

**IMMEDIATE**

**D-26016/15/2018-19/GA**  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development Commissioner  
(Micro, Small and Medium Enterprises)  
General Administration Section  
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Nirman Bhawan, New Delhi.  
Dated: 08.12.2022

**OFFICE MEMORANDUM**

**Subject:- Issue of Parking Labels for Govt. Vehicles and the vehicles of Govt. Officials;**

Ministry of Housing & Urban Affairs vide their O.M. No. D-32021/04/2019- Admn. III dated 17.11.2022 (enclosed) has invited applications from the officers/staff members of this office in prescribed performa along with the copies of I Card, Registration Certificate and Driving License for issuing of parking labels.

2. It may further be ensured by the Ministry of Housing & Urban Affairs that the application for issuing of four wheeler or two wheeler parking labels may be forwarded to the Ministry by concerned office only if the vehicle is registered in the name of officials himself/ herself. In case the vehicle is registered in the name of his/her spouse, son, daughter or parents, the application form should be forwarded along with an Undertaking or Declaration by the Owner of the vehicle stating that the applicant is using the vehicle for entering in Nirman Bhawan premises for official purpose only.

3. Application must mention the serial number of parking label issued to them in previous year (i.e, 2022) in the application form of 2023.

4. An individual would be issued Parking label for **ONE FOUR WHEELER AND ONE TWO WHEELER ONLY**. Copy of I Card, Registration Certificate and Driving License must be enclosed along with the application form. Applications received after due date or in piecemeal will not be accepted.

5. It is therefore, requested to submit the applications to this Section **latest by 27.12.2022**

**Encl.: Application form.**



(Dhayalan. K)  
Deputy Director (GA)

To,

**Shri Pankaj Kumar Jha, Deputy Director,  
Administration Division, O/o DC (MSME)  
Nirman Bhawan, New Delhi**

**Copy for information to**

1. Under Secretary (General Administration Section), M/o HUFA  
Room No. D-206, Nirman Bhawan, New Delhi
2. Security Incharge, CISF,  
Nirman Bhawan, New Delhi
3. SENET Division with the request to upload the above on official Website:

No.D-32021/04/2019-Admn.III  
Government of India  
Ministry of Housing & Urban Affairs  
(Admn.III Section)

Nirman Bhawan, New Delhi  
Dated the 17<sup>th</sup> November, 2022.

**OFFICE MEMORANDUM**

**Sub: Issuing Parking Label for Govt. Vehicles, the Vehicles of Govt. Officials and private/hired vehicles for calendar year 2023-Reg.**

The entry of vehicles in the premises of Nirman Bhawan with parking labels issued during the year 2022 will remain valid till 31.01.2023 (extended) only and no vehicle with 2022 parking label will be allowed to enter in the premises of Nirman Bhawan from 1st February, 2023.

2. Therefore, all Ministries/Departments/Organizations/Individual Offices located at Nirman Bhawan are requested to apply for fresh Parking Labels in the prescribed proforma (copy enclosed). Applications received through the concerned Administrative Officer of the Department/Office will only be entertained. The Administrative Officer may send the applications and consolidated list in the prescribed Excel format (Copy enclosed) with a covering letter to the SO (Admn.III), Ministry of Housing & Urban Affairs **latest by 31.12.2022 through E-mail (abhay.kr1982@gov.in) / pendrive only.** Physical copy will not be entertained in any case. It is advised to ensure that scanned images of applications are clear and legible to avoid rejection of application. List of employees, in case of 4 applications and more, must be in excel format.

3. The lists of four wheeler and two wheeler parking labels may be sent separately with covering letters. **Forwarding of Piece-Meal applications may please be avoided.**

4. Due to very limited Parking space in Nirman Bhawan conditions as given below are required to be fulfilled strictly for issue of vehicle pass:-

a) The pass will be issued to employees who are working at NIRMAN BHAWAN only with valid ID Cards.

b) The Vehicle must be in the name of either employee or in the name of his/her immediate family members, i.e., spouse, parents or children.

c) For employees, who are not posted in this building but has been issued/approved Validation Card/MHA I card for entry in this building, may be considered for issue of the vehicle pass.

d) There are various contractual vehicles for which the passes are issued. However, if at any time it is found they resort to irregular parking or misbehaving with the employees with parking issues; warning will be issued initially and in case of unsatisfactory reply or no improvement, their vehicle passes shall be cancelled.