Guidelines for issuing of RFID enabled vehicle pass

1. The applicants should fill in the form available at the following URL-
http://www.iitk.ac.in/new/data/IIT-Kanpur-Security/Vehicles%20Form-Employee-student.pdf

2. In case any employee/student is using vehicles registered in the name of a relative he/she should also have to submit an UNDERTAKING. It can be downloaded from-
http://www.iitk.ac.in/new/data/IIT-Kanpur-Security/Vehicles%20Form-Undertaking.pdf

3. The cost of RFID enabled vehicle pass is Rs. 140/- (per vehicle).
Payment procedure (to be followed till 31st March, 2016):
Employees: The applicants will have to write his/her name and PF number and sign a letter authorization the account section to deduct this amount. Thereafter, this amount will be deducted from his/her salary.
Retired employees and students: They should deposit the amount in the account section and submit the receipt to the security section.

Security Section will not collect any cash/cheque for this purpose.

4. If lost or damaged, duplicate card/tag can be issued on payment basis.

5. Validity of registration certificate, certificate of insurance, driving license and a recent photograph are mandatory.

6. If your form mentions a co-driver or a dependent their driving license and photograph should also be attached.

7. The filled-in form along with all necessary documents can be submitted to the security officer on any working day during working hours. After due verification, RFID tagging of vehicle will be done at the Main Gate on Tuesdays and Fridays during working hours.

8. **Features of the vehicle pass system**–
– One sticker and RFID tag for the vehicle
– One RFID card for the owner/co-driver/dependent mentioned in the form
– One transparent card holder will also be pasted on the vehicle for placing the card on the vehicle.
– The barrier will open after dual authentication (when the number of RFID tag on vehicle and RFID card issued to you will match).
– The RFID tags on the vehicle are tamper proof and will get damaged if one takes it off to paste again.

9. The security section will not be responsible for loss, theft or damaged of the tag/card.

10. **Validity of RFID enabled vehicle pass will be as follows**-

a) <u>Regular Employees</u>- Five years from the date of issue or till the date of retirement, whichever is earlier. The RFID enabled vehicle pass can be renewed after the expiry period without any payment (if tag/sticker/card is not to be replaced).
b) <u>Project Employees</u> - As per tenure of employment mentioned in the appointment letter.
c) <u>Students</u>- For the duration printed on the ID card.
d) <u>Retired employees</u>- Two years from the date of issue. The RFID enabled vehicle pass can be renewed after the expiry period (if tag/sticker/card is not to be replaced).

11. The system will not accept your tag/card after the date of expiry of vehicle registration certificate, certificate of insurance, or driving license. Once renewed, send a copy of the renewed document to the Security Section and the required fields will be updated accordingly.

12. For driving license 30 days grace period will be provided after the expiry date as per the guidelines of the Department of Transport, Govt. of UP.