

Tele:
File no:
Office Address:

FORM 'C'
APPLICATION FOR PASS TO
CONTRACTUAL EMPLOYEES

For Security Office use
Form No.....
Date

- 1. Full Name: S/D of
(IN BLOCK LETTERS)
- 2. Designation Date of Birth (dd/mm/year)...../...../.....
- 3. Name of Firm/Company: (a).....
(b) File No (if any issued by this office earlier).....
- 4. Duration of contract: From To
- 5. Full Office address with which contract
(a) Room No..... (b)Block/Bldg..... (c) Directorate
- (d) Branch..... (e)Road/Area/Locality.....
- (f) Post Office (g) Tel

- Two Colour Photographs
- Size- 4cm X 5 cm
- One duly attested by Gp 'A' officer to be pasted. Other should be attached mentioning name & directorate at the back
- No Scanned Photographs

- 6. Residential address local Contact no.....
Permanent address: Contact no.....
- 7. Duration for which pass is required: From to
- 8. Identification Mark(s):
- 9. Three Specimen signatures

10. It is certified that I am holding DAC/TP/Adv. PASS/RECEPTION PASS (PASS NO.....) which enables me to enter Defence HQ Zone (photocopy of pass be enclosed)

(Signature of applicant)

CERTIFICATE

- 1. Certified that the character and antecedents of the individual have been verified by the Police Authorities. (Copy enclosed)
- 2. 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 part of contract/expiring of contract.

Office Seal
Date

Signature of Gp 'A' Designated Officer
Name
Designation/Rank.....
Office Address.....

COUNTERSIGNED

- 1. It is certified that all Security Passes issued to this the/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.

DIRECTOR
RANK/ NAME / DESIGNATION

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

DETAILED INSTRUCTIONS (FORM 'C'):-

- [1] Form 'C' completed (in duplicate) alongwith documents (in single copy) should be forwarded through Coord/Adm of respective Dte.
- [2] Photographs are as per specification asked & pasted photo is duly attested by the authorised Gp 'A' officer signing the form.
- [3] Form is countersigned by the Coord/Adm of respective directorate forwarding application.
- [4] Attested copy of AMC of existing/New Contract, highlighting Contract Period & Man power.
- [5] Police Verification/Copy of Passport counter signed by signing authority.
- [6] Photo ID of the employee issued by the company.
- [7] An undertaking is filled up by the applicant that he is holding DAC /TP/Adv.PASS/ RECPETION PASS (PASS NO) which enables him to enter DHQ Security Zone (Ser No 10 of application is filled)
- [8] OFFICE SEAL: To be affixed along with date at the required place.
- [9] RENEWAL: Photocopies of existing Temporary Pass & Attested copy of latest contract where in contract period should be highlighted.
- [10] DELAY IN RENEWAL: Any delay of more than a month to be justified by the individual & countersigned by the Director.
- [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 old pass, surrender certificate obtained from SECURITY OFFICE is required alongwith application.
- [13] FILE NO: In case of renewal / replacement file no. needs to be filled in.
- [14] ISSUE OF PASS: Passes will be issued on producing original receipt (fresh cases) along with old pass (renewal cases).

SAD