

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

Form No.....

Date.....

Tele:
File no:
Office address:

Renewal **Amendment** **Replacement** **Fresh**

1. 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.....
2. Office Address
 (a) Room No(b) Block/Bldg
 (c) Directorate(d) Branch
 (e) Road/ Area/ Locality.....(f) Post Office
 (g) Tele
3. Residential Address.....
 Contact No.....
4. For **Renewal/amendment**: the applicant to give following details:
 (a) DAC No
 (b) Permission for Vehicle YES/No if yes Vehicle Sticker No.....
 (c) Permission for Mobile YES/No if yes Mobile Permission Card No.....
5. For **Replacement**: the post was earlier held by DAC No.
 Rank
 Name (block letter)
 Designation
 Office Address.....
 His/Her vehicle sticker no.....His/Her Mobile Permission Card no.....
6. For **Fresh** case the posthas newly been created vide Govt of India, Min. of Defence letter
 No.....Dated.....(Copy enclosed) and is being filled for the first time.
7. Three specimen signature of individual

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

8. I am holding SLIC/DAC/TP/Adv. Pass/ Reception pass (Pass No.....) which enables me to enter DHQ Security Zone (Photocopy of pass to be enclosed)

Signature of Applicant

CERTIFICATE

The details filled by the individual have been verified by me & this office takes full responsibility to return pass to Security Office for cancellation in the event of individual ceasing to be active strength of this office.

Office Seal & Date

Signature of Authorized Gp 'A' officer
Name :
Rank/Designation:
Tele No:

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.
2. There are no surplus passes held with the Dte/Br as replacement.
3. Certified that anticipated **frequency of visits of the applicant to the DHQ security zone is more than twenty times month.****

*
Director/JS(or equivalent)
Rank / Name / Designation

* [In case office of the applicant is located outside DHQ Security Zone, the applications (other than Despatch Riders) should be countersigned by JS or equivalent from the office individual intends to visit.]

Chief Security Officer
Security Office, Min of Defence

DETAILED INSTRUCTIONS (FROM 'B'):-

- [1] Form 'B' completed (in duplicate) alongwith documents (in single copy) should be forwarded through Coord/Adm of respective Dte.
- [2] Recent photographs are as per specification asked & pasted photo on the space provided is duly attested by the authorized Gp 'A' officer signing the form. **Only high resolution photograph will be accepted, computer generated photographs will not be accepted.**
- [3] Form is counter signed by Director or JS equivalent (as the case may be) of respective directorate forwarding application.
- [4] Self attested copy of Posting Order or Appointment Letter or Certificate mentioning Date of Joining as the case may be is attached.
- [5] Dte/Office address of the individual should match with posting order and card being replaced.
- [6] TRANSFER WITHIN DHQ SECURITY ZONE: Clearance certificate of previous security pass surrendered is attached if the individual is being transferred within DHQ Security Zone.
- [7] An undertaking is filled up by the applicant that he is holding SLIC / DAC / TP / Adv. PASS / RECEPTION PASS (PASS NO.....) which enables him to enter DHQ Security Zone. Photocopy of pass enclosed (Ser No. 08 of application page in completed).
- [8] OFFICE SEAL: To be affixed along with date at the required place.
- [9] FRESH CASE:-
 - (a) Justification alongwith supporting documents showing the individual as over and above sanctioned(PE)
 - (b) Nominal Roll of individuals holding DAC alongwith DAC Number in the Dte (i.e. SI.No., Name, Rank/ Designation, Type of Pass holding, Pass Number).
- [10] REPLACEMENT/ RENEWAL: Xerox copy of DAC being replaced/renewed alongwith other document attached during initial issue.
- [11] DELAY IN RENEWAL: Any delay of more than a month to be justified by the individual & countersigned by the Director.
- [12] 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.
- [13] CIVIL GOVT. EMPLOYEES (other than MOD)EMPLOYED IN OFFICES LOCATED WITHIN DHQ SECURITY ZONE:
 - a. Copy of Departmental I CARD.
 - b. Passes will be issued against REPLACEMENT.
 - c. FRESS PASS will be issued on depositing of NOMINAL ROLL of individuals in the Office holding DAC along with DAC No.
- [14] ISSUE OF PASS: Passes will be issued on producing original receipt (fresh cases) along with Old pass (replacement/ renewal cases).