

रक्षा मंत्रालय  
MINISTRY OF DEFENCE  
संयुक्त सचिव एवं मुप्रअ कार्यालय  
Office of the JS & CAO

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

A copy of Security Office Note No.1049/TP/Secruti dated 13 Dec 2018 on the above subject is forwarded herewith for information and dissemination amongst employees under your aegis.



(तरुण कुमार सिंह)  
(Tarun Kumar Singh)  
उप निदेशक, मुप्रअ (समन्वय)  
Dy Dir, CAO (Coord)

Encl : As stated above

All Dy CAOs /Dir, DHTI

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MoD,O/o JS & CAO ID No.A/16506/MHA/CAO/Coord dt 28 Dec 2018

Copy to :-

Sr PPS to JS & CAO

PS to Dir (HR)

PS to Dir (E&A)

PA to Dir (Spl Project & Works)

PA to Dir (DCW & Trg)

CAO/EDP

} For information please

- For uploading on CAO's Office website.

**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 **31 Jan 2019**. As per procedure, Temporary Passes (TPs) for the period **Feb 2019 – May 2019** 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 **24 Dec 2018 to 11 Jan 2019 (Timing: 0930 hrs to 1245 hrs)** as per schedule attached. No applications will be accepted after **11 Jan 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. **21 Jan 2019 to 31 Jan 2019 (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.
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 **14 Jan 2019 and 31 Jan 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. **21 Jan 2019 to 31 Jan 2019** both old and new passes will be valid.

(Tarun Sharma)  
Lt Col  
Asstt Security Officer



JS (PG & Coord) and CAO  
Dy. No. 5789  
Date: 18/12/18

JSD CAD

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

**All Concerned**

Copy to circulate.

- 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.

Director (Security)	
Dy Dir (Security)	
प्र.स.	
A. O.	
अ. सं.	
Dy. No.	850
दिनांक	

18/12/18  
DD/Coord

