

MINISTRY OF DEFENCE  
(Security Office)  
RENEWAL OF SPECIAL PASS

1. The validity of Special Passes in vogue will be expiring on 30 Jun 2019. Accordingly, the new series of Special Pass with validity up to 30 Jun 2022 is required to be issued by this office.
2. As per para 14 of General Instructions for issue/ Custody/ Withdrawal/Cancellation/ Renewal of Identity Documents, Oct 2007 "Special Pass is issued to Group 'A' & 'B' gazetted officers of Co-ord section/Dte for further issue to their Non gazetted staff having restricted entry of SLICs to enable them to visit other offices for official purpose. Special passes are issued at the scale of One for every Seven non gazetted employees".
3. It is stated that earlier all non gazetted employees were issued restricted SLIC, however a separate colour-coded SLIC (Light Pink colour) with no building restriction has been issued to Assistant Section Officers or equivalent and Sub/Sub Maj and their equivalent. Therefore, while calculating the number of special passes to any Dte/Branch, only the details of non gazetted employees having restricted entry SLICs are to be taken into account.
4. Keeping in view of the current status of restricted SLICs, the request for issue of Special Pass will be accepted afresh. Therefore, all the Special Passes held with Dte/Br the validity of which are going to expire have to be surrendered **at Room No.4** in Security Office in the prescribed proforma attached with the note as appendix 'C' seeking an acknowledgement receipt. The same receipt will be produced at the time of collection of new Special Pass.
5. In order to process the request for issue of new series of special pass, all Co-ord Sections of Dte/ Br are requested to forward their consolidated demand on Form 'F' under covering note as per schedule attached alongwith a nominal roll (As appendix 'D') of employees having restricted entry SLIC. It may please also be ensured that the duly filled application forms be submitted at counter No 9 by dealing clerk of the concerned Dte.
6. It is also requested to detail Nominated Group 'A' & 'B' to collect the Special pass as per schedule attached to this letter or an authority letter in the name of Government employees may be provided by the designated officer to collect the same.

Encl:- As stated above



  
 (Abhisek Singh Negi)  
 Lt Col  
 Asstt Security Officer

CAO/EDP

All Coord Sections



**SCHEDULE FOR DEPOSIT AND COLLECITON OF SPECIAL PASSES**

Sr No	Org/Dte	Date of deposit of application	Date of collection of new Spl Passes	Remarks
<b>MOD</b>				
1	Min of Def/D (Est)	31-05-19	24-06-19	(a) No piecemeal applications will be accepted.
2.	Min of Def (Fin)	&		
3.	Office of JS (Trg) & CAO	03-06-19		
<b>IHQ of MoD (Army)</b>				
4.	Dir (SD-1)/GS Br	04-06-19	25-06-19	(b) Consolidated Applications, duly vetted by the respective Directorate should reach this office on the date mentioned against each Directorate.
5.	Jt Dir (Coord)/AG Coord	to		
6.	Jt Dir (Coord)/Q-1(E)/QMG Br/AHQ	06-06-19		
7.	Jt Dir (Coord)/MGO Br/AHQ			
8.	Jt Dir (Coord)/MS Br/AHQ			
9.	Dir (Coord) E-in-C Br			
<b>Air HQ (in respect of all Dtes)</b>				
10	DDPC-2/PC (Coord)/Air HQ	07-06-19 to 10-06-19	25-06-19	(c) Applications not received on the date mentioned against each Directorate will be entertained <u>only after 28 Jun 2019</u> with justification for the delay.
<b>IHQ of MoD (Navy) (in respect of all Dte)</b>				
11	DOA	11-06-19 to 12-06-19		
<b>IS Organisations</b>				
12	HQ IDS (Adm & Coord)	13-06-19	27-06-19	(d) No applications through DAK will be entertained.
13	JD (Coord)/DGQA			
14.	DGAFMS			
15.	CMO Dte			
16	JD (Coord) Dte of Plg & Coord			
17	Jt Dir (Adm)/Dte of Stdn	14-06-19		
18.	DDG (Coord)/Ord Factory Cell			
19	Dy Dir (Adm)/AFFPD			
20	DGAQA			
21	Dy Dir (Fin)/DGNCC	17-06-19		
22	Jt Dir/DPR			
23	Adm Offr/DGR			
24	Jt Dir(Security)/DRDO	18-06-19		
25	Jt CGDA (Adm)/CGDA			
26	Dy CDA (Adm)/ PCDA			
27	Dir (Adm)/BRDB			
28	SO to Prog Dir/Project ATV			
29	Secy SSCB			
30	Secy KSB			
31	Dir (History Div)	19-06-19	28-06-19	
32	Chief Lib & Info Offr/MoD Library			
33	OC A Coy, DHQ Sec Trps			
34.	OC B Coy, DHQ Sec Trps	20-06-19		
35	IFA Project – 75			
36	The Principal Dte of Audit Air Force & Navy			
37	Centre for Joint Warfare Studies (CENJOWS)			
38	NDC			
39	DGIS Bhawan			

**SURRENDER OF SPECIAL PASS**

Sl No.	Special Pass No.	Valid upto	Remarks (If any)
1			
2			
3			

It is certify that this Dte has been issued total no of .....Special Pass and all the passes have been either surrendered or regularized by this Directorate.

Office Seal  
Date

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

**NOMINAL ROLL OF EMPLOYEES HOLDING RESTRICTED SLIC IN THE DTE/BR/OFFICE/SECTION(AS PER PE)**

Sl No.	Name	Rank/Designation	Office (As printed on SLIC)	SLIC No.	Remarks (If any)
1					
2					
3					

