

**No. 20/1A/Sec/Ad.O.(RA)**  
**Government of Haryana**  
**Chief Secretary's Office**  
**(Ad.O Branch)**

To

1. All the Heads of Departments of Haryana State.
2. All MD/Chief Administrator of Corporations/Boards in Haryana State.
3. The Registrar General, Punjab & Haryana High Court.
4. All the Registrar of Universities of Haryana State.

Dated Chandigarh, the 07.09.2018

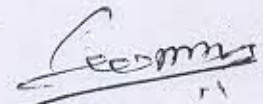
**Subject: - Issuance of parking sticker for hires vehicles by the departments.**

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Reference on the subject noted above.

2. After consideration the Government has decided that in future, following points are to be strictly followed by all Departments of Haryana Govt. while applying for issuance of parking passes/stickers for hired vehicles for entry in to Haryana Civil Secretariat complex:-
  - I. The rent agreement of hired vehicle with the Department must not be less than for a period of one year. Parking stickers will not be provided for the vehicle having agreement less than a period of one year and a copy of contract agreement between Department and Vehicle owner must be forwarded with copies of vehicle registration and insurance along with the request letter.
  - II. If due to any unavoidable reason the Department replaces the hired vehicle with another, in that condition the sticker issued to the earlier vehicle must be returned to the issuing Authority with the specific reason otherwise, the parking sticker will not be issued for the replaced vehicle.
  - III. If due to any reason at any stage by any person misuses the parking pass/sticker issued for vehicle hired by the Department, the Department itself will be fully responsible for the cause.
  - IV. The hired vehicle used by the HOD/MD/Chairman only will be allowed parking stickers.
  - V. Only blue parking stickers (Non-VIP) will be issued for the hired vehicles due to security reasons and lack of space in Haryana Civil Secretariat premises. The vehicles issued with blue stickers will be parked outside the Haryana Civil Secretariat after dropping the dignitaries.

It is therefore, requested that these instruction/guideline may be complied strictly.

  
Administrative Officer,  
for Chief Secretary to Govt., Haryana.

*Atty*