

Immediate

No. 32015/85/2017-SSO(PC)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

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North Block, New Delhi,
Dated: 30th October, 2017

OFFICE MEMORANDUM

30 OCT 2017

Subject: Issue of MHA Car Parking Labels for the year 2018.

The validity period of Car/Scooter parking labels, issued by this Ministry for parking vehicles in the premises of Government Buildings under MHA security cover for the year 2017, will expire on 31-12-2017.

2. New parking labels for the year 2018, will be issued from 18-1-2017 from the Pass Cell located at Hall No. 3, Jalebi Chowk, North Block, New Delhi. The labels will be affixed on the windscreen of the vehicles by the Pass Cell staff themselves. Government vehicles eligible for issue of MHA car parking label are required to be brought to North Block as per schedule attached, between 10.00 A.M. to 4.30 P.M., for getting the labels affixed. Under no circumstances will the label be handed over to any official or Driver of the vehicle.

3. Applications in the prescribed proforma i.e. Form A, A-1 or B (whichever is applicable) duly sponsored by the competent authority alongwith an attested copy of the Registration Certificate (RC) of the vehicle may be submitted to the Pass Cell, Jalebi chowk, North Block, New Delhi from **1-1-2018** onwards in a single bunch.

4. Ministries/Departments are requested to circulate these instructions to the Attached/Subordinate Offices/PSUs/Autonomous bodies, under their administrative control, also.


(S. Samanta)

Under Secretary to the Government of India
Tel. No. 23438052

To

All Ministries/Departments of Government of India.

Copy to:

1. The Resident Commissioner, all State Governments/UTs, New Delhi, for similar action as per schedule attached.
2. CISE [DIG (GBS)], Jam Nagar House, New Delhi for information only.
3. SO, IT Section, MHA for uploading on the Ministry's website.
4. 50 Spare Copies.

SCHEDULE

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S.No.	Particulars	Date
1	All Ministries/Departments of Govt. of India	22-1-2018 onwards
2	Attached/Subordinate Offices /PSUs/Autonomous Bodies	08-02-2018 onwards
3	State Governments/UTs	19-02-2018 onwards

FORM -A

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(For use by Ministries/Department, offices of the Central Government, State Governments and UT Administrations).

1. Registration number of the vehicle for which :
car parking label is required.
2. Name & Address of the :
Ministry/Department/Office (including name
of the building where the office is located)
3. Status of the Organization (whether a :
Ministry/Department, Office, of the Central
Government/ State Government/ UT
Administration)
4. Number of four wheelers owned by the :
Organization
5. Registration number(s) of vehicle(s), if any, :
for which car parking label(s) has/have
already been issued by MHA during the
current calendar year.
6. Number of officials in the rank of Joint :
Secretary and above :
: (a) Minister
: (b) MOS
: (c) Secretary
: (d) Special Secretary
: (e) Additional Secretary
: (f) Joint Secretary
Total
7. Justification for issue of a car parking label :

Signature of the Applicant
with seal (by name)
Tel. No.

Date

NOTE:

1. The application should be signed by an officer not below the rank of Under Secretary to the Government of India incharge of Administration/Resident Commissioner of State Government.
2. Attested copy of Registration Certificate of the vehicle to be attached.

(For use by Corporations, Undertaking, etc. of Central Government, State Government and UT Administrations)

1. Registration number of the vehicle for which :
car parking label is required
2. Name & Address of the Organization :
(including name of the building where the
office is located)
3. Status of the Organization :
(whether a Corporation of Public Sector
Undertaking of the Central Government
including Schedule Under which covered/
State Government/UT Administration)
4. Number of four wheelers owned by the :
Organization
5. Registration number(s) of vehicle(s), if any, :
for which car parking label(s) has/have
already been issued by MHA during the
current calendar year
6. Justification for issue of a car parking label :

Signature of Applicant
with seal (by name)
Tel. No.

Date:
NOTE

1. The application should be signed by an officer not below the rank of General Manager in Undertakings/corporation.
2. Attested copy of registration certificate of the vehicle to be attached.

(For use by Institutions/Organizations other than Ministries/Departments/Officers/Corporations/Undertakings, etc. of the Central Government, State Government and UT Administrations).

1. Registration number of the vehicle for which :
car parking label is required.
2. Name & Address of the organization :
(including name of the building where located).
3. Status of the Organization :
(whether an autonomous body, Cooperative Society, NGO, etc.).
4. Nature of activities of the Organization.
5. Registration number(s) of vehicle(s): if any, :
for which car parking label(s) has /have already been issued by MHA during the current calendar year.
6. Nature and frequency of interaction of the :
organization with Ministries located in North Block (viz. MHA, MOF and DOPT).
7. Full justification for issue of a car parking :
label applied for.

Signature and designation of
the authorized signatory
with seal (by name)
Tel. No.

Date:

NOTE

1. The application should be signed by the Head of the Administration of the institution/Organization.
2. Attested copy of registration certificate of the vehicle to be attached.