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रक्षा मंत्रालय
MINISTRY OF DEFENCE
संयुक्त सचिव (प्रशि.) एवं मुप्रअ का कार्यालय
Office of the JS (Trg) & CAO

ISSUE OF NEW VEHICLE STICKERS

A copy of Security Office Note No.1049/Veh Sticker/Security dated 11 Sep 2015 on the above subject is forwarded herewith alongwith 'Application Form' (Form 'M') for issue of new vehicle stickers.

2. The applications duly filled in by the officials alongwith requisite documents may please be forwarded Division wise to this section latest by 09 Oct 2015 for signature of Deputy Director (Coord).

3. Thereafter, completed application form required to be submitted to Security Office directly by the concerned officials as per the schedule attached.



(प्रवीण कुमार दास)
(Pravin Kumar Das)
उप निदेशक (समन्वय)
Dy Director (Coord)

Encls : As above.

All Dy CAOs/Dir, DHTI
All Sections in the CAO's Office

MoD, O/o JS(Trg) & CAO, ID No.A/28265/CAO/Coord dated 18 Sep 2015

Copy to :-

Sr PPS to JS (Trg) & CAO

PS to Dir (HR)

PS to Dir(E&A)

CAO/EDP

} For info & necessary action please.

- For uploading on CAO's office website

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Dy CAO (DCWP)
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MINISTRY OF DEFENCE

(Security Office)

ISSUE OF NEW VEHICLE STICKER

1. Reference our circular No 1049/Vehicle Sticker/Security dated 13 Nov 2014. The validity of existing vehicle stickers (both two & four wheelers) issued by Security Office, Ministry of Defence will be expiring on **31 Dec 2015**. The new vehicle stickers issued by this office will be valid till **31 Dec 2016**.

2. All Coord directorates are requested to ensure that **individual** applications duly vetted should be deposited at counter No **2 and 3** of this office from **01 Oct 2015 to 13 Nov 2015** as per the schedule attached. **Receipt Number will be allotted separately on each application. Hence, application should be submitted in duplicate.** The documents to be attached alongwith various applications are as under:-

(a) Personal Vehicle of employee.

- (i) Form 'M' (copy enclosed) duly filled in.
- (ii) Attested copy of Registration Certificate.
- (iii) Attested copy of Driving license.
- (iv) Copy of SLIC/DAC of the applicant.
- (v) An NOC from the owner in case vehicle is registered in the name of spouse, father, mother, son and unmarried daughter of the employee.

(b) Govt Vehicle. Form 'M' under a covering note from the concerned Dte mentioning the Registration Number of the vehicle and particulars of the officer using the vehicle alongwith attested copies of SLIC/DAC & Registration Certificate. **Special Stickers will be issued to Jt Secy equivalent & above.**

(c) Civil Hired Transport. Form 'M' under a covering note from the concerned Dte alongwith the following enclosures:-

- (i) Attested copy of Civil Hired Transport (CHT) Driver's Pass.
- (ii) Attested copy of Driver's license.
- (iii) Attested copy of Police Verification (PV) of Driver (issue date of PV be less than one year at the time of submission).
- (iv) Attested copy of contract between the directorate and the transport agency.

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- (v) Attested copy of Registration Certificate.
- (vi) Vehicle sticker will be issued to the officer using the vehicle and the same is to be kept in the custody of the officer and shown at the time of getting entry.
- (vii) Vehicle stickers issued against Civil Hired Transport will not be pasted on the vehicle.
- (viii) No CHT out of DHQ Security Zone is authorized Vehicle Stickers.
- (ix) Xerox copy of SLIC/DAC in respect of the officer using the vehicle.

3. **Special stickers for Gate No 11, South Block.** Form 'M' under a covering note is required for those officers who are entitled for Special Stickers for Gate No 11 as mentioned vide note No 839/INCP/Security dated 27 Nov 08 (copy enclosed). Applications to be forwarded for renewal/fresh issue as the case may be.

4. The new vehicle stickers will be distributed from counter No 2 to 3 from **01 Dec 2015 to 31 Dec 2015** as per collection schedule attached **after depositing old vehicle stickers alongwith original receipted copy of the application.** Expired stickers or stickers not in use may please be deposited immediately at counter No. 4 and an acknowledgement receipt be obtained for future compliance. During the change over period both old & new stickers will continue to be valid. Schedules based on different categories are attached as given below:-

- (a) Personal vehicle - Appendix 'A'
- (b) Stickers against Civil Hired Transport & Govt vehicle - Appendix 'B'
- (c) Special Stickers for Gate No 11 - Appendix 'C'

5. You are requested to disseminate the above information on priority to all offices/coord sections/ branches **located within DHQ Security Zone** functioning under your jurisdiction for strict compliance. No Vehicle Stickers will be issued against personal or CHT vehicles of Outside DHQ Security Zone.


(Ujay Chowdhary)
Maj
Asstt Security Officer

Encls: As stated above

All Coord Sections

