

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 2020**. As per procedure, Temporary Passes (TPs) for the period **Oct 2020 – Jan 2021** 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 **31 Aug 2020 to 18 Sep 2020 (Timing: 0930 hrs to 1245 hrs)** as per schedule attached. No applications will be accepted after **18 Sep 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. **21 Sep 2020 to 30 Sep 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.
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 **21 Sep 2020 and 30 Sep 2020** 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](http://www.caomod.gov.in) or [www.caomod.nic.in](http://www.caomod.nic.in).**
6. During the change over period i.e. **21 Sep 2020 to 30 Sep 2020** both old and new passes will be valid.

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

**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.

EDP Cell / CAO

- With a request to upload this  
on the website of JS & CAO.



(Abhisek Singh Negi)  
Lt Col  
Asstt Security Officer

**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	
<b>MOD</b>					
1	Min of Def/D (Est)	31-08-2020 & 01-09-2020	21-09-2020	Application, duly vetted, in respect of <b>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.</b>  (b) Consolidated applications in respect of <b>Govt. Employees</b> duly vetted by the respective Directorate, should reach this office on the date mentioned against each Dte.  (c) Applications not received by the date mentioned against each Directorate (mis-muster cases) will be accepted only after <b>01 Oct 2020</b> alongwith detailed justification with supporting documents.  (d) Applications for issue/renewal of TPs may please be sent <b>only by hand and NOT</b> through Dak.	
2.	Office of JS & CAO				
<b>IHQ of MoD (Army)</b>					
3.	Dir (SD-1)/GS Br	02-09-2020 & 03-09-2020	22-09-2020		
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				
<b>Air HQ (in respect of all Dtes)</b>					
9	DDPC-2/PC (Coord)/Air HQ	04-09-2020 & 07-09-2020	24-09-2020		
<b>IHQ of MoD (Navy) (in respect of all Dte)</b>					
10	DOA/ PSC	08-09-2020 & 09-09-2020	25-09-2020		
<b>IS Organisations</b>					
11	HQ IDS (Adm & Coord)	10-09-2020	28-09-2020		
12	JD (Coord)/DGQA				
13.	DGAFMS/DG-1C				
14.	CMO Dte				
15	JD (Coord) Dte of Plg & Coord	11-09-2020			
16	Jt Dir (Adm)/Dte of Stdn				
17.	DDG (Coord)/Ord Factory Cell				
18	Dy Dir (Adm)/AFFPD				
19	DGAQA				
20	Dy Dir (Fin)/DGNCC	14-09-2020			
21	Jt Dir/DPR				
22	Adm Offr/DGR				
23	Addl Dir(Vig & Security)/DRDO				
24	Jt CGDA (Adm)/CGDA				
25	PCDA HQ				
26	Director (Adm)/BRDB	15-09-2020			
27	SO to Prog Dir/Project ATV				
28	Secretary SSCB				
29	Secretary KSB				
30	Director (History Div)	16-09-2020			
31	Chief Lib & Info Offr/MoD Library				
32	OC 'A' Coy, DHQ Security Troops				
33.	OC 'B' Coy, DHQ Security Troops	29-09-2020 & 30-09-2020			
34	IFA Project – 75				
35	The Principal Dte of Audit Air Force & Navy	17-09-2020 To 18-09-2020			
36	Centre for Joint Warfare Studies (CENJOWS)				
37	NDC				
38	DGIS Bhawan				