signature]*  
Registrar

New Town Campus: Phones: (033) 23416444 Tele Fax: 91 33 29860252

Park Circus Campus : 17, Gora Chand Road, Kolkata – 700014, Phone (033)- 23416406

Taltala Campus: 21, Haji Md. Mohsin Square, Kolkata-700016, Phone: (033) 2249 1986

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