

No. 32015/12/2015-SSO(PC)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi,
New Delhi the 12th Nov 2015

OFFICE MEMORANDUM

12/11/2015

Subject: Issue of MHA Car/Scooter Parking Labels for the year 2016.

The validity period of Car/Scooter parking labels, issued by this Ministry for parking vehicles in the premises of govt. buildings under MHA security cover for the year 2015 will expire on 31-12-2015.

2. New parking labels for the year 2016, will be issued from 4-1-2016. For the convenience of officials located at North Block, Lok Nayak Bhawan, NDCC-II Building & Jaisalmer House, the staff of the Pass Cell will be available at the various parking lots from 10.00 A.M. to 4.30 P.M., as per the schedule enclosed. Vehicles for which labels are to be issued will be required to be physically available on the spot as the labels will be affixed on the windscreens of the vehicles by the Pass Cell staff themselves. Under no circumstances will the label be handed over to the Owner/Driver of the vehicle.

3. Applications in the prescribed proforma i.e. Form 'A' for official vehicles, Form 'C' for personal Four Wheelers and Form 'C-1' for personal Two Wheelers, as applicable (copies enclosed), duly sponsored by the concerned Under Secretary (Admn.) of the Ministry, alongwith an attested copy of the Registration Certificate (RC) of the vehicle and a copy of Identity card issued by MHA, may please be furnished to the Pass Cell, Jalebi Chowk, North Block, from 22-12-2015 onwards for its scrutiny.

4. As regard, contractors & suppliers and outsourced staff e.g. Data Entry Operator, Casual workers etc. working in North Block/NDCC-II Building/Lok Nayak Bhawan/Jaisalmer House to whom temporary passes have been issued by the respective Reception supervisors, their applications need not be required to be forwarded to Pass Cell for issuance of MHA Car Parking Label. Instead of it, such staff will be permitted to park their vehicles in their respective premises/building by affixing the stamp on their temporary passes by the Pass Cell. They may please be advised to bring their temporary passes in the Pass Cell for affixing the stamp on it.

5. The above information may be brought to the notice of all concerned.



(Amarendra Singh)
Under Secretary to the Government of India
Tel. No. 23438052

To

1. The Ministry of Finance, (Department of Revenue/Expenditure/Economic Affairs), North Block, New Delhi.
2. The Ministry of Personnel, Public Grievances & Pensions, North Block, New Delhi.
3. The Central Bureau of Investigation, North Block, New Delhi.

Copy to all officers/Sections/Desks of MHA including Department of Official Language/Department of Justice.

Copy for information to:

- (i) CISF [DIG (GBS)], Jam Nagar House, New Delhi.
- (ii) SO, IT Section, MHA for uploading on the Ministry's website.
- (iii) 50 spare copies.

SCHEDULE

S. No.	Place	Date
1	North Block, Parking Lot outside Gate No. 1	4-1-2016
2	North Block, Parking Lot outside Gate No. 1	5-1-2016
3	North Block, Parking Lot outside Gate No. 8	6-1-2016
4	North Block, Parking Lot outside Gate No. 8	7-1-2016
5	North Block, Parking Lot outside Gate No. 8	8-1-2016
6	NDCC-II Buidling	11-1-2016
7	NDCC-II Building	12-1-2016
8	Lok Nayak Bhawan (Opposite Gate No. 1)	13-1-2016
9	Jaisalmer House	14-1-2016

All copy please upload on the ministry's website.

Dis (NIC)

13/01/16
(रोशन लाल)
(ROSHAN LAL)
अनुसंग अधिकारी
Section Officer
गृह मंत्रालय/MHA

Application form for issuing MHA Parking Label

FORM - C

(For use by officers of the Ministries/Department located at North Block or their administration section are located at North Block, for their personal vehicles).

1. Registration number of the vehicle for which car :
parking label is required.
2. Name, designation and official address of the :
applicant (including name of the building where
the office is located)
3. Residential address of the applicant :
4. Whether the vehicle is registered in the name of : Yes/No
the applicant?
5. If the answer to the question at Sl. No. 4 is :
negative:-
 - (i) Name of the person in whose Name the
vehicle is registered.
 - (ii) His/her relationship with the applicant: and
 - (iii) His/her residential and office Address
(including designation/post held, if employed)
6. Registration number(s) of vehicle(s), if any, :
registered in the name of the applicant and/or in
the name of his/her relation mentioned in reply to
the question at Sl. No. 5(i) above, for which car
parking label(s) has/have already been issued by
MHA during the current calendar year.
7. Full justification for issue of car parking label.

Note: Attested copy of Registration Certificate of the vehicle and copy of MHA Identity Card to be attached.

DECLARATION

I hereby certify that the information given by me in this application is correct and that no material information has been withheld. I also undertake that the above vehicle will not be used for commercial purposes.

Date:

Signature of applicant

Tel. No. _____

Certified that Shri/Ms.....of Ministry of.....

(1) is presently posted at North Block,

or

(2) his/her administration section is located at North Block.

Under Secretary (Administration)

with Seal (By ^{Tele No.} Name)

**APPLICATION FORM FOR THE CENTRAL GOVT. EMPLOYEES WORKING IN NORTH
BLOCK FOR ISSUE OF SCOOTER/MOTOR-CYCLE PARKING LABEL.**

FORM - C - (1)

1. Registration number of the Scooter/Motor :
Cycle for which label is required
2. Name, designation and official address of the :
applicant (including name of the building
where the office is located).
3. Residential address of the applicant :
4. Whether the vehicle is registered : Yes/No
(i) in the name of the applicant
(ii) in the name of the spouse.
5. If the answer to the question at Sl. No. 4(ii) is :
YES:-
(i) name of the spouse in whose name the
vehicle is registered and
(ii) His/her residential and office address
including designation/post held, if
employed).
6. Registration number(s) of other vehicle, if :
any, registered in the name of the applicant
and/or in the name of his/her spouse for
which MHA parking label(s) has/have already
been issued during the current calendar
year.
7. Full justification for issue of Scooter/Motor :
Cycle parking label.

Note: Attested copy of Registration Certificate of the vehicle and copy of MHA Identity Card to be attached.

DECLARATION

I (name)_____certify that the information given by me under column 1 to 7 of the above application is correct and that no material information has been withheld.

Date:

Signature of applicant

Tel. No. _____

Certified that Shri/Ms.....of Ministry of.....

(1) is presently posted at North Block,
or

(2)his/her administration section is located at North Block.

Under Secretary (Administration)

Tel. No _____

with Seal (By Name)