

FORM 'A'

Tele: _____

File No.: _____

Office Address: _____

**FORWARDING OF APPLICATION-CUM-RCORD CARD (ARC) FOR ISSUE
OF SECURITYITSED LAMINATED INDENTITY CARD (SLIC)**

1. Application-cum-Record Card No. _____ in respect of No. _____ Rank _____ Name _____ present Designation _____ of this office is forwarded herewith for issue of SLIC to him/her.
2. This post was earlier held by No. _____ Rank _____ Name _____ who his resigned/retired/expired/posted out of DHQ Security Zone. His/her SLIC No. _____ duly punched is enclosed for cancellation.
3. The post was earlier held by No. _____ Rank _____ Name _____ who is posted as _____ in _____ (office) located in DHQ Security Zone. His/her SLIC No. _____ duly punched is returned herewith for cancellation.
4. The post of _____ has newly been created vide Govt of India, Ministry of Defence letter No. _____ dated _____ (copy enclosed) and is being filled for the first time.
5. Any other remarks.

CERTIFICATE

The details filled by the individual have been verified by me & this office takes full responsibility to withdraw the SLIC from the individual in the event of his/her ceasing to be strength of the office.



Signature of Authorized Group 'A' Officer
Name/Rank/Designation:
Tele No.:

It is certified that all Security Passes issued to this Directorate/Branch by Security Office are accounted for and properly recorded/maintained in a register.

COUNTERSIGNED

Director
Rank (Name/Designation)

Please see at the back for detailed instructions.

REMARKS
(For Security Office use only)

⚙️ INSTRUCTIONS FOR FILLING UP OF ARC FORM ⚙️

- ARC form, duly completed alongwith documents (in single copy) should be forwarded through Coord/Adm of respective Directorate.
- Photograph in respect of Service Personnel should be in uniform and without headgear. No scanned photograph is to be pasted thereon.
- Directorate/Office address of the individual should match with Posting Order & SLIC being renewed/replaced.
- In ARC, it is compulsory for the applicant to mention SLIC/DAC/TP/Adv Pass/Reception Pass, he is holding and Vehicle Sticker No. which enables him/her for entry into DHQ Security Zone.
- Fresh Case:- Govt of India, MoD letter mentioning manpower i/e/ PE (Sanctioned Strength) and Nominal Roll (Sl No., Name, Rank/Desig, SLIC No.) of the concerned post of Directorate is required.
- Please ensure following enclosures before submitting the case:
 - 1) ARC Card duly filled in.
 - 2) Attested Copy of Posting Order/Reporting Gx/Posting Signal
(in case of Posting Signal, the same should be attested by the concerned Gp 'A' officer.)
 - 3) SLIC of previous incumbent
 - 4) Attested copy of PE (applicable for Fresh Case)
 - 5) Nominal Roll issued by the competent authority (applicable for Fresh Case)