

Pir Mehr Ali Shah

Arid Agriculture University Rawalpindi

Office of the Estate Care/Security

No. PMAS-AAUR/ECO/ 490

Dated: 25-2-24

Circular

It is circulated for the information that following SOP's will be observed for visitors/guests of university employees/residents:


1. All university employees are required to intimate well before time regarding the visit of their guests on following numbers: -
 - a. 051-9292164 – Security office
 - b. 0334-8103179 & 03454055900
Security Supervisor Morning Shift (Rashid Mehmood)
 - c. 0321-5108579 & 0335-8044270
Security Supervisor Evening Shift (Shahid Mehmood)
2. In case, the guest on vehicle, additional information will be provided to the security office i-e vehicle model/number/color and tentative time of arrival at gate.
3. If no security person is contacted on given numbers, then attached performa will be filled and provided on relevant gate.
4. In case there is no intimation to security in this regard due to any reason, the guest/visitor will be allowed after proper investigation and verification from the relevant university employee after depositing original ID Card on Gate # 1.
5. In case, guests intend to stay/visit university guest house, they will use gate # 3 for entry/exit.
6. In ease of university employee's guest/visitor following indications (information) are being shared:
 - a. During official hours' entry/check in by gate # 1 and exit/ check out from gate # 4
 - b. In case visitor intends to visit residents they are required to enter/exit from gate # 3

In case of any complaint/query kindly intimate on following numbers: -

Registrar's Office / Principal Officer (EC/S)	051-9292122
Consultant EC/S	0300-5440937
Assistant Registrar (EC/S)	0333-7687369

Your cooperation will be required to provide the best services to the visitors/guest.

Note: Performa will be available on university website and hard copies are available at security office.


Principal Officer
Estate Care & Security

Visitors Performa

Detail of University Employee

Name:	
Designation	
Department	
Contact #	
Address (University Colony)	

Guest Details

No. of guest/s	
Name: (Atleast one Person)	
CNIC	
contact #	

Guest's Vehicle Details (Optional)

Vehicle #	
Model	
Color	

Date & Time (Visit)

_____ Date _____ Time _____

Pupose of visit	Personal	Official
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Signature _____
University Employee

ASSISTANT REGISTRAR
(Estate Care/Security)
PMAS-Arid Agriculture University
Rawalpindi