OFFICE MEMORANDUM


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 2019 will expire on 31-12-2019.

2. New parking labels for the year 2020, will be issued from 06-01-2020. For the convenience of officials located at North Block, Lok Nayak Bhawan, NDCC-II Building, Jaisalmer House & Major Dhyan Chand National Stadium, 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 ‘D’ for personal Four Wheelers and Form ‘E’ for personal Two Wheelers, as applicable (copies enclosed), duly sponsored by the concerned Under Secretary (Admn.) of the Ministry, along with 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 16-12-2019 onwards for its scrutiny. All the sponsoring authorities are requested to send their applications for parking labels in a single bunch.

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/buildings 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.

(S. Samanta)

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.
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**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>North Block, Parking Lot outside Gate No. 1</td>
<td>06-01-2020</td>
</tr>
<tr>
<td>2.</td>
<td>North Block, Parking Lot outside Gate No. 1</td>
<td>07-01-2020</td>
</tr>
<tr>
<td>3.</td>
<td>North Block, Parking Lot outside Gate No. 1</td>
<td>08-01-2020</td>
</tr>
<tr>
<td>4.</td>
<td>North Block, Parking Lot outside Gate No. 8</td>
<td>09-01-2020</td>
</tr>
<tr>
<td>5.</td>
<td>North Block, Parking Lot outside Gate No. 8</td>
<td>10-01-2020</td>
</tr>
<tr>
<td>6.</td>
<td>NDCC-II Building</td>
<td>13-01-2020</td>
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<tr>
<td>7.</td>
<td>Lok Nayak Bhawan (Opposite Gate No. 1)</td>
<td>14-01-2020</td>
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<tr>
<td>8.</td>
<td>Jaisalmer House</td>
<td>15-01-2020</td>
</tr>
<tr>
<td>9.</td>
<td>Major Dhyan Chand National Stadium</td>
<td>16-01-2020</td>
</tr>
<tr>
<td>10.</td>
<td>Major Dhyan Chand National Stadium</td>
<td>17-01-2020</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR MHA PARKING LABEL (FOUR WHEELER)

FORM - D

(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 the applicant? Yes/No

5. If the answer to the question at Sl. No. 4 is NO:
   (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.

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)

Tel no. __________________________

With seal (By name)

Note:

Attested copy of Registration Certificate of the vehicle and copy of MHA Identity Card to be attached.
APPLICATION FORM FOR MHA PARKING LABEL (CYC W. MACH) 

FORM - E

(Application form for the central govt. Employees working in North Block for issue of scooter/motor-cycle parking label.)

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 in the name of applicant: Yes/No

5. If the answer to the question at Sl. No.4 is NO:
   (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 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.

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. __________________________

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

Certified that the Vehicle No.…………………………………. registered in the
name of  ……………………………………who is resident of
………………………………………………and who is my*……………………………… is
in my possession and regular use.

2. Also Certified that no other Vehicle is registered in my name or in the name of my
spouse.

3. I undertake to return the Parking Label, to the Ministry of Home Affairs as soon as the
Vehicle ceases to be in my possession or regular use.

New Delhi  \ SIGNATURE
Date \ NAME(CAPITAL LETTER)
ADDRESS

* Please indicate relationship.