

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

Nirman Bhawan, New Delhi  
Dated the 16<sup>th</sup> December, 2021.

**OFFICE MEMORANDUM**

**Sub: Issuing Parking Label for Govt. Vehicles, the Vehicles of Govt. Officials and private/hired vehicles for calendar year 2022-Reg.**

The undersigned is directed to say that entry of vehicles in the premises of Nirman Bhawan, with parking labels issued during the year 2021 will be **valid till 31.01.2022** only. From 1<sup>st</sup> Feb, 2022 onward no vehicle with 2021 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 (proforma enclosed) for fresh Parking Labels latest by 31.12.2021**. The applications for fresh parking labels are to be submitted in the following manner:

- i. All duly filled in and signed applications are to be sent through e-Office or email ( abhay.kr1982@gov.in, sk.jha29@gov.in) only. Applications by any other mode will not be accepted. The scanned images of applications must be clear and legible, if it is not found so, the application will be rejected.
- ii. Employees (also contractual employees) of Ministry of Housing & Urban Affairs may submit their applications through eOffice with due verification of their particulars by their concerned controlling officer.
- iii. **Ministry/Department/Offices other than MoHUA** which may not send applications through e-Office require to send their applications through their concerned Administration / controlling officer as the case may be, through e-mail/pen-drive.
- iv. Offices other than MoHUA may send the bulk applications (more than five) along with covering letter and Excel Sheet (as per proforma enclosed) containing basic information about the applicants. List of four wheeler and two wheeler parking labels may be sent separately with covering letter. **Piece-Meal applications will not be entertained till 28 February, 2022.**
- v. Due to acute shortage of parking space in Nirman Bhawan, Vehicle passes will be issued strictly to those officers/officials who are actually posted in Nirman Bhawan. Others who are frequent visitors to Nirman Bhawan for official works



will be issued temporary passes for a limited period.

- vi. An individual will 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 will not be accepted.

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

4. The applicants must mention the serial number of parking label issued to them in previous year (i.e., 2021) in the application form of 2022.

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

6. **IT HAS BEEN OBSERVED THAT OFFICIALS/OFFICERS KEEP ON APPLYING FOR PARKING LABEL EVEN AFTER THE PRESCRIBE 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

(Ram Singh)  
Date: 16-12-2021 11:35:25  
Reason: Approved  
UNDER SECRETARY (GA)  
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.

Copy to:

1. SO (IT Cell) to upload on e-Office portal and Website of MoHUA.



NIRMAN BHAWAN FOR THE YEAR 2022  
APPLICATION FORM FOR ISSUE OF FOUR/TWO WHEELER PARKING LABELS FOR

1. Applicant Name	:	
2. Designation	:	
3. Applicant's Official ID-Card No.	:	
4. Complete Office Address (Room No., Wing, Ministry/Department)	:	
5. Applicant Mobile Number	:	
6. Vehicle Registration Number (Four Wheeler / 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. Purpose of issuing the parking level (For employee of other than Nirman Bhawan)	:	
10. Attach Self attested copy of Identity Card, Driving License and Vehicle Registration Certificate ( <b>All these requisite documents should be photocopied combined on a single page, copies with multiple pages will be rejected.</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 as mentioned above and have been verified from the office records.**

Dated:

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

PROFORMA FOR EXCEL SHEET

S.NO	NAME & DESIG.	VEHICLE NO	MOBILE NO	OFFICE