

File no .....  
Tele .....

**FORM 'D'**

FORM NO.....

**APPLICATION FOR TEMPORARY PASS TO DEFENCE EMPLOYEES** For security office use  
Date.....

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

- Application in respect of  
 (a) Service No./Emp ID N.....(b)DOB (dd/mm/yy) ...../...../.....  
 (c) Full Name (in Block Letters).....Sex (M/F).....  
 (d) Rank.....(e) Designation.....  
 (f) Gazetted/Non Gazetted.....Gp.....(g) Deptt I-Card N.....

Size of photo: (4 x 5) cm  
 One photograph of above size is to be pasted here & then attested by Group 'A' Civilian officer /Commissioned Service officer and one photograph of same size (without attestation) is to be attached with the form (Photographs in UNIFORM &without HEAD GEAR for Service personnel).  
 No scanned photographs

- Nature of posting:-  
 Temporary  Attachment  Permanent

- Full Office address :  
 (a) Room No.....Wing.....(b) Block/Bldg.....  
 (c) Directorate/Office.....(d)Branch/Organisation.....  
 (e) Road/Area/Locality.....  
 (f) Military No.....Civil Tele No.....Mob No.....

- Residential Address :-  
 (a)Permanent.....  
 (b) Present.....  
 Tele/MobileNo.....

- Duration for which pass is required From.....to.....

- Identification Mark(s) (a).....  
 (b).....

- Three Specimen Signatures

- It is certified that I am holding DAC/TP/RECEPTION PASS (PASS NO.....)which presently enable me to enter DHQ Zone (photocopy of pass be enclosed) Yes  No

Left Thumb Impression

Date

Signature of Applicant

**Certificate**

Details filled by the individual have been verified by me. It is certified that this office also takes full responsibility to return the pass to Security Office for cancellation in the event of individual ceasing to be on active strength of the office

Authorised Group 'A' Civilian Officer /  
 Commissioned Service Officer  
 (Sign with name Stamp  
 Tele.....

**COUNTERSIGNED**

- 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 required, the register will be produced before Security Office to tally the entries of Security Passes therein with the records held with Security Office.
- There are no surplus passes held with the Dte/Br as replacement.

Date:



Director or equivalent  
 (sign with name stamp)  
 Tele.....

**(For Office use only)**

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

- (1) Form 'D' completed (in duplicate) along with documents (in single copy) should be forwarded through Coord/Adm of respective Dte. Photocopies of the document attached with form be self-attested.
- (2) Photographs are as per specification asked & pasted photo is duly attested by the authorized Group 'A' Civilian officer/Commissioned Service officer signing the form.
- (3) Form is countersigned by the Coord /Adm of respective directorate forwarding application.
- (4) Self attested copies of movement order/posting order/appointment letter & certificate mentioning date of joining is attached.
- (5) Dte/Office address of the individual should match with posting order and card being renewed/replaced.
- (6) **TRANSFER WITHIN DHQ SECURITY ZONE:** Clearance certificates of previous security passes obtained from Dte (in case of SLAC) and security office in case of other security passes are attached if the individual is being transferred within DHQ Security Zone.
- (7) **OFFICIAL SEAL :** To be affixed along with date at the required place.
- (8) An undertaking is filled up by the application that he is holding **SLAC/DAC/TP//RECEPTION PASS (PASS NO.....)** which enables him to enter DHQ Security Zone (Ser No 08 of application is filled).
- (9) **RENEWAL:** Photocopies of existing Temporary Pass & movement order/posting order/ appointment letter
- (10) **DELAY IN RENEWAL:** Any delay of more than 10 days, justification to be initiated by the individual and countersigned by the director with supporting documents.
- (11) **RENEWAL OF 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.
- (12) **REPLACEMENT OF INDIVIDUAL:** If the individual is replacing an employee holding a pass/old pass/surrender certificates obtained from security office is required along with application.
- (13) **ISSUE OF PASS:** Pass will be issued on producing original receipt (fresh cases) along with old pass (renewal case).