KENDRIYA VIHAR APARTMENT OWNERS WELFARE ASSOCIATION (KVAOWA)
KENDRIYA VIHAR, SECTOR-56, GURUGRAM (HARYANA) – 122011
(Registered under Societies Registration Act No.1 of 2012 Registration No. 00651 Dated 25/4/2013)

No. KVAOWA/GGN/2026/33/ 418 **Dated: 02nd April, 2026**

Circular

Subject: Issuance of Parking Stickers

In continuation of our Notice No. KVAOWA/GGN/2025/232 dated 11th July 2025, 21st July, 2025, 10th August, 2025 and 4th September, 2025 the Management of KVAOWA has decided that parking stickers will be issued to residents only after completion of the necessary documentation and formalities as outlined below.

The Society Office will verify the following details before issuing parking stickers:

1. **Documentation & Eligibility Requirements:**

- Parking stickers will be issued only to residing residents of Kendriya Vihar.
- Annual Maintenance Charges must be paid up to date, with no outstanding dues.
- Valid Rent/Lease Agreement duly notarized (in case of tenants).
- Submission of vehicle RC copy, if not already available in Society records.
- The vehicle must be registered in the name of the resident or a family member.
- No commercial activity should be carried out from the flat or garage/parking area.
- No sub-letting of the flat or servant room (where applicable).
- All property-related documents must be complete and submitted to Society records.
- Parking stickers will be issued from 10.04.2025 onwards.
- All residents are requested to ensure compliance with the above requirements while applying for parking stickers.

Specific Guideline for Tenant:-

- New tenants/owners to obtain parking labels as per their entitlement within 30 days of their shifting into the complex. During this period, they may be provided with temporary parking labels.
- Parking stickers must be properly pasted/displayed on the front of the vehicle.
- If a vehicle is no longer in use within the campus, the Society Office must be informed.
- If tenants are approved for a second car parking sticker, only a sticker will be issued—not a dedicated parking space.
- If a resident has failed to renew parking stickers for previous financial year(s), the following reformative penalty will be applicable:
  - Per Car: ₹590/-
  - Per Two-Wheeler: ₹590/-
- Vehicles without valid parking stickers may be clamped for unauthorized or improper parking within the Society.

- Overnight parking without a valid sticker will attract a reformative penalty of ₹200/- per night.
- Residents can obtain a 24-hour visitor pass for their guests' vehicles from Gate No. 1 (Security Supervisor).
- If a resident fails to renew the parking sticker by 15.06.2026, the following reformative penalty will apply:
  - Per Car: ₹118/- per month
  - Per Two-Wheeler: ₹59/- per month

3. Duplicate Sticker:

- In case of loss or damage, a duplicate parking sticker will be issued at a charge of ₹118/-.

4. Tenant Parking Sticker Validity:

- Parking stickers issued to tenants shall be valid from April of each year and will expire on 31st March of the following year.

5. Owners Parking Sticker

- All owners were issued stickers for the period from April 2025 to March 2030. Those owners who have not yet renewed their stickers are request to get them renewed.

If any vehicle owner has sold their vehicle or the vehicle is no longer present in the campus, they should have it discontinued from the society records.

We request the cooperation of all residents to ensure smooth implementation of these guidelines and to maintain a safe, organized, and peaceful environment in Kendriya Vihar.

(Atul Dhyani)
Secretary, KVAOWA

Copy to:

1. All Collegium Members
2. All Notice Boards
3. Website/NBH App
4. The SHO Sector-56, Gurugram- for information