

No. 32015/101/2011-SSO(PC)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

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Jaisalmer House, 26, Man Singh Road,  
New Delhi the 16<sup>th</sup> December, 2012

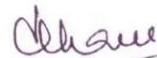
OFFICE MEMORANDUM

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Subject: Issue of MHA Car/Scooter Parking Labels for the year 2012.

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 2011 will expire on 31-12-2011. Their validity is being temporarily extended upto 15-02-2012.

2. New parking labels for the year 2012, will be issued from 9<sup>th</sup> January, 2012. For the convenience of officials located at North Block, Lok Nayak Bhawan & 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, may please be furnished to the Section Officer (Pass Cell), Jalebi Chowk, North Block by 31-12-2011 for its scrutiny.
4. The above information may be brought to the notice of all concerned.



(Harcharan Kaur)

Under Secretary to the Government of India

Tel. No. 23386722

483/17  
26/12/11 (1)

## SCHEDULE

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<b>S. No.</b>	<b>Place</b>	<b>Date</b>
1.	North Block, Parking Lot outside Gate No. 1	09-1-2012
2.	North Block, Parking Lot outside Gate No. 1	10-1-2012
3.	North Block, Parking Lot outside Gate No. 1	11-1-2012
4.	Jaisalmer House (Near Entry Gate)	12-1-2012
5.	Lok Nayak Bhawan (Opposite Gate No. 1)	13-1-2012
6.	Pass Cell, Hall No. 3, Jalebi Chawk, Gate No. 6, North Block, New Delhi.	16-1-2012 onwards

**FORM –A**

**(For use by Ministries/Department, offices of the Central Government, State Governments and UT Administrations).**

1. Registration number of the vehicle for which :  
car parking label is required.
2. Name & Address of the :  
Ministry/Department/Office (including name  
of the building where the office is located)
3. Status of the Organization (whether a :  
Ministry/Department, Office, of the Central  
Government/ State Government/ UT  
Administration)
4. Number of four wheelers owned by the :  
Organization
5. 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.
6. Number of officials in the rank of Joint : (a) Minister  
Secretary and above : (b) MOS  
: (c) Secretary  
: (d) Special Secretary  
: (e) Additional Secretary  
: (f) Joint Secretary  

Total
7. Justification for issue of a car parking label :

Signature of the Applicant  
with seal (by name)  
Tel. No.

Date

**NOTE:**

1. The application should be signed by an officer not below the rank of Under Secretary to the Government of India incharge of Administration/Resident Commissioner of State Government.
2. Attested copy of Registration Certificate of the vehicle to be attached.

**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.

**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)

**NOTE: Attested copy of registration certificate of the vehicle to be attached.**

**FORM - C-I**

**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 : 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.

**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 to be attached.**