

Kartavya Bhawan 3, New Delhi
Dated: 17 November, 2025

OFFICE MEMORANDUM

Subject: Issue of MHA Parking Labels for the year 2026.

The undersigned is directed to state that the validity period of MHA parking labels issued by this Ministry for parking vehicles in the premises of government buildings under MHA security cover for the year 2025 will expire on 31-12-2025. New parking label forms for the year 2026 will be submitted from 19-11-2025 and pasting will be done from 15 December 2025. The staff of the Pass Cell will be available at the Hall no.1, Pass Cell Counter, Gate No. 2 (Immediate right), Kartavya Bhawan-1 from 10.00 A.M. to 1.00 PM and 2.00 PM to 5.00 P.M. Vehicles are required to be physically brought at the spot, as the labels will be affixed to the vehicle's windscreens by the Pass Cell staff themselves. The label will not be handed over to the official or driver of the vehicle.

2. Applications, in the following **prescribed proforma** (whichever is applicable), duly sponsored by the competent authority along with the requisite documents mentioned therein, may be submitted to the Pass Cell at Hall no.1, , Gate No. 2 (Immediate right), Kartavya Bhawan-1. It is requested to submit the Parking label application form in a single bunch, not exceeding a set of 50 applications.

S.No.	Form	To be used by
1.	Form A	Office of the Central Government, State Government and UT Administration
2.	Form B	Public Sector Undertaking/ Corporation/ Institution/ Autonomous Government bodies
3.	Form C	Personal Vehicle.
4.	Form D	For individual, bearer of Pink Pass
5.	Form E	Media Persons

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


(Shailender Kaushik)

Under Secretary to the Government of India

Tel. No. 23438052

TO

1. All Ministries/ Departments of Government of India.
2. The Resident Commissioner, All State Government/UTs, New Delhi.
3. DG (Media & Communication), Ministry of Home Affairs, Kartavya Bhawan-3, New Delhi.
4. DG (Media), Ministry of Finance, Kartavya Bhawan-1, New Delhi.
5. Admn-1/Admn- II/Admn-V, Ministry, of Home Affairs, North Block, New Delhi.
6. All officers/Sections/Desk of MHA(P).

Copy for information to: -

1. DIG(GBS), CISF, Jam Nagar House, New Delhi.
2. 2IC, SSF, NDCC-II, Jai Singh Road, New Delhi.
3. SO, IT Section, MHA for uploading on the Ministry's Website.

APPLICATION FORM FOR MHA PARKING LABEL

Select Category ☒: Four/Three wheeler: ☐ Two wheeler: ☐

A

[For use by Ministries/Department/Offices of the Central Government, State Government and UT Administration]

1. Registration number of the vehicle for which car :
parking label is required.
2. Type of Vehicle (**Govt./Hired**), Name of the :
owner of the vehicle
3. Name & Designation of the officer with whom :
vehicle is attached.
4. Name & Address of the Ministry/Department/Office :
(including name of the building where the office is
located)
5. Status of the Organization (whether a :
Ministry/Department, Office of the Central
Government/State Government/UT Administration)
6. Total number of MHA Parking Labels already taken :
during the current year.
7. Indicate strength & number(s) of officers in :
column (a) to (f) and give the total number of :
officers in the rank of Joint Secretary and above. :

(a) Minister	-
(b) MOS	-
(c) Secretary	-
(d) Special Secretary	-
(e) Additional Secretary	-
(f) Joint Secretary	-
Total	
8. Justification for issue of MHA parking label :

Date

Signature of the Sponsoring Authority
with official seal (**by name**)
Tel. No.

NOTE:

1. The application should be signed by an officer not below the rank of Under Secretary to the Government of India, in-charge of Administration/Resident Commissioner of State Government.
2. Attested copy of Registration Certificate of the vehicle to be attached.
3. **In case of hired vehicle, following documents to be necessarily enclosed: -**
 - (a) Registration Certificate of the vehicle(s)
 - (b) Driving License of the Driver
 - (c) Agreement for Hiring/Contract along-with undertaking from service provider.
 - (d) An undertaking from the Ministry/Department/Organization certifying that vehicle(s) with MHA Parking Labels will be used only for official purpose and necessary care will be taken to prevent its misuse in any manner. In the event of de-hiring of the vehicle during the validity period of the parking label, the parking label would be removed and be returned to MHA (Pass Cell).
 - (e) Sponsoring Authority's telephone no. & office seal should be invaluabley indicated.

APPLICATION FORM FOR MHA PARKING LABEL

Select Category ☒ Four/Three wheeler: ☐ Two wheeler: ☐

B

(For use by Public Sector Undertaking/ Corporations/ Institutions/Autonomous Government Bodies)

1. Registration number of the vehicle for which :
car parking label is required
2. Type of Vehicle (**Official/Hired**), Name of :
the owner of the Vehicle
3. Name & Designation of the officer with whom :
vehicle is attached.
4. Name & Address of the Organization :
(including name of the building where the
office is located)
5. Status of the Organization :
(PSU/Corporation/Institution/Autonomous
Body/ Cooperative Society/NGO, etc.)
6. Total Number along with Registration :
number(s) of vehicle(s), for which car parking
label(s) has/have already been issued by MHA
during the current calendar year.
7. Justification for issue of a car parking label :

Signature and Designation of the Authorized Signatory
with official seal (**by name**)
Tel. No.

Recommendation of Concerned Ministry/Department

Recommended for issue of MHA parking label to above organization.

Under Secretary (Administration)

With seal (By name)

Tel no.

NOTE

1. The application should be signed by an officer not below the rank of Under Secretary to the Government of India, in-charge of Administration/Resident Commissioner of State Government.
2. Attested copy of Registration Certificate of the vehicle to be attached.
4. **In case of hired vehicle, following documents to be necessarily enclosed: -**
 - (a) Registration Certificate of the vehicle(s)
 - (b) Driving License of the Driver
 - (c) Agreement for Hiring/Contract along-with undertaking from service provider.
 - (d) An undertaking from the Ministry/Department/Organization certifying that vehicle(s) with MHA Parking Labels will be used only for official purpose and necessary care will be taken to prevent its misuse in any manner. In the event of de-hiring of the vehicle during the validity period of the parking label, the parking label would be removed and be returned to MHA (Pass Cell).

APPLICATION FORM FOR MHA PARKING LABEL

Select Category ☒ :: Four wheeler: ☐ Two wheeler: ☐

C

(For use by Officers/Officials of the Ministries/Department located at Kartavya Bhawan for their personal vehicles)

1. Registration number of the vehicle for which :
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 **NO** :
 - (i) Name of the person in whose name the
vehicle is registered.
 - (ii) His/her relationship* with the applicant
 - (iii) His/her residential address
 - (iv) if employed, his/her office address including
designation/post held

DECLARATION

I (name)_____certify that the information given by me under column 1 to 5 is correct. I undertake to use the above private vehicle with the MHA parking Label for official purpose only and also shall prevent its misuse in any manner. I will return the Parking Label, to the Ministry of Home Affairs as soon as the Vehicle ceases to be in my possession for regular use.

Date:

Signature of applicant

MHA ID Card No._____

Mobile/Tel. No._____

VERIFICATION

Certified that Shri/Ms.....of the Ministry of..... (a) is presently posted at Kartavya Bhawan, or (b) his/her Administrative Head Office is located at Kartavya Bhawan. The information furnished by the applicant has been verified from office records and found correct.

Under Secretary (Administration)

With seal (By name)

Tel no.

Note:

Attested copy of Registration Certificate of the vehicle & MHA Identity Card/Validation Slip to be attached.

*** If the relationship is other than spouse, furnish Undertaking in Form 'U'.**

APPLICATION FORM FOR MHA PARKING LABEL

Select Category ☒:: Four wheeler: ☐ Two wheeler: ☐

D

[For Individual bearer of MHA Non-Official (Open) Photo Pass]

1. Registration number of the vehicle for which :
car parking label is required.
2. Name of the applicant :
3. Residential address of the applicant :
4. Occupation/ Official address (including the post :
held and the name of the organization
5. Whether the vehicle is registered in the name of the applicant. Yes/No
6. If the answer to the question at Sl. No. 5 is **NO** :
 - (i) Name of the person in whose name the vehicle is registered.
 - (ii) His/her relationship* with the applicant
 - (iii) His/her residential address
 - (iv) if employed, his/her office address including designation/post held
7. Full justification for issue of car parking label. :

DECLARATION

I (name)_____certify that the information given by me under column 1 to 7 is correct. I undertake to use the above private vehicle with the MHA parking Label for official purpose only and also shall prevent its misuse in any manner. I will return the Parking Label, to the Ministry of Home Affairs as soon as the Vehicle ceases to be in my possession for regular use.

Date:

Signature of applicant

MHA ID Card No._____
Mobile/Tel. No._____

Note:

Attested copy of Registration Certificate of the vehicle and copy of MHA Non-Official (Open) Photo Pass to be attached.

*** If the relationship is other than spouse, furnish Certificate/Undertaking in form 'U'.**

APPLICATION FORM FOR MHA PARKING LABELSelect Category ☒ Four wheeler: ☐ Two wheeler: ☐**E****(For use by Media Persons)**

1. Registration number of the vehicle for which :
car parking label is required
2. Name of the applicant :
3. Residential address of the applicant :
4. Occupation/Official address (including the post :
held and the name of the organization
5. Whether the vehicle is registered in the name of : Yes/No
the applicant
6. If the answer to the question at Sl. No. 5 is **NO** ;
 - (i) Name of the person in whose name the vehicle is registered.
 - (ii) His/her relationship* with the applicant
 - (iii) His/her residential address
 - (iv) if employed, his/her office address including designation/post held
7. Full justification for issue of car parking label :

Signature of applicant

Tel. No. _____

Mobile No. _____

- (i) It is certified that Shri/Ms. _____ is an employee/correspondent of - _____ (National daily, News Magazine, News Channel). It is also certified that not more than two employees/correspondents, including the applicant of this (National daily News Magazine, News Channel) have been issued MHA car parking labels.

Signature of Authorized
Signatory with Designation**Recommendation of ADG (Media)
Ministry of Home Affairs/Ministry of Finance**

Recommended/Non Recommend that a parking label be issued to
Shri/Ms. _____ of _____ as per details above.

Signature of Recommending Authority**Note:****Attested copy of Registration Certificate of the vehicle and copy of PIB Card to be attached.***** If the relationship is other than spouse, furnish Certificate/Undertaking in form 'U'.**

U

UNDERTAKING

Certified that the Vehicle No. _____ is registered in the name of Shri/Smt./Ms. _____ my* _____ who is resident of _____. The said vehicle is in my possession and is in regular use by the undersigned.

2. It is also certified that **no other vehicle is registered in my name or in the name of my spouse**. I hereby undertake to use the said vehicle with the MHA parking Label **for only official purpose and ensure to prevent its misuse in any manner**.

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 for regular use.

New Delhi

Date

SIGNATURE _____

NAME(CAPITAL LETTER)_____

ADDRESS_____

ID Card No. _____

Mobile No. _____

* Please indicate relationship.