

Tele:
File no:
Office Address:

FORM 'D'

For Security Office use

**APPLICATION FOR ISSUE OF
TEMPORARY PASS (TP) TO DEFENCE EMPLOYEES**

Form No.....

Date

- 1. Full Name (in Block Letters):
- (a) Date of Birth
- (b) Rank:(c) Designation.
- (d) Service/ Emp / Deptt. I.Card no.:
- (e) Whether Gazetted or Non Gazetted.....
- 2. Nature of posting :- (mark with ✓ whichever is applicable)
Temporary Attachment Permanent
- 3. Full Office address
(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
- Service persons - Photographs in UNIFORM & without HEAD GEAR
- No Scanned Photographs

- 4. Residential address Local:..... Contact no.....
Permanent address: Contact no.....
- 5. Duration for which pass is required: From to
- 6. Identification Marks:
- 7. Three Specimen signatures

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8. It is certified that I am holding SLIC/DAC/TP/Adv. PASS/RECEPTION PASS (PASS NO) which enables me to enter into any of the block located within Defence HQ Zone (photocopy of pass be enclosed)

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(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

Office Seal
Date

Signature of Gp 'A' Designated Officer
Name

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.

**DIRECTOR
RANK/ NAME / DESIGNATION**

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

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DETAILED INSTRUCTIONS (FORM 'D'):-

- [1] Form 'D' completed (in duplicate) along with 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 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 & card being renewed/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] OFFICE SEAL: To be affixed along with date at the required place.
- [8] 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 (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 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 pass old pass/surrender certificate of SECURITY OFFICE is required along with application or be attached.
- [13] ISSUE OF PASS: Passes will be issued on producing original receipt (fresh cases) along with old pass (renewal cases).