

## FORM 'A'

Tele: \_\_\_\_\_  
Office Address: \_\_\_\_\_

File No.: \_\_\_\_\_

### FORWARDING OF APPLICATION-CUM-RECORD CARD (ARC) FOR ISSUE OF SECURITISED LAMINATED IDENTITY 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 has resigned/retired/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 this 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.
- Photograph is as per specification asked for in the Box provided on ARC & the pasted photograph is duly attested by the Authorized Gp 'A' officer signing the ARC & Form 'A'.
- Attested copy of Movement Order/Posting Order/Appointment Letter is attached.
- 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 (SI 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/Movement Order
  - 3) SLIC of previous incumbent
  - 4) Clearance of previous pass, if any the applicant was holding
  - 5) PE (applicable for Fresh Case)
  - 6) Nominal Roll (applicable for Fresh Case)