

Date :

To,

Asst. General Manager (Civil) /  
Personnel Manager(Welfare),  
Colaba

Sub : Request for permission to park vehicle in the  
premises of Staff/Officers' Quarters

Sir,

I have been allotted a tenement/flat/shop No. \_\_\_\_\_ at \_\_\_\_\_  
Staff/Officers' Quarters on \_\_\_\_\_. I desire to park my vehicle in the  
premises of \_\_\_\_\_ Staff/Officers' Quarters. The necessary particulars  
are given below :-

Name of the allottee /Shop Keeper : \_\_\_\_\_

Designation : \_\_\_\_\_, Ch.No. \_\_\_\_\_, P.S. No. \_\_\_\_\_

Department : \_\_\_\_\_, Shop / Flat /Ten.No. \_\_\_\_\_,

Colony \_\_\_\_\_

Vehicle No. : \_\_\_\_\_,

Type of Vehicle Two Wheeler/Three Wheeler/Four Wheeler

Registration No. : \_\_\_\_\_, Mode of Vehicle (Personal/ Commercial).

Vehicle in the name of - Allottee/Family Member

Mobile No. : \_\_\_\_\_

2

I am forwarding herewith three Xerox copies of the certificate of Registration of vehicle duly certified by the Head of Department as true copy.

I have gone through the terms and conditions of parking and the same are acceptable to me.

I hereby request you to grant me/my family member, permission to park the vehicle mentioned above in the premises of \_\_\_\_\_ Staff/Officers' Quarters. I am aware that in the event of any breach of rules in respect of parking the vehicles in Staff/Officers' Quarters, the permission granted to me/my family member, will be revoked immediately.

Yours faithfully,

Signature of Allottee / Shopkeeper

The details furnished by the allottee employee have been verified and found in order.

HEAD OF DEPARTMENT

13.12.2012

TERMS AND CONDITIONS

- i. The allottee employees/family members/shop keepers will not be allowed to park vehicles in the premises of the Staff/Officers' Quarters without the permission from the Undertaking, failing which action will be initiated against the concerned person including towing of their vehicles.
- ii. The permission will be granted to the allottee employees/family members/shop keepers only for the purpose of parking the vehicle. No washing of the vehicle, cleaning or any repairing work, etc. shall be permitted in the premises of the Staff/Officers' Quarters. The shopkeepers shall park their vehicles only during the period they remain in the shop premises.
- iii. The owner of the vehicle shall be solely responsible for settling any claims for disputes arising out of accidents or any other incidents committed by himself or any other person inside or outside the Staff/Officers' Quarters and shall keep the Undertaking indemnified from any litigation claims or damages in this respect.
- iv. The parking will not be covered unless the prior permission of the Undertaking is obtained.
- v. It would be the responsibility of the owner of the vehicle to ensure that no damage is caused to any part of the Staff/Officers' Quarters building or any other property of the Undertaking or other occupants. The allottee employee/family member/shop keeper found responsible for such

loss or damage shall be liable to pay compensation as may be decided by the Undertaking.

- vi. The permission for parking of vehicle will be granted solely by reasons of his/her being an allottee employee/officer/family member/shop keeper in the Staff/Officers' Quarters and shall stand revoked at the time of vacating the quarters/shop or separation or any reasons whatsoever.
- vii. The Undertaking shall reserve the right to revise the parking charges/prescribe fresh conditions for parking the vehicles, if deemed necessary and the same would be binding on the allottee employees/officers/family members/shop keepers.
- viii. If the permitted allottee employees/ officers /family members/shop keepers shall act in contravention of these terms and conditions or cause any inconvenience to the allottees of Staff/Officers' Quarters of the Undertaking / other person, the permission granted for parking the vehicle shall be revoked by the Undertaking.

**Signature of Allottee/Shopkeeper**