

**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 >**