



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2025-26/172

Date: 24-11-2025

CIRCULAR

MANDATORY REGISTRATION FOR VEHICLE PASS

As per the direction from competent authority, this is to inform all Students, Faculty members and Staff of Assam down town University that, obtaining a Vehicle Pass (Both two wheeler and Four wheeler) is being made mandatory for all vehicles entering the University premises. All stakeholders are hereby directed to register themselves at <https://adtU.in/vehicle-pass> to obtain the Vehicle Pass. During registration, it is compulsory to upload the following documents:

1. Registration Certificate (RC) of the vehicle.
2. Driving License (DL) of the applicant.

Please note that if the RC is not in the applicant's name, a No Objection Certificate (NOC) from the original owner must be uploaded along with the application.

Therefore, all are hereby requested to complete the registration process at the earliest to ensure smooth entry and avoid any inconvenience.

Students should use their Enrollment ID and Staff to use their official email ID or ERP for validation process..

The staff who do not have access to any of the above are requested to visit IT Cell (B524) for the same.

The following amount need to be paid for the vehicle pass.

Two wheeler: Rs. 100/-

Four wheeler: Rs. 200/-

The process flow is hereby attached with this Circular for ready reference.

(Dr. Ashim Barman)
Registrar,
Assam down town University.



ASSAM
down town
UNIVERSITY

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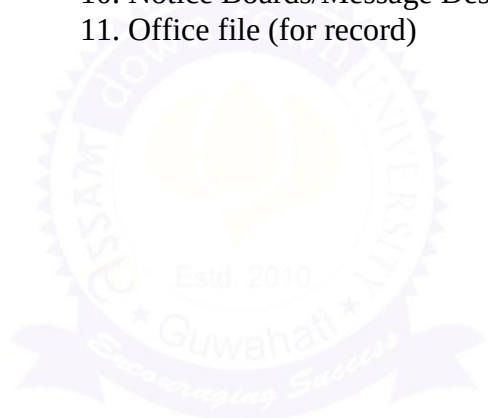
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Copy for favour of their information to:

1. PA to Vice Chancellor, AdtU
2. PA to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
9. HR Office
10. Notice Boards/Message Desk (For display)
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