

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

20/12

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 11 Dec 2019 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

MoD,O/o JS & CAO ID No.A/16506/MHA/CAO/Coord dt 19 Dec 2019

Copy to :-

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

- The validity of present Temporary Passes (TPs) will be expiring on **31 Jan 2020**. As per procedure, Temporary Passes (TPs) for the period **Feb 2020 – May 2020** will be issued with a different colour scheme.
- All applications for renewal/fresh issue of Temporary Passes (TPs) will be filled up as per the instructions given in the **new application Forms duly approved in MSI 2018** (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 **23 Dec 2019 to 11 Jan 2020 (Timing: 0930 hrs to 1245 hrs)** as per schedule attached. No applications will be accepted after **11 Jan 2020** 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 Jan 2020 to 31 Jan 2020 (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.
- 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'.
- Reception Offices** have been authorized to issue **Visitor (Duty) Passes** to **newly recruited/transferred employees** who report for duty between **11 Jan 2020 and 31 Jan 2020** after verifying their documents.
- 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.**
- During the change over period i.e. **20 Jan 2020 to 31 Jan 2020** both old and new passes will be valid.

JS (Coord) & CAO Sect
Dy. No. 2700
18/12/19

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

Dir, DCW&T

(Abhisek 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
- CAO/EDP

DD/Coord
for information and necessary action w.r.t. para 4 above.

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

पु.स. (समन्वय) / CAO (Coord)	
दिनांक	18-12-19
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दिनांक	18-12-19

**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				(a) New 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.
1	Min of Def/D (Est)	23-12-2019 &	20-01-2020	
2	Office of JS & CAO	24-12-2019		
IHQ of MoD (Army)				
3.	Dir (SD-1)/GS Br	26-12-2019 &	21-01-2020	
4.	Jt Dir (Coord)/AG Coord	27-12-2019		
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)		30-12-2019 to	23-01-2020	(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.
9	DDPC-2/PC (Coord)/Air HQ	01-01-2020		
IHQ of MoD (Navy) (in respect of all Dte)				
10	DOA/ PSC	02-01-2020 to	24-01-2020	
11	HQ IDS (Adm & Coord)			
12	JD (Coord)/DGQA	06-01-2020		
13.	DGAFMS/DG-1C			
14.	CMO Dte			
15	JD (Coord) Dte of Plg & Coord		27-01-2020 To	
16	Jt Dir (Adm)/Dte of Stdn		28-01-2020	
17.	DDG (Coord)/Ord Factory Cell	07-01-2020		
18	Dy Dir (Adm)/AFFPD			
19	DGAQA			
20	Dy Dir (Fin)/DGNCC			
21	Jt Dir/DPR			
22	Adm Offr/DGR	08-01-2020		
23	Addl Dir(Vig & Security)/DRDO			
24	Jt CGDA (Adm)/CGDA			
25	PCDA HQ			
26	Director (Adm)/BRDB			
27	SO to Prog Dir/Project ATV	09-01-2020		
28	Secretary SSCB			
29	Secretary KSB			
30	Director (History Div)			
31	Chief Lib & Info Offr/MoD Library			
32	OC 'A' Coy, DHQ Security Troops	10-01-2020	30-01-2020 To	
33.	OC 'B' Coy, DHQ Security Troops		31-01-2020	
34	IFA Project – 75			
35	The Principal Dte of Audit Air Force & Navy			
36	Centre for Joint Warfare Studies (CENJOWS)	11-01-2020		
37	NDC			
38	DGIS Bhawan			

(c) Applications not received by the date mentioned against each Directorate (mis-muster cases) will be accepted only after **01 Jan 2020** alongwith detailed justification with supporting documents.

(d) Applications for issue/renewal of TPs may please be sent **only by hand** and **NOT** through Dak.

