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File No

FORM 'B'
APPLICATION FOR
DHQ ACCESS CARD (DAC)

For Security Office use

Form No.....

Date.....

Renewal Amendment Replacement Fresh Promotion
(Please tick whichever is applicable)

- Application in respect of
 (a) Service No/Emp. ID No: (b) DOB:/...../.....
 (c) Name (Block Letters)
 (d) Rank (e) Designation
 (f) Gazetted/ Non Gazetted (g) Deptl-Card No.
- Office Address
 (a) Room No (b) Wing (c) Block/Bldg
 (d) Directorate (e) Branch
 (f) Road/ Area/ Locality
 (g) Military No. Civil Tele No. Mobile No.
- Residential Address:-
 (a) Permanent
 (b) Local
- For **Renewal/amendment**: (Strike off whichever is not applicable). If amendment, give the reason:
 (a) DAC No
- For **Replacement**: the post was earlier held by DAC No.
 Name (block letter)
 Rank
 Designation
 Office Address
- For **Fresh** case the post has newly been created vide Govt of India, Min. of Defence letter No. Dated (Copy of Govt order alongwith a justification to this effect enclosed)
- Name(s) of Building/Blocks located within DHQ Security Zone to be visited (applicable for DACs issued to Outside DHQ Security Zone)
- Three specimen signature of individual

Two Colour Photographs
Size- 4cmX 5cm
One duly attested by Group 'A' Civilian Officer /Commissioned Service officer to be pasted. Other should be attached mentioning name & directorate at the back.
Service persons - Photographs
In UNIFORM & without HEAD GEAR. No Scanned Photographs

9. Presently, I am holding DAC/DVP/TP/Duty Slip/Reception Pass No. (Yes/No) which enables me to enter in DHQ Security Zone and I surrender the same (other than Reception Pass) with replacement pass, if any, for year (in replacement case.)
10. All the information in the form 'B' filled by me is correct to the best of my knowledge.

Left Thumb Impression _____ Date _____ Sign of Applicant with Name Stamp _____
Verified by Dte _____
Authorised Group 'A' Civilian Officer / Commissioned Service officer
(Sign with Name Stamp)
Tele

11. It is certified that all Security Passes issued to this Directorate/Branch by Security Office are accounted for and properly maintained/recorded in a register held with Coord section of the Directorate for accountability by following the security measures as per General Instructions of Security 2018.
12. The details filled above have been verified & this office takes full responsibility to withdraw pass(es) from the individual ceasing to be active.
13. Certified that anticipated frequency of visit of the applicant for issue of DAC to the DHQ Security zone is more than fifteen time in a month.



Date: _____ Director/JS/Equivalent or above (Sign with Name Stamp)

[1] Form 'B' completed (in duplicate) alongwith documents (in single copy) should be forwarded through Coord/Adm of respective Dte.

[2] Paste the Photograph as per specifications duly attested by the Authorized Gp'A' Officer of the Dte.

[3] Form should be counter signed by Director of respective Dte located within DHQ Security zone/ JS equivalent obtained from the office individual intends to visit (in case Dte is located Outside DHQ Security Zone).

[4] Attested copy of Posting Order ,Movement Order, Arrival report, Joining report, Appointment Letter as the case may be is attached.

[5] Dte/Office address of the individual should match with posting order and card being renewed/replaced.

[6] Copy /Undertaking filled up by the applicant and duly countersigned by the respective Dte that he/she is holding SLAC/DAC/TP/Adv. Pass/Reception Pas(Pass No....) which enable him/her to enter DHQ Security Zone (Refer Column No 09 of application form is completed). Photocopy/receiving of pass is enclosed.

[7] REPLACEMENT: Photocopy of DAC is enclosed alongwith documents mentioned above.

[8] RENEWAL: Photocopy of DAC is enclosed alongwith documents mentioned above as asked during initial issue.

[9] In case of New appointment/Fresh issue of DAC, the following documents are required in addition to the above:

(a) Statements of Case/justification/Minute Sheet signed by Competent Authority(JS/Equivalent or above)

(b) Nominal Roll of individuals holding SLAC/DAC/TP alongwith Pass Number in the Dte (i.e. Sl.No., Name, Rank/ Designation, Type of Pass holding, Pass Number).

(c) Copy of Govt of India, Ministry of Defence, Notification on Peace Establishment(PE)

[10] DELAY CASES: Delay cases to be justified by the individual & duly countersigned by the Director

[11] AMENDMENT CASE: Passes requiring amendment for want of change in appearance/other reason, a certificate authenticating the same be given by the officer not below the rank of Brig.

[12] DEFACED PASS: If the Pass is defaced beyond recognition, a certificate

authenticating the particulars of the individual be given by the officer not below the rank of Brig.

[13] CIVIL GOVT. EMPLOYEES (other than MOD)EMPLOYED IN OFFICES LOCATED WITHIN DHQ SECURITY ZONE:

a. A Copy of Departmental I Card.

b. Deposition Slip/Replacement Card (if any)

c. NOMINAL ROLL of individuals in the office holding DAC No. (In case of Fresh issue)

[14] ISSUE OF PASS: Passes will be issued on producing original receipt (fresh cases) along with Old pass (replacement/ renewal cases)

RESTRICTED