

**FORM 'P'**

Tele:..... **APPLICATION FOR DEFENCE VISITOR PASS(DVP)** Form No.....  
File no (For senior rank visitor viz. JS or equivalent or above of MoD/ISOs/PSUs)

Renewal  Replacement  Fresh  Amendment  Promotion

1. Application in respect of
  - (a) Service No/Emp. ID No:.....(b)DOB...../...../.....
  - (c) Name(Block Letters).....(d)SEX(M/F).....
  - (e) Rank .....(f) Designation .....
  - (g) Dep-Card No.....
2. Office Address of **Sponsoring Dte** located within DHQ Security Zone:
  - (a) Room No .....(b)Wing.....(c) Block/Bldg .....
  - (d) Directorate .....(e)Branch .....
  - (f) Road/ Area/ Locality.....
  - (g) Military No..... Civil Tele No..... Mobile No.....
3. Office Address of the **senior officer applying for DVP**.
  - (a) Room No .....(b)Wing.....(c) Block/Bldg .....
  - (d) Directorate .....(e)Branch .....
  - (f) Road/ Area/ Locality.....
  - (g) Military No..... Civil Tele No..... Mobile No.....
4. Residential Address of the senior officer applying for DVP:
  - (a) Permanent .....
  - (b) Local..... Tele/Mobile No .....
5. Name(s) of the Buildings/Blocks(maximum three) located within DHQ Security zone **to be visited**:.....
6. For **Renewal/amendment**: (Strike off whichever is not applicable). If amendment, give the reason:
  - (a) DVP No
7. For **Replacement**: the post was earlier held by DVP No.   
 Name (block letter).....  
 Rank .....  
 Designation .....
8. 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)
9. 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

10. 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.)  
 11. 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 \_\_\_\_\_  
 Tele: .....

**Certified by Sponsoring Dte located within DHQ Security Zone**

12. It is certified that the form is countersigned by JS/Equivalent from MoD/Dte/Organisation located inside DHQ Zone (Pass No. ....)
13. It is certified that the applicant will not raise any demand of Vehicle Sticker & Mobile permission alongwith DVP.
14. It is certified that in case of expiry/loss of pass or posting of the officer, it will be the responsibility of this Dte/office either to return the pass or regularize the loss respectively. All data information in case of a security breach will be provide to the investigation agency, Security Office.

Authorised Group 'A' Civilian Officer /  
Commissioned Service officer

Date: 

(Sign with Name Stamp)  
Tele .....

**COUNTERSIGNED**

All the information mentioned above is correct and I recommend the applicant for issue of MoD Pass. All Security Passes issued to this Dte, Br by Security Office are accounted for and properly recorded/maintained in a register. There are no surplus passes held with the Dte/Br as replacement.

Date: \_\_\_\_\_ (Sign of JS/Equivalent or above with Name Stamp)  
Tele: .....

**DETAILED INSTRUCTIONS (FORM 'P'):-**

- [1] Form 'P' completed (in duplicate) alongwith documents (in single copy) should be forwarded through Sponsoring Dte .
- [2] Photograph 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 counter signed by the JS/Equivalent /or above rank officer of the sponsoring Dte located within DHQ Security Zone..
- [4] Attested copies of posting Order/Appointment Letter and Joining letter are attached.
- [5] Dte/Office address of the individual should match with posting order and replacement card.
- [6] **TRANSFER FROM DHQ SECURITY ZONE:** Clearance certificate of previous security pass from security office, if issued to the senior officer while working within DHQ Security Zone
- [7] An undertaking is filled up by the applicant that he is holding SLAC/DAC/TP/ Adv. PASS/ RECEPTION PASS(PASS NO....) which enables him to enter DHQ Security Zone photocopy of pass enclosed( Ser No 10 of application page in completed.)
- [8] **OFFICE SEAL:** To be affixed along with date at the required place.
- [9] **NEW APPOINTMENT/ FRESH ISSUE:** (In addition to the above documents)
- (a) Justification
  - (b) Nominal Roll of individuals holding DVP alongwith DVP Number (i.e.SI No, Name, Rank/Designation, Pass Number.) prepared and countersigned by sponsoring Dte under forwarding letter
- [10] **REPLACEMENT/RENEWAL:** Xerox copy of DVP to be replaced/renewed alongwith documents As attached during initial issue.
- [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] **ISSUE OF PASS:** Passes will be issued on producing original receipt (fresh cases) alongwith Old pass (replacement/ renewal cases).

**Note:** A certificate from the competent authority confirming that the applicant is equivalent to JS/ equivalent or above to process the case for DVP.