

Tele: 23019065

No. 1049/TP/Security

12 Apr 2018

MINISTRY OF DEFENCE
(Security Office)

RENEWAL OF TEMPORARY PASSES (TP) [FOR BOTH CONTRACTUAL & GOVT. EMPLOYEES] WITH 4 MONTHS VALIDITY

- The validity of present Temporary Passes (TPs) will be expiring on **31 May 2018**. As per procedure, Temporary Passes (TPs) for the period **Jun 2018 – Sep 2018** will be issued with a different colour scheme.
- All applications for renewal/fresh issue of Temporary Passes (TPs) will be filled up as per the instructions given in the Application Forms (copies attached). **Completed applications, duly vetted**, will be received in Security Office at **counters No 07 (for contractual employees) and 08 (for govt. employees)** from **23 Apr 2018 to 11 May 2018 (Timing: 0930 hrs to 1245 hrs)** as per schedule attached. No applications will be accepted after **11 May 2018** till completion so as to facilitate preparation of Temporary Passes (TPs) for the next quarter. The new Temporary Passes (TPs) may be collected w.e.f. **21 May 2018 to 31 May 2018 (Timing: 1415 hrs to 1700 hrs)** after depositing the **old Temporary Pass (TP)** alongwith **original receipt**. Clearance of TP issued to predecessor of the applicant obtained from Security Office is also required for issue of new TP to him. Respective Directorates are required to ensure that application in new format alongwith photographs are deposited within given dates. **It is also informed that scanned and old photographs will not be utilized for passes due to various security and technical problems during lamination.** Extra Temporary Passes (TPs), other than renewal, held with Dte/Br be surrendered at **Room No.4** in Security Office seeking an acknowledgement receipt for future reference.
- It may please be ensured before sending the duly vetted form that block/building where the applicant is working is clearly mentioned in the column 3(b) of the form 'D'.
- Reception Offices** have been authorized to issue **Visitor (Duty) Passes** to **newly recruited/transferred employees** who report for duty between **11 May 2018 and 31 May 2018** after verifying their documents.
- It is also requested that the above information be disseminated on priority to all Offices/Branches/Coord Sections functioning under your jurisdiction **for strict compliance**. Photocopy of latest Forms 'C' & 'D' attached be utilized for filling up the application. **Forms 'C' & 'D'** can also be **downloaded** from the **website www.caomod.gov.in or www.caomod.nic.in.**
- During the change over period i.e. **21 May 2018 to 31 May 2018** both old and new passes will be valid.

CAO/Coord

Encl: - (a) Schedule attached
(b) Application Forms

All Concerned

Copy to:

Jt Dir (Security) & Jt Dir (Reception)
DD (Security)
Chief Asst Dir (Reception) - Zone III
Asst Dir (Reception) - Zone I
Asst Dir (Reception) - Zone II
OC 'A' Coy
OC 'B' Coy

for information and necessary action.
w.r.t. para 4 above.

for info please.



(Tarun Sharma)
Lt Col
Asstt Security Officer

पु.प्र.अ./ (समन्वय)	CAO (Coord)
उप कमाण्ड (अनुसूचक) Dy CAO (DOW)	
उप निदेशक (समन्वय) Dy Dir (Coord)	
प्र. अ. A. O.	
डा. नं. Dy. No.	9492
दिनांक Date	20-4-18

**SCHEDULE FOR DEPOSIT OF APPLICATIONS FOR ISSUE OF TEMPORARY PASS (TP)
AND COLLECTION OF NEW TPs**

Sr No	Org/Dte	Date of deposit of application	Date of collection of new TP	Remarks	
MOD					
1	Min of Def/D (Est)	23-04-2018	21-05-2018	(a) Application, duly vetted, in respect of Contractual Employees will be submitted and collected by the applicant at counter No. 7 by hand. At the time of submission of application, issue date of Police Clearance Certificate should be less than one year.	
2.	Min of Def (Fin)	& 24-04-2018			
3.	Office of JS (E & CAO)				
IHQ of MoD (Army)					
4.	Dir (SD-1)/GS Br	25-04-2018	22-05-2018		
5.	Jt Dir (Coord)/AG Coord	& 26-04-2018			
6.	Jt Dir (Coord)/Q-1(E)/QMG Br/AHQ				
7.	Jt Dir (Coord)/MGO Br/AHQ				
8.	Jt Dir (Coord)/MS Br/AHQ				
9.	Dir (Coord) E-in-C Br				
Air HQ (in respect of all Dtes)					
10	DDPC-2/PC (Coord)/Air HQ	27-04-2018 & 01-05-2018	24-05-2018		
IHQ of MoD (Navy) (in respect of all Dte)					
11	DOA	02-05-2018 & 03-05-2018	25-05-2018	(b) Consolidated applications in respect of Govt. Employees duly vetted by the respective Directorate, should reach this office on the date mentioned against each Dte.	
IS Organisations					
12	HQ IDS (Adm & Coord)	04-05-2018	28-05-2018	(c) Applications not received by the date mentioned against each Directorate (mis-muster cases) will be accepted only after 01 Jun 2018 alongwith detailed justification with supporting documents	
13	JD (Coord)/DGQA				
14.	DGAFMS				
15.	CMO Dte				
16	JD (Coord) Dte of Plg & Coord	07-05-2018			
17	Jt Dir (Adm)/Dte of Stdn				
18.	DDG (Coord)/Ord Factory Cell				
19	Dy Dir (Adm)/AFFPD				
20	DGAQA	08-05-2018			
21	Dy Dir (Fin)/DG NCC				
22	Jt Dir/DPR				
23	Adm Offr/DGR				
24	Addl Dir(Vig & Security)/DRDO	09-05-2018			
25	Jt CGDA (Adm)/CGDA				
26	Dy CDA (Adm)/ PCDA				
27	Director (Adm)/BRDB				
28	SO to Prog Dir/Project ATV				
29	Secretary SSCB				
30	Secretary KSB	10-05-2018			
31	Director (History Div)				
32	Chief Lib & Info Offr/MoD Library				
33	OC 'A' Coy, DHQ Security Troops				
34.	OC 'B' Coy, DHQ Security Troops	11-05-2018	29-05-2018 & 31-05-2018	(d) Applications for issue/renewal of TPs may please be sent only by hand and NOT through Dak.	
35	IFA Project – 75				
36	The Principa Die of Audit Air Force & Navy				
37	Centre for Joint Warfare Studies (CENJOWS)				
38	NDC				
39	DGIS Bhawan				

