Subject: Issue of MHA Parking Labels for the year 2021 for personal Four/Two wheelers.

The undersigned is directed to say 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 2020 will expire on 31-12-2020.

2. New parking labels for the year 2021, will be issued from 11-01-2021. 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 10.30 A.M. to 1.00 PM and 2.00 PM to 4.00 P.M., as per the schedule enclosed. Vehicles 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 new prescribed proforma i.e. Form 'D' and Form 'E' for personal Four Wheelers and Two Wheelers respectively, as applicable (copies enclosed), duly sponsored by the Under Secretary (Admn.) of the concerned Ministry, along-with an attested copy of the Registration Certificate (RC) of the vehicle and copy of Identity card issued by MHA, may please be furnished to the Pass Cell, Jalebi Chowk, North Block, from 14-12-2020 onwards for scrutiny. All the sponsoring authorities are requested to send a set of 50 applications in prescribed form, in a single bunch.

4. As regarding contractors & suppliers and outsourced staff i.e. 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 application need not be forwarded to Pass Cell for issuance of MHA Parking Label. 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.

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. Admin-I/ Admin-II/Admin-V, Ministry of Home Affairs, North Block.
Copy to:

All officers/ Sections/ Desks of MHA (P).

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.

**SCHEDULE**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Place</th>
<th>Date</th>
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<tbody>
<tr>
<td>1.</td>
<td>North Block, Parking Lot outside Gate No. 1</td>
<td>11-01-2021</td>
</tr>
<tr>
<td>2.</td>
<td>North Block, Parking Lot outside Gate No. 1</td>
<td>12-01-2021</td>
</tr>
<tr>
<td>3.</td>
<td>North Block, Parking Lot outside Gate No. 1</td>
<td>13-01-2021</td>
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<tr>
<td>4.</td>
<td>North Block, Parking Lot outside Gate No. 8</td>
<td>14-01-2021</td>
</tr>
<tr>
<td>5.</td>
<td>North Block, Parking Lot outside Gate No. 8</td>
<td>15-01-2021</td>
</tr>
<tr>
<td>6.</td>
<td>NDCC-II Building</td>
<td>18-01-2021</td>
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<tr>
<td>7.</td>
<td>Lok Nayak Bhawan (Opposite Gate No. 1)</td>
<td>19-01-2021</td>
</tr>
<tr>
<td>8.</td>
<td>Jaisalmer House</td>
<td>20-01-2021</td>
</tr>
<tr>
<td>9.</td>
<td>Major Dhyan Chand National Stadium</td>
<td>21-01-2021</td>
</tr>
<tr>
<td>10.</td>
<td>Major Dhyan Chand National Stadium</td>
<td>22-01-2021</td>
</tr>
</tbody>
</table>
APPLICATION FORM FOR MHA PARKING LABEL

(Four Wheeler)

(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 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
   (iii) His/her residential address
   (iv) If employed, his/her office address including designation/post held

6. Registration number(s) of vehicle(s), if any, for which car parking label(s) has/have already been issued by MHA during the current calendar year.

7. Full justification for issue of MHA parking label.

DECLARATION

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

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 North Block, or (b) his/her Administrative Head Office is located at North Block. The information furnished by the applicant has been verified from office records and found correct.

Under Secretary (Administration)
Tel no.
With seal (By name)

Note:
1. Attested copy of Registration Certificate of the vehicle & MHA Identity Card/Validation Slip to be attached.
2. Application form be duly filled up.
* If the relationship is other than spouse, furnish Undertaking in Form 'U'.
APPLICATION FORM FOR MHA PARKING LABEL

(Two Wheeler)

(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 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

   (iii) His/her residential address

   (iv) if employed, his/her office address including designation/post held

6. Registration number(s) of vehicle(s), if any, for which car parking label(s) has/have already been issued by MHA during the current calendar year.

7. Full justification for issue of MHA parking label.

   : 

   DECLARATION

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

   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 North Block, or (b) his/her Administrative Head Office is located at North Block.

   The information furnished by the applicant has been verified from office records and found correct.

   Under Secretary (Administration)
   Tel no.
   With seal (By name)

   Note:

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

   2. Application form be duly filled up.

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

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.

New Delhi
Date

SIGNATURE____________________
NAME(CAPITAL LETTER)____________________
ADDRESS____________________

ID Card No.____________________
Mobile No.____________________

* Please indicate relationship.