



सत्यमेव जयते

No. D-26016/1/2024-25/GA  
Government of India  
Ministry of Micro, Small and Medium Enterprises  
Office of the Development General Administration Section  
Commissioner (Micro, Small and Medium Enterprises)

Nirman Bhawan ,New Delhi  
Dated: 24.12.2024

**C I R C U L A R**

**Subject: Issuing Parking Labels in Nirman Bhawan for Govt. Vehicles, the Vehicles of Govt. Officials and private/hired vehicles for calendar year 2025- reg.**

Ministry of Housing & Urban Affairs (MOHUA) vide their OM No D-32021/04/2019- Admn .III dated 16.12.2024 (enclosed) has invited applications from the officers/staff members of this office in prescribed proforma along with the copies of I Card, Registration Certificate and Driving License for issuing of parking labels.

2. The application for issuing of four wheeler or two wheeler parking labels shall be forwarded to the MOHUA by this office only if the vehicle is registered in the name of official himself/ herself. In case the vehicle is registered in the name of his/her spouse, son, daughter or parents, the application form should be submitted 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. 2024 in the application form of 2025.

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 Division latest by 27.12.2024, positively.

Encl: Application form.

(Dhayalan K. )  
Deputy Director (GA)

To,

All officers/Officials of O/o DC (MSME)  
Through e-office notice board and official website of O/o DC (MSME)

Copy for information to:-

1. DD (Admn), O/o DC (MSME), Nirman Bhawan, New Delhi
2. Under Secretary (General Administration Section), Mio HUFA Room No. D-206, Nirman Bhawan, New Delhi
3. Security Incharge, CISF Nirman Bhawan New Delhi
4. SENET Division with the request to upload this OM On the official Website and e-office notice board of O/o DC (MSME)



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

Nirman Bhawan, New Delhi  
Dated the 16<sup>th</sup> December, 2024.

**OFFICE MEMORANDUM**

**Sub: Issuing Parking Labels in Nirman Bhawan for Govt. Vehicles, the Vehicles of Govt. Officials and private/hired vehicles for calendar year 2025-Reg.**

The entry of vehicles in the premises of Nirman Bhawan with parking labels issued for the year 2024 will remain **valid till 31.01.2025 (extended)** only and **no vehicle with 2024 parking label will be allowed to enter in the premises of Nirman Bhawan with effect from 1<sup>st</sup> February, 2025.**

2. Therefore, all the Ministries/Departments/Organizations/Offices located at Nirman Bhawan are requested to apply for fresh Parking Label in the prescribed proforma (copy enclosed). Applications received through the concerned Administrative Officer of the Department/Office shall be entertained only. The Administrative Officer may send the applications and consolidated list in the prescribed Excel format (Copy enclosed) with a covering letter to the Section Officer (Admn.III), Room No. 206-C, Nirman Bhawan, Ministry of Housing & Urban Affairs **latest by 31.12.2024 through e-mail (abhay.kr1982@gov.in) or soft copy by pen drive 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 applications in piece-meal manner 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 issuance of parking labels:-

a) The parking label will be issued to **the employees**, who are working at NIRMAN BHAWAN duly supported by the their 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 Cards /MHA ID cards for entry in this building, may also be considered for issue of the vehicle pass.



d) There are many contractual vehicles for which the passes are issued. However, if at any time they are found resorting to irregular parking or misbehaving with the employees on parking issues, warning will be served at first and in case of unsatisfactory reply or no improvement, their parking labels shall be liable to be cancelled.

e) Applications for the year 2025 parking are to be submitted by the last week of December 2024 positively, so that all the new passes may be issued till 31<sup>st</sup> January, 2025. The applications for new passes, under any circumstances, shall be entertained upto 31<sup>st</sup> January, 2025 only. Thereafter, passes for new postings/transfers/appointment for this building shall be allowed only.

f) Applications for parking label shall be entertained through online mode only. No hard copy will be entertained.

g) Only **one** parking label for **four-wheeler** and **one** parking label for **two-wheeler** shall be issued for each eligible employee.

h) In case of contractual employees, all such applications are to be sent separately, along with the list in Excel format.

**5.** The officials of Central Industrial Security Force (CISF), who are entrusted with the security of Nirman Bhawan, are suitably instructed for not allowing entry of any such vehicle that do not have valid parking label due to security reasons.



(Rajeev Ranjan)  
UNDER SECRETARY (GA & CASH)  
Tel.No. 23062295

To,

1. All officers of M/o HUA- through e-office notice board and websites of M/o HUA.
2. Directorate of Printing/ Directorate of Estates/Director, NBO, Land & Development Office/CCA /DG(W), CPWD, Nirman Bhavan.
3. Joint Secretary (Admn.), M/o H&FW, Room No.259-A, Nirman Bhavan, New Delhi
4. Joint Secretary, Department of Land Resources, Room No.110-G, Nirman Bhavan, New Delhi.
5. The Deputy Secretary, Ministry of Power, 'F' wing, Nirman Bhavan, New Delhi.
6. The Deputy Inspector General, Border Security Force (Air Wing), 'F' wing, Nirman Bhavan, New Delhi.

**APPLICATION FORM FOR ISSUANCE OF FOUR / TWO WHEELER  
PARKING LABELS IN NIRMAN BHAWAN FOR 2025**

1.	Applicant Name	:	
2.	Designation	:	
3.	Applicant's Official ID-Card No.	:	
4.	Complete Office Address (Room No., Wing, Ministry/Department)	:	
5.	Applicant's Mobile Number	:	
6.	Vehicle Registration Number (Four Wheeler Two Wheeler )	:	
7.	RC holder's name & relationship with: Applicant (Other than spouse / parents / children pass will not be issued)	:	
8.	Vehicle Category: (Govt./Private/Contractual)	:	
9.	Attach Self attested copy of Identity Card, Driving License and Vehicle Registration Certificate ( <b>All these requisite documents should be photocopied combined on a single page</b> )		

**DECLARATION**

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

applicant

Signature of the

Certified that Shri /Smt / Kum. .... is a permanent / temporary employee and posted at ..... or Private contractor of our Ministry/Department at Nirman Bhawan and that:

- I. The vehicle for which parking label has been applied for is registered in his/her/spouse/children/parents name.
- II. He / she fulfils all the conditions for issuance of parking label.
- III. He / she has not applied for issue of parking label for other vehicle.
- IV. **Particulars furnished by the applicant are correct especially mentioned at S.No. 4 & 9 and have been verified from the office records.**

Dated:

Signature of the Forwarding Officer  
(Concerned Admin with office seal)



7. Office of Development Commissioner, (Micro, Small and Medium Enterprises) , Room No. 703A, Nirman Bhavan, New Delhi
8. The Director (Admn.), M/o Rural Development, Room No.364, Krishi Bhavan, New Delhi.
9. The Assistant Commandant, CISF, Nirman Bhavan, New Delhi
10. All the Banks and Post Office in premises of Nirman Bhawan.

**LIST OF FOUR WHEELER VEHICLES (in Ms.Excel)**

Sl.No.	Name & Designation	Vehicle No.	Phone No.	Ministry/Deptt.
1				
2				
3				
4				
5				

**LIST OF TWO WHEELER VEHICLES (In Ms.Excel)**

Sl.No.	Name & Designation	Vehicle No.	Phone No.	Ministry/Deptt.
1				
2				
3				
4				
5				