

MINISTRY OF DEFENCE
(Security Office)

RENEWAL OF DEFENCE HQ ACCESS CARD (DAC)- 2020

1. Reference our circular No 1049/DAC/ Security dated 15 Oct 2018. The validity of existing Defence HQ Access Card (DAC) issued by Security Office, Ministry of Defence will be expiring on 31 Dec 2019. Hence, new DACs with validity upto 31 Dec 2020 will have to be issued by this Office.
2. All Coord directorates are requested to ensure that **individual applications duly vetted** alongwith covering note/letter of respective directorate should be deposited at counter No 9 of this office from **11 Nov 2019 to 06 Dec 2019** between 0930 hrs and 1230 hrs as per the schedule attached. **Receipt Number will be allotted separately on each application. Hence application should be submitted in duplicate as per instructions mentioned on Form 'B'.**
3. The new DACs will be distributed from counter No 9 from **16 Dec 2019 to 31 Dec 2019 on all working days except Wednesday from 1430 hrs to 1630 hrs** as per enclosed collection schedule after depositing old DACs **alongwith original receipted copy of the application. Both old and new DACs will be valid during the change over period i.e. between 16 Dec 2019 and 31 Dec 2019. No entry will be permitted with the existing cards on its expiry.**
4. 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 'B' attached to be utilized for filling up the application. **Forms 'B'** can also be **downloaded** from the **website www.caomod.gov.in or www.caomod.nic.in.**



(Praveen Prakash Ambashta)
Dy Dir (Security)

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

All Coord Section

CAO/EDP cell

Copy to:-

Jt Dir (Reception)
DD (Security)
Chief Asstt Dir (Reception)- Zone II
Asstt Dir (Reception)- Zone I
Asstt Dir (Reception)- Zone III
OC 'A' Coy
OC 'B' Coy
Copy to:-

for information.

Ministry of Defence/D(JCM)

CAO/Welfare

JCM Cell
AG/MP-4(Civ)

JCM Cell
DCPS
IHQ of MoD(Navy)

JCM Cell
PC Dte/Air HQ

JCM Cell
DGQA/Adm

DOP(Pers)
DRDO

JCM Cell
DGAQA

for dissemination to Staff Side JCM Members to enable them to apply for DAC alongwith Police Clearance Certificate (applicable for retired JCM members) well in time.

CAO/EDP Cell :

With a request to upload this on the website of O/o JS & CAO.

