**PARKING FACILITY AT NDCC-II**

**REQUISITION FORM FOR SMART CARD/DUPLICATE**

**SMART CARD**

1. Name :

2. Designation :

3. Organization :

4. Department/Branch/Section :

5. Place of Posting :

6. Validity Period/Date :

7. Employee Code No./I. Card No. :

8. Vehicle No. (4 Wheelers Only)

 Owner’s Name & Address

 (Copy of RC to be attached) :

9. Contact/Mobile No. :

 I hereby undertake to abide by the terms and conditions (printed overleaf) for issuance of the Smart Card.

 Applicant’s Signature

(To be recommended by Head of Department/Office with their seal)

**For official use**

Remarks of the Issuing Auth. :

Smart Card No. :

Account No. :

Validity :

Received by : Issued by

**TERMS & CONDITIONS**

1. Max. Permissible height of

 Vehicle (for Basement-3) : 1.90 Mtr.

2. Speed Limit : 5 Km/hr

1. All vehicles are subject to security check.
2. Parking facility is subject to availability of Parking Bay.
3. Driver must obey Parking/Traffic Signage.
4. Driver must obey the directions of Traffic Marshals inside parking.
5. The loss of this card must be immediately intimated to the Control Room.

(Parking Server Room) Tel No.23747325.

1. Any damage/loss caused to any NDMC property or any vehicle due to negligence of driver is to be borne/compensated by the owner/driver/smart card holder.
2. At the time of retirement Smart Card should be deposited in CSO office/ server room.
3. Charges for Issuance of duplicate smart card will be Rs. 100/-

a. In case of loss :- Police to be informed (NCR to be attached)

 b. In case of mutiliation

 damage etc. :- Non-functional Smart Card is to be attached.

Signature of Applicant

(With Designation)