

No. 32016/01/2007-Admn.III
Government of India
Ministry of Urban Development

Nirman Bhavan, New Delhi
Dated the 1st December, 2013

OFFICE MEMORANDUM

Sub: Issue of Parking Labels for Govt. Vehicles and the Vehicles of Govt. Officials.

The undersigned is directed to say the validity of the parking labels issued during the year 2013 is expiring on 31.12.2013. It is therefore, proposed to issue fresh parking labels with validity up to 31.12.2014.

2. Ministries/ Departments/Organizations/Individual Officers located in Nirman Bhavan are requested to apply for fresh Parking Labels in the prescribed proforma(copy enclosed) duly signed. The applications shall be forwarded through the concerned authorized officer with a covering letter to the SO (Admn.III) of this Ministry latest by 15.12.2012. It may be ensured that application for issue of Car and Scooter parking labels are forwarded separately with covering letter. Applications received after due date or in piece meal will not be accepted. Copy of I Card must be enclosed. .

3 It may further be ensured that separate application for issue of car or scooter parking labels may be forwarded to this Ministry by concerned office only if the vehicle is registered in the name of officials himself / herself or in the name of his / her spouse, son daughter or parents.

4 The officials of Central Industrial Security Force (CISF) who are entrusted with the security of this building have made it clear that those vehicles which do not bear the parking labels will not be allowed to enter this building in view of security reasons.

5. No parking label will be issued after 30th January, 2014.

Encls: As above

(I M Khan)

UNDER SECRETARY (GA & CASH)

Tel.No. 23062295

To

1. Private Secretary to UDM/MOS (UD)/Minister HUPA.
2. Sr. PPS to Secy. (UD), PSO to Secy. (HUPA)/PPS to AS (UD).
3. PS to All Joint Secretaries/Economic Advisor/OSD (UT)/Arbitrator.
4. PS to All Directors/Deputy Secretaries/Deputy Advisor(PHE)
5. All Under Secretaries/ Assistant Advisors/Desk Officers/Section officers.
6. Directorate of Printing/ Directorate of Estates/Director, NBO, Land & Development Office/CCA /DG(W), CPWD, Nirman Bhavan
7. Joint Secretary(Admn.), M/o H&FW, Room No.343-A, Nirman Bhavan, New Delhi
8. Joint Secretary, Land Resources, Room No.110-G, Nirman Bhavan, New Delhi.
9. The Deputy Secretary, Ministry of Power, 'F' wing, Nirman Bhavan, New Delhi.
10. The Deputy Inspector General, Border Security force (Air Wing), 'F' wing, Nirman Bhavan, New Delhi.
11. Office of Development Commissioner, (Micro, Small and medium Enterprises) , Room No. 703A,Nirman Bhavan, New Delhi
12. The Director (Admn.), M/o Rural Development, Room No.364, Krishi Bhavan, New Delhi.
13. The Superintending Engineer(C), CPWD, Vigyan Bhavan Annexe, New Delhi.
14. The Assistant Commandant, CISF, Nirman Bhavan, New Delhi
15. Notice Board.

**APPLICATION FORM FOR ISSUE OF CAR/SCOOTER
PARKING LABELS FOR NIRMAN BHAVAN FOR THE
PERIOD ENDING 31.12.2014**

1. Name :
2. Designation :
3. Office :
4. Office Address :
5. Telephone No. (Internal)
Direct/Mobile :
6. Copy of Identity Card and
Registration Certificate :
7. Type of I Card and No. :
8. Vehicle No. :
 - (I) Type of vehicle : Four Wheeler/
Two Wheeler
 - (II) Whether the vehicle is registered
In the name of the applicant :
9. If the answer to the question at Sl. No.8 :
 - (II) is negative:-
 - (1) Name of the person in whose name
the vehicle registered.
 - (2) His/ her relation with the applicant and
 - (3) His/ her residential and official address
(Including designation post held, if any:
10. Serial no. of the existing parking label :
11. Category : Official/Private
12. Frequency of visit :

DECLARATION

I hereby certify that the information /details given by me in the application are correct and no material information has been withheld.

Signature of the applicant

Certified that Shri/Smt/ Kum. _____

Of Ministry of _____ is a permanent/temporary employee Private contractor Of this ministry and is posted at Nirman Bhavan and that.

(I) The vehicle for which parking label has been applied for is registered in his/her/spouse/children/parents name.

(II) He/she fulfils all the conditions for issuance of parking label.

(III) He/she has not applied for issue of parking label for other vehicle.

(IV) Particulars furnished by the applicant are correct and have been verified from the office records

Signature of the
Forwarding officer
(with office seal)