



ANNA UNIVERSITY

SARDAR PATEL ROAD, CHENNAI – 600 025.

REGISTRAR

Phone: 044 2235 7004

Email: registrar@annauniv.edu

Date: 20.02.2026

CIRCULAR

Sub: Anna University – Entry Pass to Contract Workers- Reg.

Deans, Heads of Departments, Directors of Centres, and Unit Officers are requested to provide the name(s) of contractor(s)/service personnel to the Planning and Development Office for the issuance of Entry Passes.

It is further informed that, all contract workers engaged in civil works should enter the campus through the **MAIN GATE** between 7:00 am and 8:00 am. The firm's supervisor should be present at the time of issuing the pass for identification purposes, and the workers' names shall be recorded in the register. At the time of exit, the supervisor concerned must also be present to return the passes and ensure that no worker remain inside the campus for any reason. Prior permission from the University authorities must be obtained for any work extending beyond 7:00 p.m.

For repairs/service/maintenance staff coming from the firms to Departments/Centres/Unit Offices, entry passes shall be issued only upon a request made by the respective HoD/Director/Unit Officer through google form at least one day prior to the scheduled day of visit. Passes will be issued only after submission of the required details through the prescribed Google Form. The link for the said Google form is given below and also made available at homepage of Anna University <https://forms.gle/kfzakb6uKPKzg7aCA>.

The Security Officer is instructed to verify the details of workers / personnel and should make proper entry in the register. The duly signed register sheet must be submitted to the Office of the Planning and Development on the next working day before 9:00 a.m. Any violation of these instructions will be viewed seriously, and appropriate action will be taken against the defaulters.

This order shall come into effect from **23.02.2026**.


20/02/2026
REGISTRAR (i/c)