

Immediate

No. 32015/86/2009-SSO(PC)
Government of India/Bharat Sarkar

Ministry of Home Affairs/Grih Mantralaya

.....
Jaisalmer House, 26, Man Singh Road,
New Delhi 110 011 Dated 16 December, 2009

OFFICE MEMORANDUM

Subject: Issue of MHA Car Parking Labels for the year 2010.

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 2009, will expire on 31-12-2009. Their validity is being temporarily extended up to 15-02-2010.

2. New parking labels for the year 2010, will be issued from 20-01-2010 from the Pass Cell located at Jaisalmer House, 26, Man Singh Road, New Delhi. The labels will be affixed on the windscreen of the vehicles by the Pass Cell staff themselves. Government vehicles eligible for issue of MHA car parking label are required to be brought to Jaisalmer House, as per schedule attached, between 10.00 A.M. to 4.30 P.M., for getting the labels affixed. Under no circumstances will the label be handed over to any official or driver of the vehicle.

3. Applications in the prescribed proforma i.e. Form A, A-1 or B (whichever is applicable) duly sponsored by the competent authority alongwith an attested copy of the R/C of the vehicle may be submitted to the Section Officer (Pass Cell) by 8-1-2010.

4. Ministries/Departments are requested to circulate these instructions to the Attached/Subordinate/PSUs/Autonomous bodies under their administrative control, also.

(HARCHARAN KAUR)
Under Secretary to the Government of India
Tel. No. 23386722

To

All Ministries/Departments of Government of India.

Copy to:

1. The Resident Commissioner, all State Governments/UTs, New Delhi, for similar action as per schedule attached.
2. SO, IT Section, MHA for uploading on the Ministry's website.

3. 50 Spare Copies.

SCHEDULE

S.No.	Particulars	Date
1.	All Ministries/ Departments of Government of India	20-01-2010 onwards
2.	State Governments/UTs	27-01-2010 onwards
3.	Attached Offices/ Subordinate Offices/ PSUs/ Autonomous Bodies	01-02-2010 onwards

FORM A – (1)

(For use by Corporations, Undertaking, etc. of Central Government, State Government and UT Administrations)

1. Registration number of the vehicle for which :
car parking label is required
2. :
Name & Address of the Organization
(including name of the building where the
office is located
3. Status of the Organization (whether a :
Corporation of Public Sector Undertaking of
the Central Government including Schedule
Under which covered/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. Justification for issued of a car parking label :

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

Date:

NOTE

1. The application should be signed by an officer not below the rank of General Manager in Undertakings/corporation.
2. Attested copy of registration certificate of the vehicle to be attached.

FORM – B

(For use by Institutions/ Organizations other than Ministries/ Departments/ Officers/ Corporations/ Undertakings, etc. of the Central Government, State Government and UT Administrations).

1. Registration number of the vehicle for which :
car parking label is required.
2. Name & Address of the organization :
(including name of the building where
located).
3. Status of the Organization (where a :
autonomous body, Cooperative Society, NGO,
etc.).
4. Nature of activities of 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. Nature and frequency of interaction of the :
organization with Ministries located in North
Block (viz, MHA, MOF and DOPT).
7. Full justification for issue of a car parking :
label applied for.

Signature and designation of
the authorized signatory
with seal (by name)
Tel. No.

Date:

NOTE

1. The application should be signed by the Head of the Administration of the institution/Organization.
2. **Attested copy of registration certificate of the vehicle to be attached.**

FORM –D

(For use by Private Individuals)

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 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 any).
7. Registration number(s) of vehicles(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. 6(i) above, for which car parking label(s) has/have already been issued by MHA during the current calendar year.
8. Full justification for issue of car parking label.

DECLARATION

I hereby certify that the information details given by me in this application are correct and that no material information has been withheld.

Date

Signature of Applicant

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

FORM – 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 the applicant : Yes/No
6. If the answer to the question at Sl. No. 5 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 any).
7. Registration number(s) of vehicles(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. 6(i) above, for which car parking label(s) has/have already been issued by MHA during the current calendar year. :
8. Full justification for issue of car parking label :

Signature of applicant
Tel. 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

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

Note: Attested copy of Registration Certificate of the vehicle 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 possessing and regular use.

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

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
Date

SIGNATURE
NAME(CAPITAL LETTER)
ADDRESS

* Please indicate relationship.

CERTIFICATE/ UNDERTAKING TO BE GIVEN IF THE VEHICLE IS NOT REGISTERED IN THE APPLICANTS NAME OR HIS/ HER SOUSE OR CHILDREN OR PARENTS.

Certified that the Vehicle No. _____ registered in the name of _____ who is a resident of _____

And who is my* _____ is in my possession and regular use.

Also Certified that no other four wheeler vehicle is registered in my name or in the name of my spouse, Dependant Son/Daughter/Parents.

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

New Delhi
Date

Signature

NAME(CAPITAL LETTER)
DESIGNATION
MINISTRY/DEPARTMENT

* Please indicate relationship.