

MINISTRY OF DEFENCE
(Security Office)

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

1. The validity of present Temporary Passes (TPs) will be expiring on **30 Sep 2019**. As per procedure, Temporary Passes (TPs) for the period **Oct 2019 – Jan 2020** will be issued with a different colour scheme.
2. 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 **19 Aug 2019 to 11 Sep 2019 (Timing: 0930 hrs to 1245 hrs)** as per schedule attached. No applications will be accepted after **11 Sep 2019** 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. **20 Sep 2019 to 30 Sep 2019 (Timing: 1415 hrs to 1700 hrs)** after depositing the **old Temporary Pass (TP)** along with **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.
3. 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'.
4. **Reception Offices** have been authorized to issue **Visitor (Duty) Passes** to **newly recruited/transferred employees** who report for duty between **12 Sep 2019 and 30 Sep 2019** after verifying their documents.
5. 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**.
6. During the change over period i.e. **20 Sep 2019 to 30 Sep 2019** both old and new passes will be valid.

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



(Abhishek Singh Negi)
Lt Col
Asstt Security Officer

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.

CAO/ES/P

**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)	19-08-2018 & 21-08-2019	20-09-2019	(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	Office of JS (E & CAO)					
IHQ of MoD (Army)						
3	Dir (SD-1)/GS Br	22-08-2019 & 23-08-2019	23-09-2019			
4	Jt Dir (Coord)/AG Coord					
5	Jt Dir (Coord)/Q-1(E)/QMG Br/AHQ					
6	Jt Dir (Coord)/MGO(S&C)					
7	Jt Dir (Coord)/MS Br/AHQ					
8	Dir (Coord) E-in-C Br					
Air HQ (in respect of all Dtes)						
9	DDPC-2/PC (Coord)/Air HQ			26-08-2019 to 28-08-2019	24-09-2019	
IHQ of MoD (Navy) (in respect of all Dte)						
10	DOA/ PSC	29/08/2019 & 30-08-2019	26-09-2019	(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						
11	HQ IDS (Adm & Coord)	02-09-2019	27-09-2019	(c) Applications not received by the date mentioned against each Directorate (mis-muster cases) will be accepted only after 01 Oct 2019 along with detailed justification with supporting documents.		
12	JD (Coord)/DGQA					
13	DGAFMS/DG-1C					
14	CMO Dte					
15	JD (Coord) Dte of Plg & Coord					
16	Jt Dir (Adm)/Dte of Stdn	03-09-2019				
17	DDG (Coord)/Ord Factory Cell					
18	Dy Dir (Adm)/AFFPD					
19	DGAQA					
20	Dy Dir (Fin)/DGNCC					
21	Jt Dir/DPR	04-09-2019				
22	Adm Offr/DGR					
23	Addl Dir(Vig & Security)/DRDO					
24	Jt CGDA (Adm)/CGDA					
25	PCDA HQ					
26	Director (Adm)/BRDB	05-09-2019				
27	SO to Prog Dir/Project ATV					
28	Secretary SSCB					
29	Secretary KSB					
30	Director (History Div)					
31	Chief Lib & Info Offr/MoD Library	06-09-2019	30-09-2019	(d) Applications for issue/renewal of TPs may please be sent only by hand and NOT through Dak.		
32	OC 'A' Coy, DHQ Security Troops					
33	OC 'B' Coy, DHQ Security Troops					
34	IFA Project – 75					
35	The Principal Dte of Audit Air Force & Navy	09-09-2019 To 10-09-2019				
36	Centre for Joint Warfare Studies (CENJOWS)					
37	NDC					
38	DGIS Bhawan					

