

**RAJYA SABHA SECRETARIAT**  
**(NOTICE OFFICE)**

**PARLIAMENT HOUSE,  
NEW DELHI.**

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

**Dated the 10<sup>th</sup> 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