**Forwarding Letter towards issuance of Vehicle Parking Sticker**

**(**to be signed by Head of the Department/Office, or Authorised Officer**)**

**To,**

**The Director,**

**President’s Secretariat**

**Date:**

This is to certify that < name of employee> holding id number < ID Card Number> is a <permanent/temporary> employee of this department posted at President’s Secretariat. His/Her work location is < Location >.

 He/She may be issued vehicle parking sticker for the following Vehicle (s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Type(Four Wheeler/Two wheeler) | Make/Model | Registration year | RC No | Registered Owner  | Relationship of Owner with employee |
|  |  |  |  |  |  |  |

 (Signature)

 Name:

Designation:

Department/Office:

RB-ID-CARD No:

< **Seal**>