

No.D-32021/04/2019-Admn.III  
Government of India  
Ministry of Housing & Urban Affairs  
(Admn.III Section)

Nirman Bhawan, New Delhi  
Dated the 9<sup>th</sup> December, 2020.

**OFFICE MEMORANDUM**

**Sub: Regarding New Parking Labels for the calendar year 2021 for Govt. Vehicles, the Vehicles of Govt. Officials and private/hired vehicles**

The undersigned is directed to say the entry of vehicles in the premises of Nirman Bhawan, with parking labels issued during the year 2020 will be **valid till 31.01.2021 only**. From 1<sup>st</sup> Feb,2021 onwards no vehicle with 2020 parking label will be allowed to enter in the premises of Nirman Bhawan.

2. Therefore, all Ministries/Departments/Organizations/Individual Offices located in Nirman Bhawan are requested to forward applications of their officials for fresh Parking Labels in the prescribed proforma (enclosed). Applications received through the concerned administrative officer of the Department/Office will only be entertained. The administrative officer may send the applications and consolidated list in the prescribed format (Copy enclosed) with a covering letter to the SO (Admn.III) of this Ministry **latest by 31.12.2020 through E-mail at : sk.jha29@gov.in or abhay.kr1982@gov.in or through Pendrive only**. In present pandemic, **physical copy will not be entertained in any case. The scanned images of applications must be clear and legible, if it is not found so, the application will be rejected. List of employees (if more than 4 applications at one time) must be in excel format.** It is also requested that list of four wheeler and two wheeler parking labels may be sent separately with covering letter. Forwarding of Piece-Meal applications may please be avoided.

3. Employees (also contractual employees) of the Ministry of Housing & Urban Affairs (Sectt) may submit their applications with due verification of the particulars mentioned in the application by their concerned controlling officer. The same may be scanned and sent to Admn-III through e-Office only. **No hard copy will be entertained in Admn.III.**

4. *Parking Labels will be issued for vehicles RC in the name of employees or in the name of his / her spouse, son, daughter or parents (through specific undertakings) only.*

5. The applicants must mention the serial number of parking label issued to them in previous year (i.e, 2020) in the application form of 2021.

6. The officials of Central Industrial Security Force (CISF) who are entrusted with the security of Nirman Bhawan premises have made it clear that those vehicles which do not

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bear the parking labels will not be allowed to enter this building for security reasons.

7. An individual may be issued Parking label for **ONE FOUR WHEELER and ONE TWO WHEELER ONLY.** Self attested copy of I Card, Registration Certificate and Driving License must be enclosed along with the application form. Applications received after due date or in piecemeal will not be considered.

**8. IT HAS BEEN OBSERVED THAT OFFICIALS/OFFICERS KEEP ON APPLYING FOR PARKING LABEL EVEN AFTER THE PRESCRIBED PERIOD. NO APPLICATION FOR PARKING LABEL WILL BE ACCEPTED AFTER LAST DATE OF SUBMISSION, EXCEPT IN CASES SUCH AS TRANSFER/NEW APPOINTMENT, MEDICAL REASONS ETC.**

Digitally signed by RAM  
SINGH  
Date:Wed Dec 09 13:16:59 IST  
2020  
Reason: Approved

(Ram Singh)

UNDER SECRETARY (GA & CASH)

Tel.No. 23062295

To,

1. All officers of M/o HUA- through e-office notice board and websites of M/o HUA.
2. Directorate of Printing/ Directorate of Estates/Director, NBO, Land & Development Office/CCA /DG(W), CPWD, Nirman Bhavan.
3. Joint Secretary(Admn.), M/o H&FW, Room No.259-A, Nirman Bhavan, New Delhi
4. Joint Secretary, Department of Land Resources, Room No.110-G, Nirman Bhavan, New Delhi.
5. The Deputy Secretary, Ministry of Power, 'F' wing, Nirman Bhavan, New Delhi.
6. The Deputy Inspector General, Border Security Force (Air Wing), 'F' wing, Nirman Bhavan, New Delhi.
7. Office of Development Commissioner, (Micro, Small and Medium Enterprises) , Room No. 703A, Nirman Bhavan, New Delhi
8. The Director (Admn.), M/o Rural Development, Room No.364, Krishi Bhavan, New Delhi.
9. The Assistant Commandant, CISF, Nirman Bhavan, New Delhi
10. All the Banks and Post Office in premises of Nirman Bhawan.

**NEW APPLICATION FORM FOR ISSUE OF FOUR/TWO WHEELER PARKING LABELS  
FOR NIRMAN BHAWAN FOR THE PERIOD ENDING 31.12.2021**

(All particulars must be filled)

1.	Applicant Name	:	
2.	Designation	:	
3.	Applicant's Official ID-Card No.	:	
4.	Complete Office Address with Telephone Number	:	
5.	Applicant Mobile Number	:	
6.	Vehicle Registration Number	:	(Four/Two Wheeler)
7.	Whether the vehicle is registered in the name of the applicant (If not, specify the name of vehicle owner and relationship with the applicant)	:	
8.	Vehicle Category (Govt./Private/Contractual)	:	
9.	If applicant's permanent office is not in Nirman Bhawan, please mentioned the purpose of issuing the parking label	:	
10.	Attach Self attested copy of Identity Card, Driving License and Vehicle Registration Certificate ( <b>If feasible, all these requisite documents should be photocopied combined on a single page</b> )		

**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. .... is a permanent / temporary employee and posted at ..... or Private contractor of our Ministry/Department at Nirman Bhawan 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.

Dated:

Signature of the Forwarding Officer  
(Concerned Admin with office seal)

**Note: If feasible, supported documents i.e. DL, RC, I Card etc should be photocopied on a single page)**