

Parking Label Generation System



NIC: Electronics Niketan

User's Manual



सत्यमेव जयते

Department of Electronics and IT
Ministry of Communications & Information Technology
Government of India

**(National Informatics Centre)
(Ministry of Electronics and Information Technology,
Govt. of India)**

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1. Register New Account

Home Page

The screenshot shows the 'Generate Parking Label' page. At the top, there's a navigation bar with 'NIK Electronics Niketan', 'Register New Account', and 'Contact'. The main heading is 'Generate Parking Label' with a subtext 'Log in to generate your parking label form.' Below this is a blue button labeled 'New Users Register Here >' with a red arrow pointing to it. To the right is a login form with fields for 'Enter Username' and 'Enter Password', a 'Log in' button, and a 'Forgot Password?' link. Below the login form, it says 'Generate your label in the following steps:' followed by four steps: Step 1: Generate Form, Step 2: Print Out, Step 3: Submission, and Step 4: Issue of Label.

- For creating new account click **New User Register Here>>**.
- Register New Account Page appears.
- Enter your details and click on **sign up**.

The screenshot shows the 'Register New Account' page. At the top, there's a navigation bar with 'NIK Electronics Niketan', 'Home', 'Register New Account', and 'Contact'. The main heading is 'Register New Account:'. Below this is a registration form with the following fields: Name, Designation, Division, Email address, Mobile Number: (+91), Intercom/Telphone No. Office, Present Local Address, Select your Username, Select Password, Re-Enter Password, and Captcha. The Captcha field shows 'KD30mz' and a red arrow pointing to the 'Sign Up' button.

2. Login

- Enter your User Id and Password.
- And click on **Log in**.

Nik Electronics Niketan

Register New Account Contact

Generate Parking Label

Log in to generate your parking label form.

[New Users Register Here >](#)

[Log In](#)

[Forgot Password?](#)

Generate your label in the following steps:

Step 1: Generate Form Login and generate pdf form for issue of Car Parking Label.	Step 2: Print Out Get the hard copy of the form signed by the concerned reporting officer.	Step 3: Submission Submit the signed form to the Concerned Authority for Parking Label Generation.	Step 4: Issue of Label The Concerned Authority will issue you the label.
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- After Log in Welcome page appears.

Nik Electronics Niketan

Home Issue New Label View Status Aman

Generate Parking Label

[Generate New Parking Label](#)

[View Status of Existing Parking Label or Renew Old Label](#)

3. Generate New Parking Label

- Click on Generate **New Parking Label**.

Generate Parking Label

Generate your label in the following steps:

Step 1: Generate Form	Step 2: Print Out	Step 3: Submission	Step 4: Issue of Label
Login and generate pdf form for issue of Car Parking Label.	Get the hard copy of the form signed by the concerned reporting officer.	Submit the signed form to the Concerned Authority for Parking Label Generation.	The Concerned Authority will issue you the label.

- Now **Issue New Label** form appears.

Issue New Label

Username	EMP002
Name	Jolly
Designation	student
Division	NIC
Intercom/Telphone No. Office	
Mobile No.	7856932114
Present Local Address	delhi
Type / Make of Vehicle*	<input type="radio"/> Four(4) Wheeler <input type="radio"/> Two(2) Wheeler
Model of Vehicle*	Car Manufacture & Model
Self or Relationship with the Applicant*	Self
Name of Registered Owner of Vehicle*	Registered Owner
Address of Registered Owner of Vehicle*	Address of Registered Owner of Vehicle
Registration No. (License Plate)*	Registration No. (IN CAPITAL LETTERS WITHOUT SPACES)
Govt. Identity Card No.*	I Card No.
Issue Period*	1 Year

☐ Tick this box in Case of a Hired Taxi (NOTE:If you tick this box, you'll also have to Attach a Copy of the Contract)

Proceed to Step 2 >>

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Home Issue New Label Renew Old Label Aman

Issue Parking Label

Username	amansahni
Name	Aman Sahni
Designation	Intern
Division	NIC
Intercom/Telphone No. Office	
Mobile No.	8982828282
Present Local Address	Delhi
Parking Label Type*	--- Select ---
Type / Make of Vehicle*	<input type="radio"/> Four(4) Wheeler <input type="radio"/> Two(2) Wheeler
Model of Vehicle*	Car Manufacturere & Model
Self or Relationship with the Applicant*	Self
Name of Registered Owner of Vehicle*	Registered Owner
Address of Registered Owner of Vehicle*	Address of Registered Owner of Vehicle
Registration No.*	REGISTRATION NO. (IN CAPITAL LETTERS WITHOUT SPACES) EG-DL12CF3510
Identity Card No.*	I Card No.

☐ Tick this box in Case of a Hired Taxi (NOTE:If you tick this box, you'll also have to Attach a Copy of the Contract)

[Proceed to Step 2 >>](#)

YOUR DETAILS WILL BE AUTOMATICALLY FILLED

SELECT TYPE FROM DROPDOWN

SELECT VEHICLE TYPE

EXAMPLE: Maruti Suzuki Alto

Select Relationship Dropdown

Enter Owner's Name

Address

Example: DL12CF3510

Tick this box IN CASE OF HIRED TAXI

- Fill the details accordingly
- And click on **Proceed to Step 2>>**

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Home Issue New Label Renew Old Label Aman

Issue Parking Label


Username	amansahni
Name	Aman Sahni
Designation	Intern
Division	NIC
Intercom/Telphone No. Office	
Mobile No.	8982828282
Present Local Address	Delhi
Parking Label Type*	Official (Permanent Employee)
Type / Make of Vehicle*	<input checked="" type="radio"/> Four(4) Wheeler <input type="radio"/> Two(2) Wheeler
Model of Vehicle*	Maruti Suzuki Alto
Self or Relationship with the Applicant*	Self
Name of Registered Owner of Vehicle*	Anunay
Address of Registered Owner of Vehicle*	121-B, Pocket-A, G.T.B. Enclave, Delhi-110097
Registration No.*	DL12F32122
Identity Card No.*	123

☐ Tick this box in Case of a Hired Taxi (NOTE:If you tick this box, you'll also have to Attach a Copy of the Contract)

[Proceed to Step 2 >>](#)

Click here

- Form Step Two Page Appears
- Click Browse to select files
- After Selecting All the files click on upload


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[Home](#)
[Issue New Label](#)
[Renew Old Label](#)
Aman ▼

STEP 02 of 02 for Issue of New Parking Label

Attach scanned copy of the following Documents:

Registration Certificate

No file selected.

Size should be less than 2Mb.

Driving License

No file selected.

Size should be less than 2Mb.

I Card

No file selected.

Size should be less than 2Mb.

**UPLOAD FILES
SIZE LESS THAN 2MB
ONLY IMAGE FILES
ACCEPTED**

- PDF Form Will Get Generated

DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY 6,CGO COMPLEX, ELECTRONICS NIKETAN NEW DELHI - 110093	
PERFORMA (For issue of Parking Label)	
1. Name	AMAN SAHNI
2. Designation	INTERN
3. Division/ Section/ Society where Working	NIC
4. Intercom / Telephone No. (O)	
Mobile No.	8982828282
5. Present Local Address	DELHI
6. Make of Vehicle	FOUR WHEELER
7. Model of Vehicle	AMAN SAHNI
8. Self or Relationship with the Applicant	SELF
9. Name of Registered Owner of Vehicle	ANUNAY
Address of Registered Owner of Vehicle	DELHI
10. Registration Number	DL1221
11. I Card Number	123
12. Hired Taxi	NO

I hereby certify that I commute by this vehicle to office and the vehicle is parked in Electronics Niketan during office hour's time. Also I certify that the information furnished above are correct to the best of my knowledge and belief. I undertake to intimate the office about any change in the above information already given.

Signature of applicant
Mobile No. & Intercom No. :- 8982828282 /

CERTIFICATE

I recommend the case of Mr./Ms. Aman Sahni for issue of Parking Label. I hereby indemnify myself on account of any untoward incidents due to aforesaid vehicle.

Name & Signature of the sponsoring Authority
Stamp With Designation

Signature of the Section Officer
Signature of the Security Officer

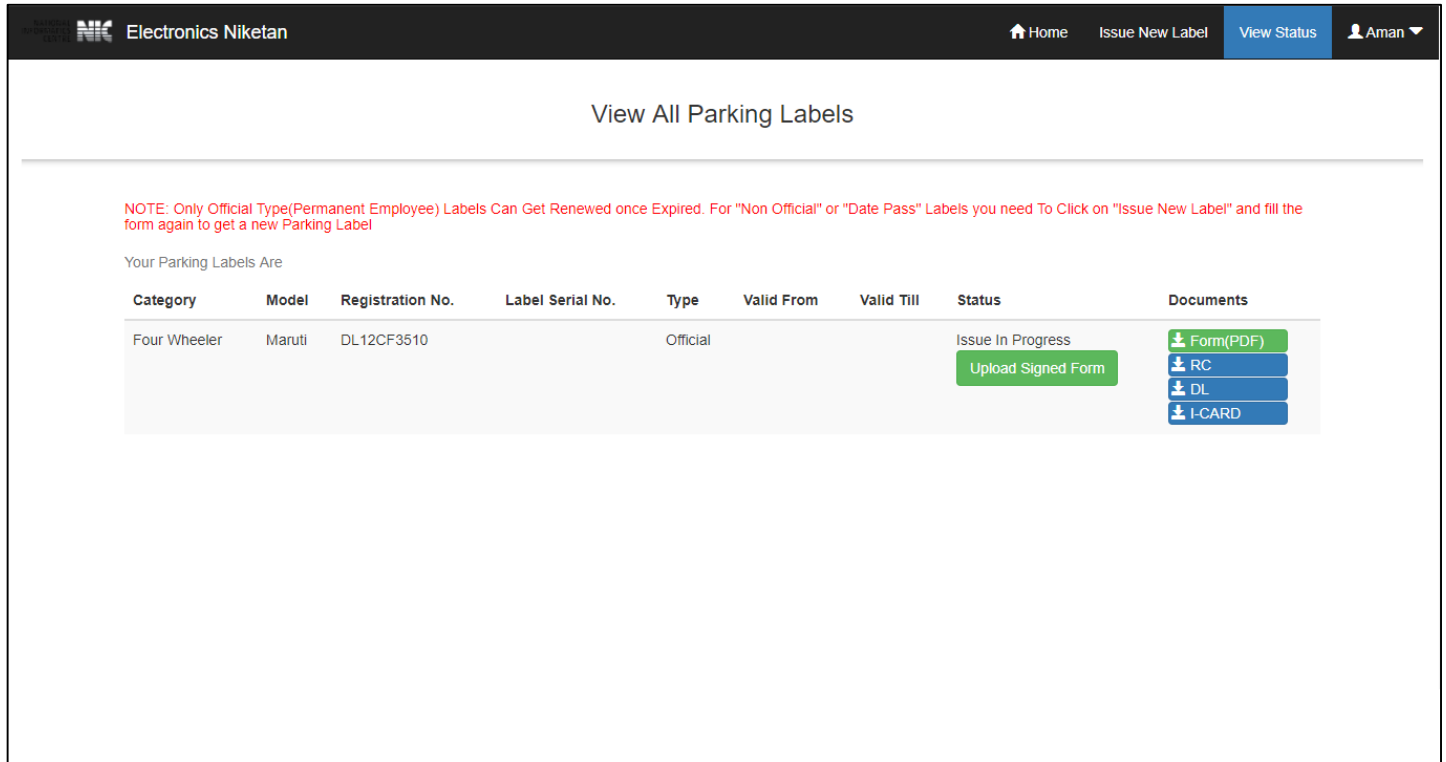
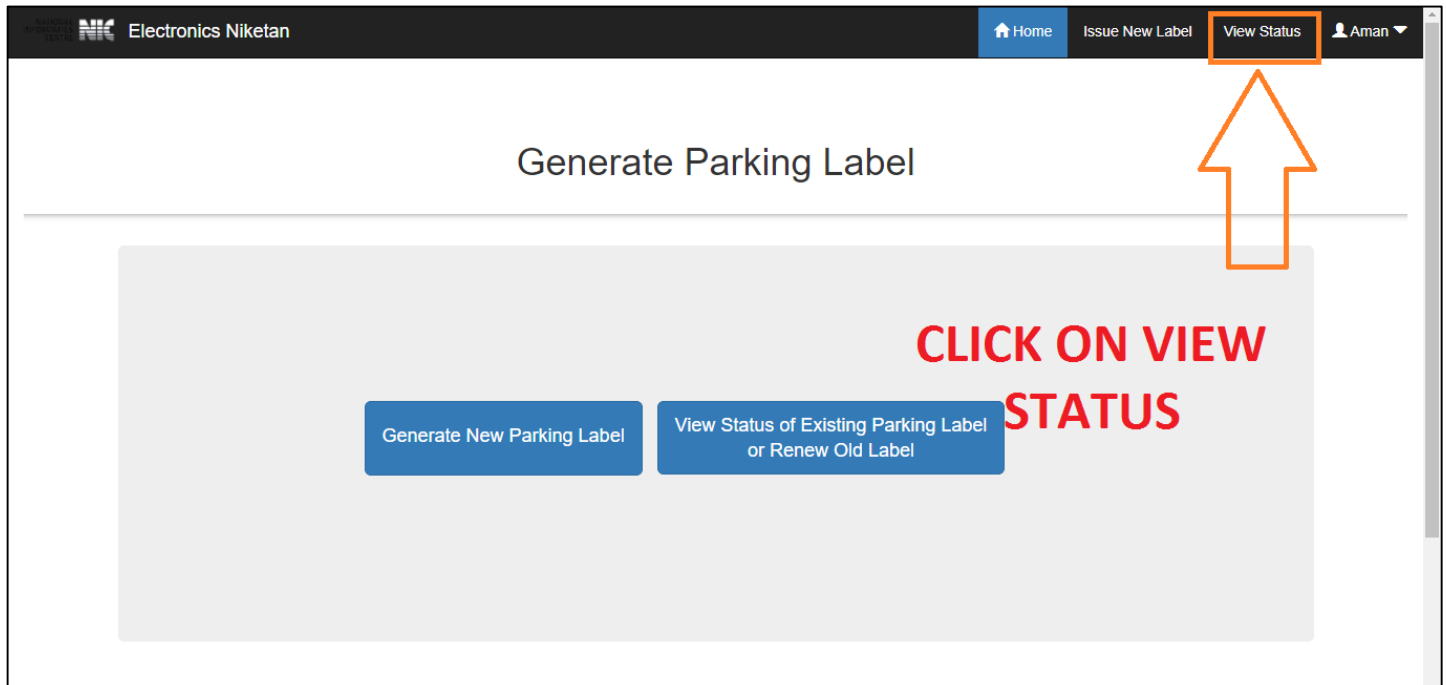
(Security Section)

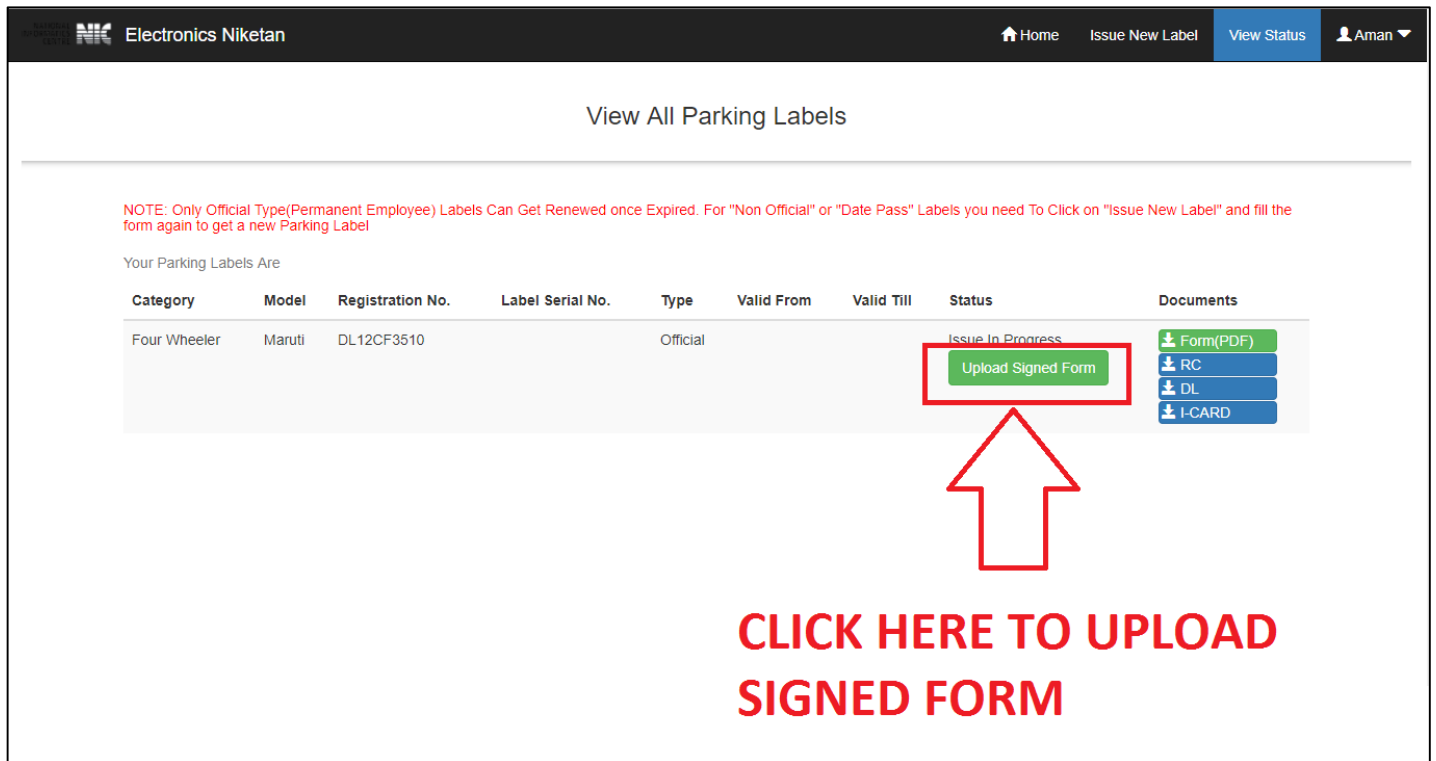
Returned in original with remarks that

1. The requisition is incomplete (Sl. No. _____)
2. The requisition form is not sponsored by the controlling officer or authorized officer of the society.
3. Any other reason _____

(Signature of Issuing Authority)

- Download The Form and Take Print out
- Get the form signed by the respected authority as specified on the form's page 2.
- After getting it signed, upload the signed form by clicking on the "View Status"





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Home Issue New Label View Status Aman

View All Parking Labels

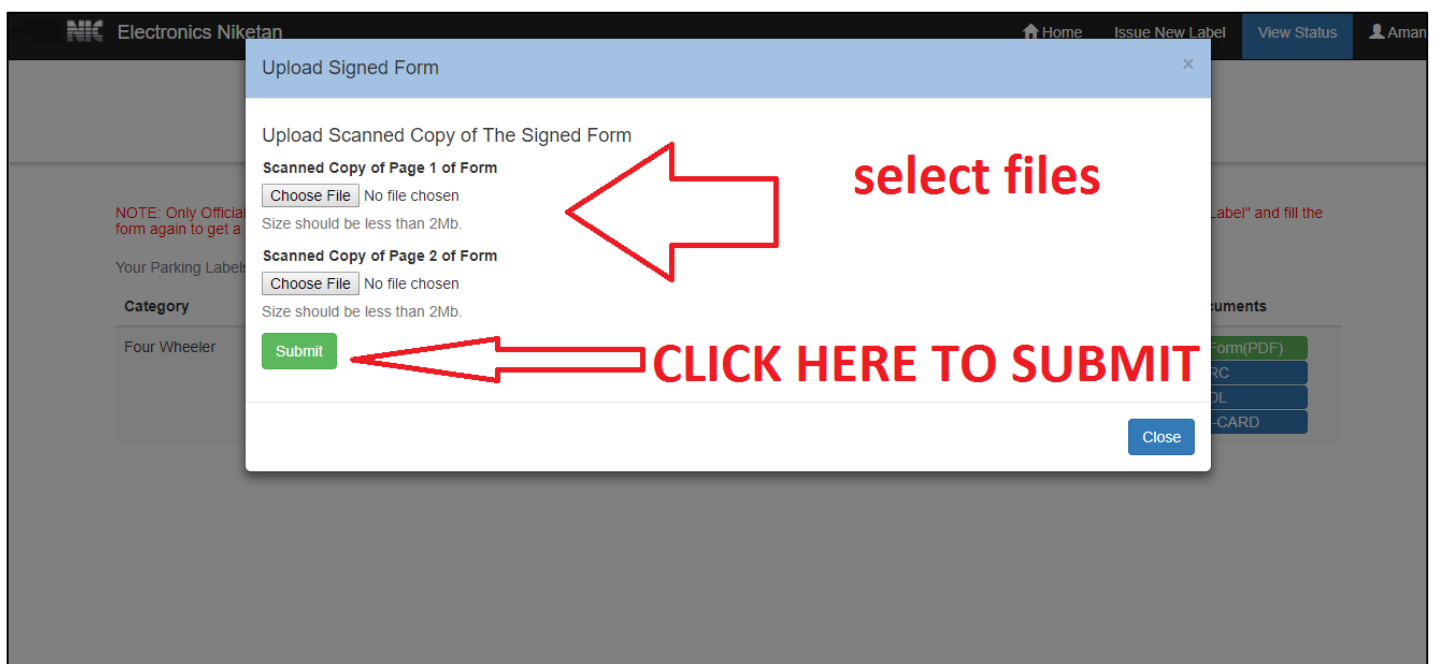
NOTE: Only Official Type(Permanent Employee) Labels Can Get Renewed once Expired. For "Non Official" or "Date Pass" Labels you need To Click on "Issue New Label" and fill the form again to get a new Parking Label

Your Parking Labels Are

Category	Model	Registration No.	Label Serial No.	Type	Valid From	Valid Till	Status	Documents
Four Wheeler	Maruti	DL12CF3510		Official			Issue In Progress Upload Signed Form	Form(PDF) RC DL I-CARD

CLICK HERE TO UPLOAD SIGNED FORM

A Popup box will Appear



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Home Issue New Label View Status Aman

Upload Signed Form

Upload Scanned Copy of The Signed Form

Scanned Copy of Page 1 of Form

No file chosen

Size should be less than 2Mb.

Scanned Copy of Page 2 of Form

No file chosen

Size should be less than 2Mb.

CLICK HERE TO SUBMIT

select files

- After uploading the signed form, Submit the original hard copy of the form to the Parking Label Authority.

NOTE: YOU CAN VIEW YOUR EXISTING PARKING LABELS BY CLICKING ON VIEW STATUS

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Home Issue New Label Renew Old Label Aman

View All Parking Labels

YOU MAY CLICK HERE TO DOWNLOAD YOUR DOCUMENTS

Your Parking Labels Are

Category	Model	Registration No.	Label Serial No.	Type	Valid From	Valid Till	Status	Documents
Four Wheeler	Maruti Suzuki Alto	DL12CF3511		Official			Issue In Progress	Form(PDF) RC DL I-CARD

THE STATUS SAYS ISSUE IN PROGRESS

ONCE THE CONCERNED AUTHORITY ISSUES AND PRINTS YOUR LABEL YOUR STATUS WILL CHANGE TO 'WORKING'

YOU CAN THEN GO & COLLECT YOUR LABEL FROM THE LABEL AUTHORITY

- Wait till the Label Authority issues you your parking label.
- Once the Label Authority issues you the label the page will appear as follows:

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Home Issue New Label Renew Old Label Aman

View All Parking Labels

LABEL DETAILS UPDATED

Your Parking Labels Are

Category	Model	Registration No.	Label Serial No.	Type	Valid From	Valid Till	Status	Documents
Four Wheeler	Maruti Suzuki Alto	DL12CF3511	12	Official	10/08/2017	19/10/2017	Working	RC DL I-CARD Form Pg1/2 Form Pg2/2

STATUS HAS CHANGED TO WORKING

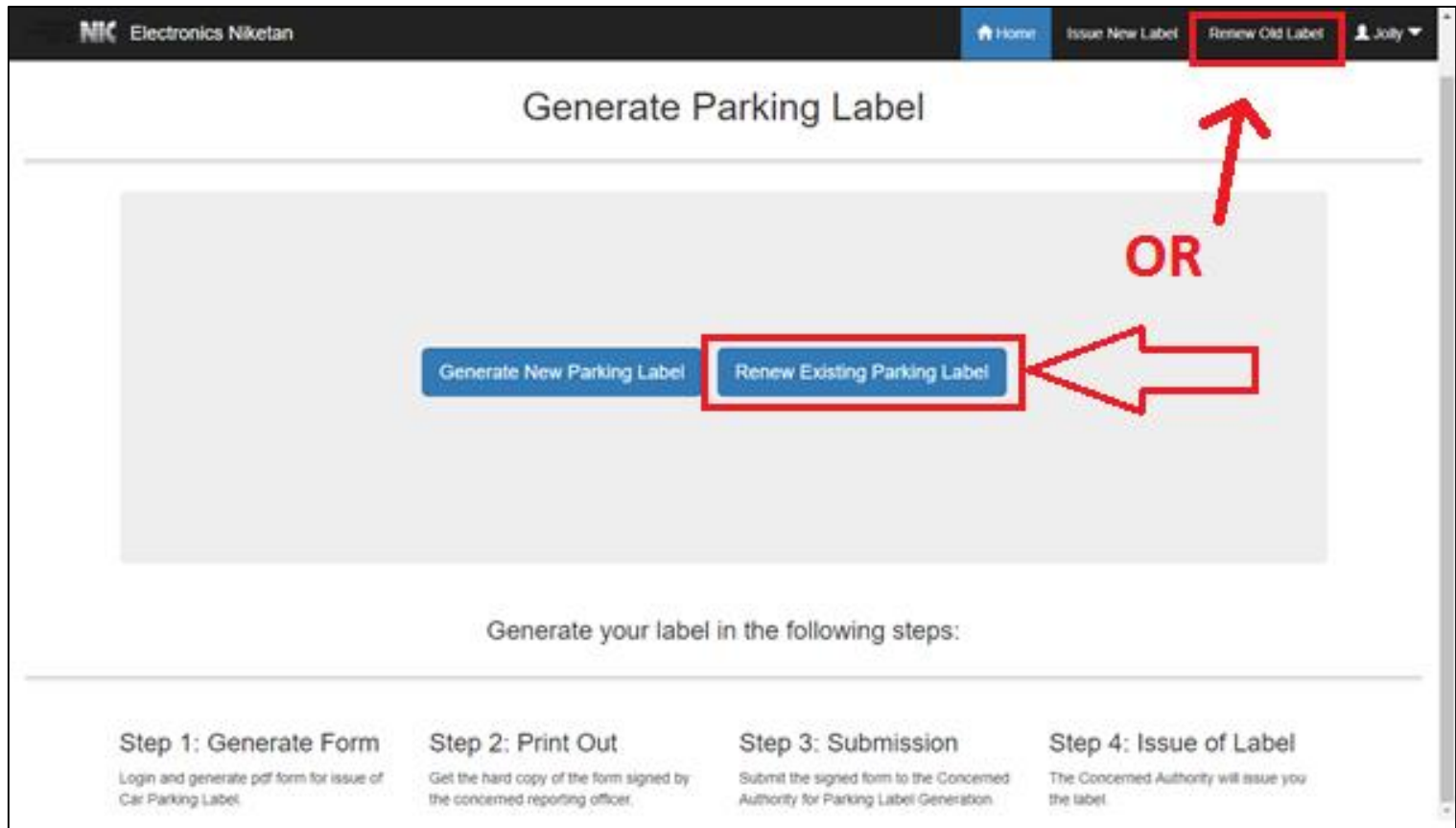
Label Authority has Uploaded Your Form's Scanned Copy

YOU CAN NOW GO & COLLECT YOUR PARKING LABEL

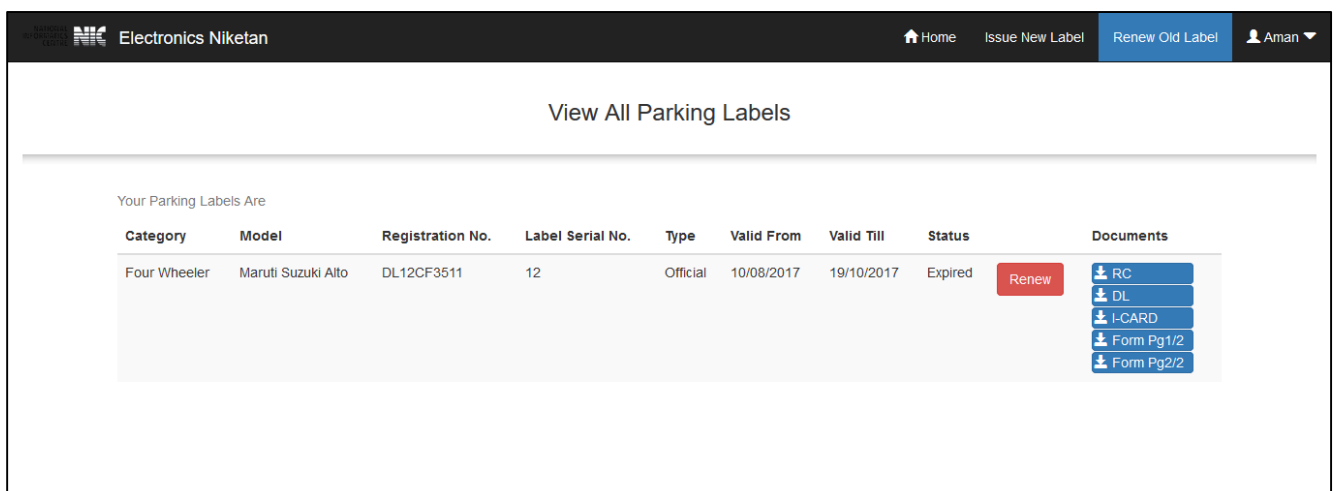
4. Renew Expired Parking Label'


When the Parking Label's 'Valid till' Date passes. The Label's status will change to 'Expired' automatically.

- To renew expired parking label login and click on Renew Existing Parking Label



- The following page appears



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Home Issue New Label Renew Old Label Aman


View All Parking Labels

Your Parking Labels Are

Category	Model	Registration No.	Label Serial No.	Type	Valid From	Valid Till	Status	Documents
Four Wheeler	Maruti Suzuki Alto	DL12CF3511	12	Official	10/08/2017	19/10/2017	Expired	<div>RC</div> <div>DL</div> <div>I-CARD</div> <div>Form Pg1/2</div> <div>Form Pg2/2</div>

STATUS SAYS EXPIRED
CLICK ON RENEW BUTTON
TO SEND A RENEWAL REQUEST

- Once Clicked the Status Will Change to Renew In Progress
- Wait till the Label Authority renews your label. Once renewed the page will appear as follows:

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Home Issue New Label Renew Old Label Aman

View All Parking Labels

Request for Renewal Sent

Your Parking Labels Are

Category	Model	Registration No.	Label Serial No.	Type	Valid From	Valid Till	Status	Documents
Four Wheeler	Maruti Suzuki Alto	DL12CF3511	12	Official			Renew In Progress	<div>RC</div> <div>DL</div> <div>I-CARD</div> <div>Form Pg1/2</div> <div>Form Pg2/2</div>

- Once the Label Authority Issues Your New Parking Label It will appear as follows:

The screenshot shows the 'View All Parking Labels' page on the Electronics Niketan website. The page features a table of parking labels. The first label is highlighted with green circles around the 'Label Serial No.' (12) and 'Valid From' (10/08/2017) fields. A green arrow points to the 'Status' field, which is 'Working'. Above the table, the text 'LABEL DETAILS UPDATED' is displayed in green. Below the table, the text 'STATUS HAS CHANGED TO WORKING' is displayed in green. At the bottom, the text 'YOU CAN NOW GO & COLLECT YOUR NEW PARKING LABEL' is displayed in red.

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Home Issue New Label Renew Old Label Aman

View All Parking Labels

Your Parking Labels Are

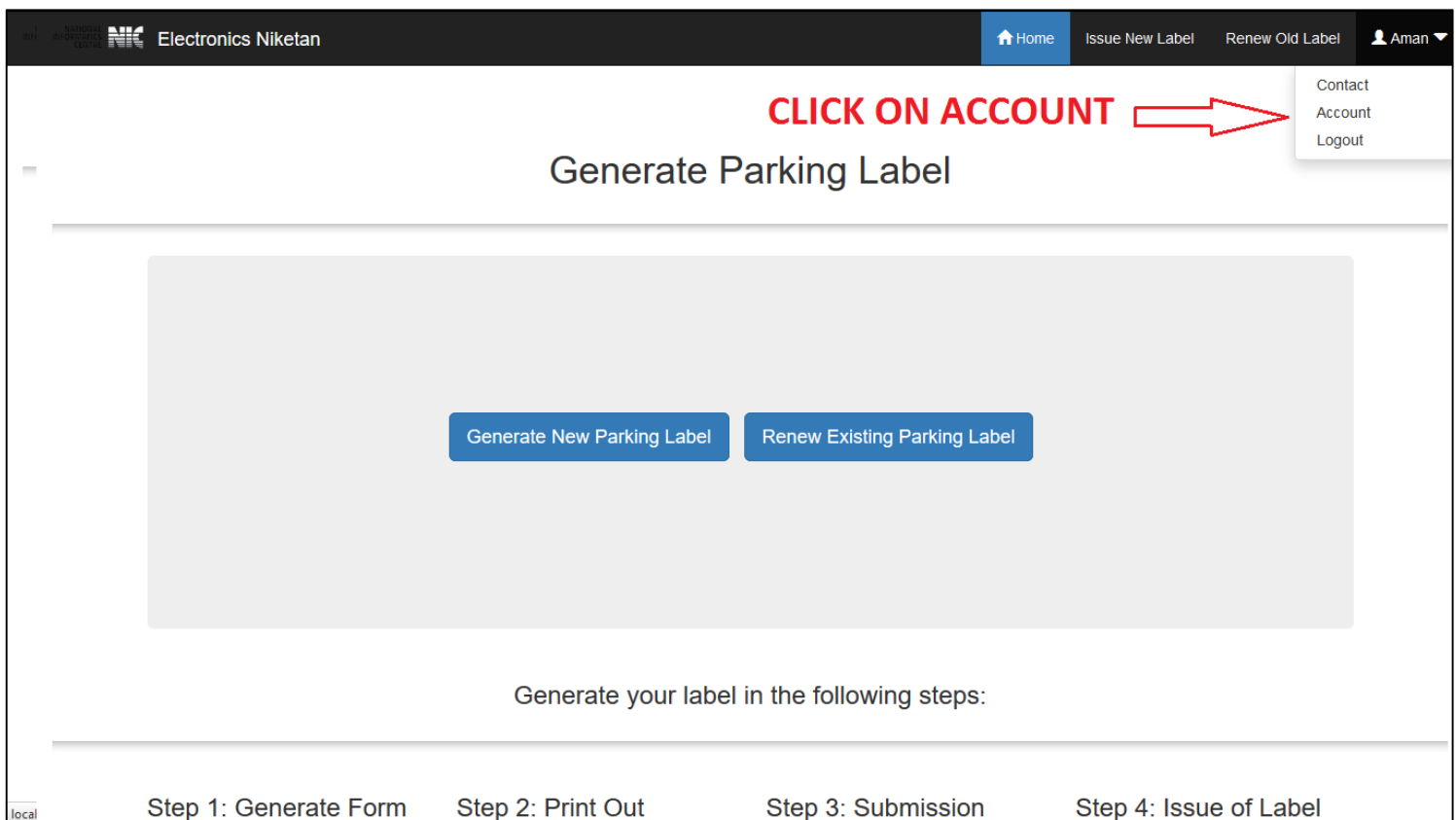
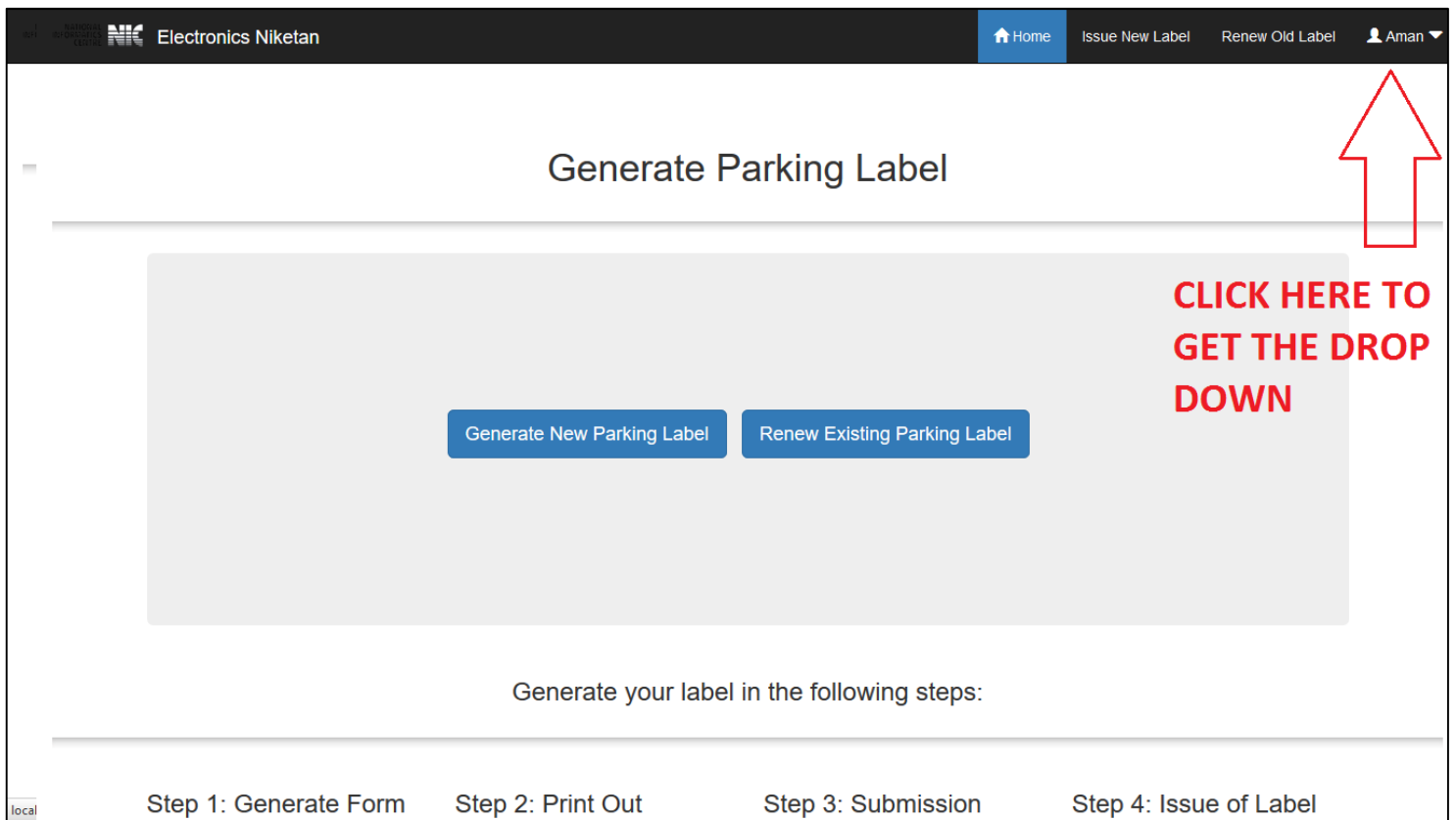
LABEL DETAILS UPDATED


Category	Model	Registration No.	Label Serial No.	Type	Valid From	Valid Till	Status	Documents
Four Wheeler	Maruti Suzuki Alto	DL12CF3511	12	Official	10/08/2017	19/10/2017	Working	RC DL I-CARD Form Pg1/2 Form Pg2/2

STATUS HAS CHANGED TO WORKING

YOU CAN NOW GO & COLLECT YOUR NEW PARKING LABEL

5. Change Account Details



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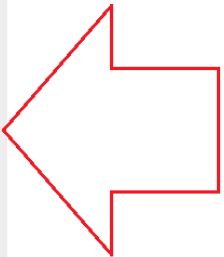
Home Issue New Label Renew Old Label Aman


local

Edit Your Account Details:

Name*	Aman Sahni
Designation*	Intern
Division*	NIC
Email address*	aman@gmail.com
Mobile Number: (+91)*	8982828282
Intercom/Telphone No. Office	Telephone (Office) (If Any)
Present Local Address*	Delhi

Update


**CHANGE
DETAILS**

 Electronics Niketan


Home Issue New Label Renew Old Label Aman

local

Edit Your Account Details:

Name*	Aman Sahni
Designation*	Intern
Division*	NIC
Email address*	aman@gmail.com
Mobile Number: (+91)*	8982828282
Intercom/Telphone No. Office	Telephone (Office) (If Any)
Present Local Address*	Delhi

Update


**CLICK ON
UPDATE**

6. Forgot Password?

Electronics Niketan

Register New Account

Contact

Generate Parking Label

Log in to generate your parking label form.

New Users Register Here »

CLICK ON FORGOT PASSWORD

Logged Out Successfully

Enter User ID

Enter Password

Log in

Forgot Password?

Generate your label in the following steps:

Step 1: Generate Form

Login and generate pdf form for issue of Car Parking Label.

Step 2: Print Out

Get the hard copy of the form signed by the concerned reporting officer.

Step 3: Submission

Submit the signed form to the Concerned Authority for Parking Label Generation.

Step 4: Issue of Label

The Concerned Authority will issue you the label.

Electronics Niketan

Home

Register New Account

Contact

Forgot Password

ENTER DETAILS

Enter Your UserID

UserID

Enter Your Email address

Email

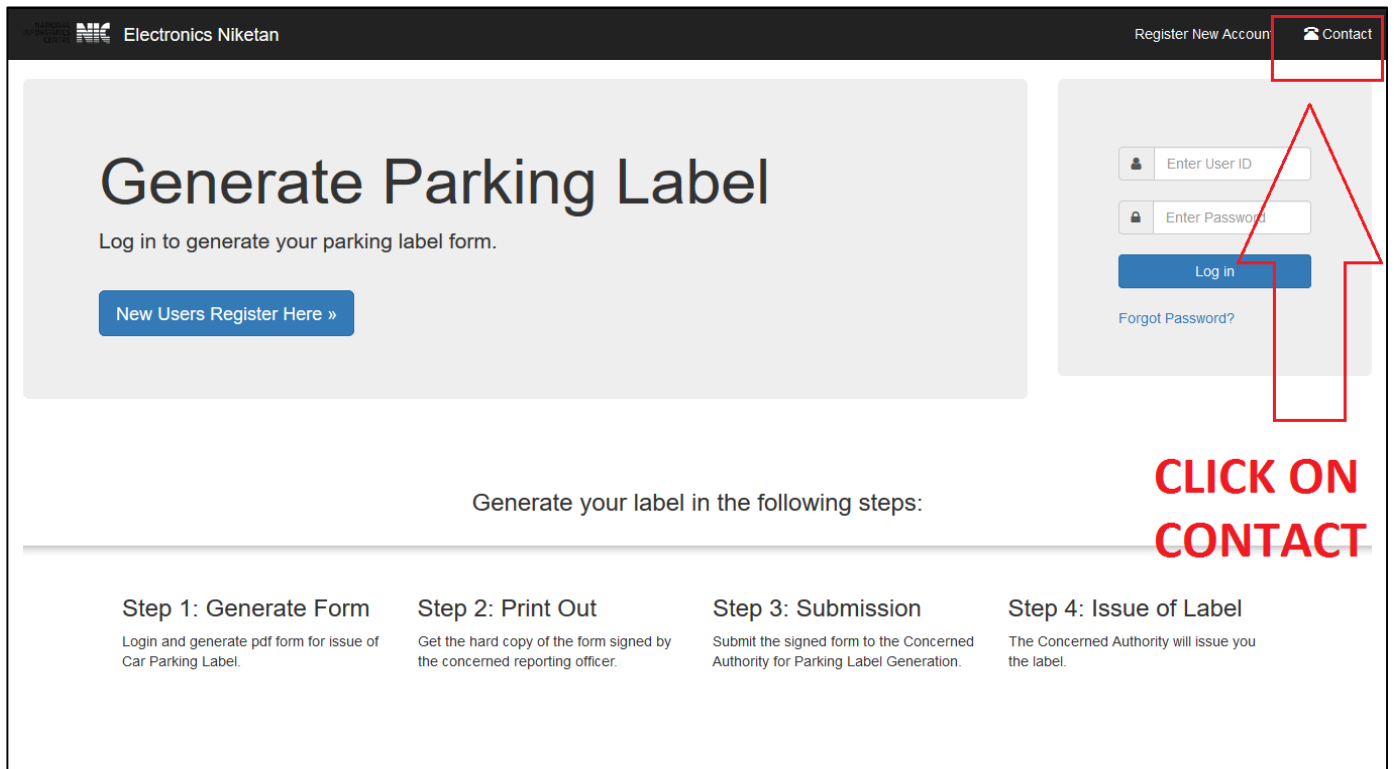
Submit

CLICK ON SUBMIT

ONCE SUBMITTED A LINK WILL BE SENT ON YOUR EMAIL ADDRESS. CLICK ON THAT LINK AND PROCEED AS DESCRIBED

7. Resolving Issues & Troubleshooting

If you face any issues you can contact the operator as follows:



Electronics Niketan

Register New Account [Contact](#)

Generate Parking Label

Log in to generate your parking label form.

[New Users Register Here »](#)

Enter User ID

Enter Password

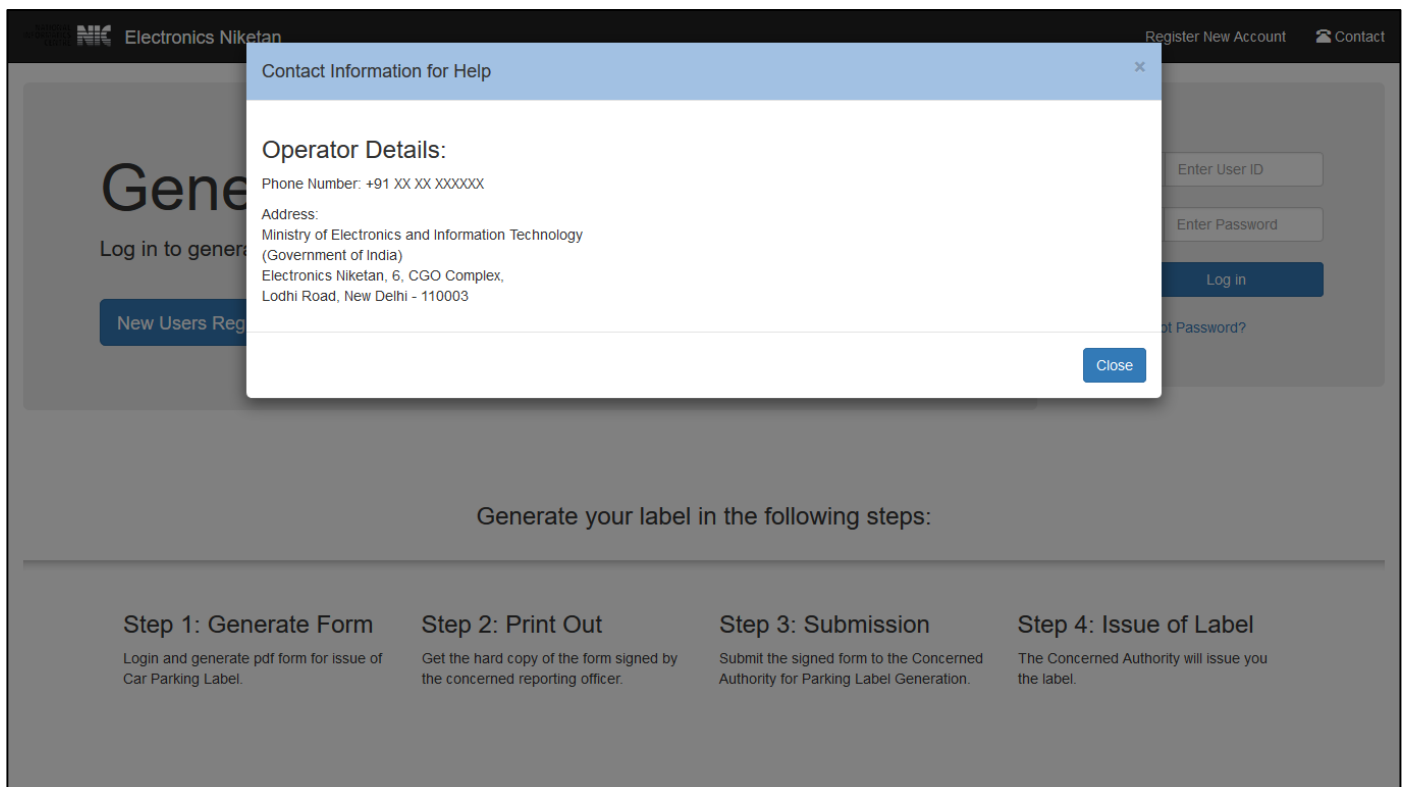
[Log in](#)

[Forgot Password?](#)

Generate your label in the following steps:

Step 1: Generate Form	Step 2: Print Out	Step 3: Submission	Step 4: Issue of Label
Login and generate pdf form for issue of Car Parking Label.	Get the hard copy of the form signed by the concerned reporting officer.	Submit the signed form to the Concerned Authority for Parking Label Generation.	The Concerned Authority will issue you the label.

CLICK ON CONTACT



Electronics Niketan

Register New Account [Contact](#)

Generate Parking Label

Log in to generate your parking label form.

[New Users Register Here »](#)

Enter User ID

Enter Password

[Log in](#)

[Forgot Password?](#)

Generate your label in the following steps:

Step 1: Generate Form	Step 2: Print Out	Step 3: Submission	Step 4: Issue of Label
Login and generate pdf form for issue of Car Parking Label.	Get the hard copy of the form signed by the concerned reporting officer.	Submit the signed form to the Concerned Authority for Parking Label Generation.	The Concerned Authority will issue you the label.

Contact Information for Help

Operator Details:

Phone Number: +91 XX XX XXXXXX

Address:
Ministry of Electronics and Information Technology
(Government of India)
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi - 110003

[Close](#)

Contact The Authority as per the mentioned details.