

RAJYA SABHA SECRETARIAT
(NOTICE OFFICE)

**PARLIAMENT HOUSE,
NEW DELHI.**

No.RS.2/1/2018-N.O.

Dated the 10th January, 2018

CIRCULAR

Subject:- Issue of Parking Labels for the year 2018.

It has been decided to issue parking labels for the year 2018 for the vehicles used by the Officers and staff members of the Rajya Sabha Secretariat for attending office.

2. **The parking labels will be issued to only those vehicles registered in the name of an employee or his/her spouse. Any other relation shall not be considered in any case.** All Officers/staff members are accordingly requested to kindly apply for the parking labels in the prescribed form alongwith a copy of Registration Certificate of the vehicle. The form is available on Intranet site of Rajya Sabha Secretariat under the link 'Download Office Forms → Notice Office → Application for Parking Label (for staff).'

3. The duly filled-in form should be submitted in the forenoon and the new parking label may be obtained in the afternoon upto 4.00 p.m. from the Notice Office, Room No. 26, Parliament House. **The old parking labels issued for the year 2017 has to be returned.**

4. **The existing Parking Labels will remain valid till 31.01.2018.**

5. The entry of vehicles with Parking Label will be subject to instructions regulating entry of vehicles, etc., to Parliament House Complex issued from time to time.

**PUSHPENDER VERMA
DEPUTY SECRETARY**

1. Office of Hon'ble Chairman , Rajya Sabha
2. Office of Hon'ble Deputy Chairman, Rajya Sabha
3. Office of Secretary-General
4. Pay & Accounts Office, Rajya Sabha
5. Parliament Security Offices, PH & PHA
6. All Officers/Sections /P.Ss/P.As