

**FORM 'C'**

**APPLICATION FOR PASS TO CONTRACTUAL EMPLOYEES**

FORM NO.....  
(for Security Office use)

Tele:

File No:

Date.....

1. Full Name.....S/D of.....  
(in BLOCK letters)
2. Designation (as mentioned in contract).....
3. AADHAAR Card/PAN card No: .....  
Date of Birth (dd/mm/yy): ...../...../.....
4. Name of Firm/Company: (a).....  
(b) File No (if any issued by this office earlier).....
5. Duration of contract: from .....To.....
6. Full Office Address with which contract:  
(a) Room No ..... Wing..... (b) Block/Bldg.....  
(c) Directorate..... (d) Branch.....  
(e) Road/Area/Locality..... (f) Post Office.....  
(g) Tele.....
7. Residential Address:-  
(a) Permanent.....  
(b) Local.....  
Tele/Mobile No.....
8. Duration for which pass is required: from .....To.....
9. Identification Mark(s) 1. ....  
2. ....
10. Three Specimen signatures:

\*Two Colour Photograph  
 \* Size 4cm x 5cm  
 \* One duly attested by Authorized Group 'A' Civilian officer /Commissioned Service officer to be pasted. Other should be attached mentioning name & directorate at the back  
 \* No scanned photograph.

11. It is certified that I am holding DAC/TP/Duty Slip/RECEPTION PASS (PASS NO.....) which enable me to enter Defence HQ Zone (Photocopy of pass be enclosed)

Left Thumb impression

Date

Signature of Applicant

**CERTIFICATE**

1. Certified that the character and antecedents of the individual have been verified by the Police Authorities.
2. A separate certificate that Police Verification(PV) issued to the individual has been cross-checked with the issuing authority and is countersigned by Director of the Dte employing the individual.



Authorised Group 'A' Civilian Officer /  
Commissioned Service Officer

(Sign with Name Stamp)  
Tele

date.....

**COUNTERSIGNED**

1. It is certified that all Security Passes issued to this Dte/Br by Security office are accounted for and properly recorded/maintained in a register. As and when require, the register will be produced before security Office to tally with the records.
2. There are no surplus passes held with the Dte/Br as replacement.
3. Certified that this office also takes full responsibility to return the pass to Security Office for cancellation in event of individual ceasing to be part of contract/expiring of contract.

Director or equivalent sign with name stamp

**(For Security Office use only)**

- Note:
1. Strike out the Para which is not applicable.
  2. For detailed instructions please see at the back.

- (1) Form 'C' completed (in duplicate) alongwith documents (in single copy) should be forwarded through Coord/Adm of respective Dte/line Dte.
- (2) Form should be countersigned by the Coord/Adm of respective directorate forwarding the application.
- (3) Paste the Photographs as per specifications duly attested by the Authorised Group 'A' Civilian officer/Commissioned Service officer of the Dte.
- (4) Attested copy of AMC of existing/New contract to include Contract Period & Man power contracted alongwith offer letter of the company countersigned by the Dte.
- (5) Police Verification (PV) copy of Passport counter signed by signing authority. (PV is valid upto 1 year from the date of issue, if validity not mentioned thereon).
- (6) Photo ID of the employee issued by the company alongwith photo ID proof such as PAN Card/Driving Licence/passport/AADHAR Card and attested by the respective Dte.
- (7) Copy/Undertaking filled up by the applicant and countersigned by the respective Dte that he/she is holding SLAC/DAC/TP/Duty Slip/Reception pass (Pass No.....) which enabled him/her to enter DHQ Security Zone (Refer Column No. 11 of application form is completed). Photocopy/receiving of Pass is enclosed.
- (8) **RENEWAL CASES:** Photocopies of existing Temporary pass & Attested copy of latest contract.
- (9) **DELAY CASES:** Delay cases to be justified by the individual & countersigned by the Director and above.
- (10) **AMENDENMENT CASES:** A certificate to support for passes require amendment in appearance/other reason, is required by the officer not below the rank of Brig from the Dte.
- (11) **REPLACEMENT OF INDIVIDUAL:** If the individual is replacing an appointment held previously an old pass or surrender certificate obtained from Security Office is required alongwith application.
- (12) **COLLECTION OF PASS:** Passes will be issued only on producing **original receipt** alongwith **Old Pass** (if held).