Citizen's Charter of Parking Department

Sl. No.	Specific Service Sought	Application Procedure be submitted	To whom application is to application	Documents to be submitted with contacted	For queries, officer to be contacted	For complain officer to be the service	Time limit for providing	Remarks
1.	Exclusive Parking (for commercial & institutional vehicles)	Plain paper application	Office of the Chief Manager (Parking)	1) Trade Licence 2) Copy of Pan Card 3) Hand sketch of the specific plot	Assisstant Manager	Dy. Manager	1 month	Subject to availability of proper documents and clearance from DC (Traffic), Kolkata Police
2.	Night Parking (Time limit 10 PM to 7 AM) against specific vehicles	Plain paper application	Office of the Chief Manager (Parking)	1) Copy of Blue Book 2) Copy of Pan Card 3) Hand sketch of the specific plot 4) Tax token	Assisstant Manager	Dy. Manager	15 days	
3.	Fee Parking a) Day parking is applicable from 7 AM to 10 PM b) Night parking is applicable from 10 PM to 7 AM	As notified in the tender notice						KMC recognised licensees / co-operative/society /agency/NGO if approved by MC can participate in tender
4.	Complaints related to Fee Parking Zone	Plain paper application	Office of the Chief Manager (Parking)		Assisstant Manager	Dy. Manager	15 days	

* In case of granting Fee Parking Zone at Night plain paper application can also be done.
* The rate of Day & Night Fee Parking can be seen at www.kmcgov.in

* In case of misbehaviour of the collector at parking spot, please take a picture of the collector and send to Chief Manager (Parking) through WhatsApp at his mobile no. 9830693840.

Sd/-	Sd/-	Sd/-	Sd/-
MMIC (Parking)	Mpl. Commissioner	Jt. Mpl. Commissioner (Rev.)	Chief Manager (Parking)