


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

**SINGLE REQUISITION FOR FOREIGN & INDIAN VISITORS
ATTENDING SAME CONFERENCE/SEMINAR/MEETING**

A copy of Security Office Note No.1421/Security dated 28 Mar 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 02 Apr 2019

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.

Tele: 23012206

File No. 1421/Security

28 Mar 2019

MINISTRY OF DEFENCE
(SECURITY OFFICE)

SINGLE REQUISITION FOR FOREIGN & INDIAN VISITORS ATTENDING
SAME CONFERENCE/SEMINAR/MEETING

1. It has been observed that while sending requisition for foreign visitors for same Conference/Seminar/Meeting, some offices forward the name of foreign visitors and Indian visitors separately. This practice creates problem in monitoring the personnel and record of these conference/Seminar/Meeting.
2. It is, therefore, requested to forward the requisition of foreign visitors and accompanying Indian visitors participating in the same meeting be forwarded in same requisition form only. Separate requisition will not be entertained.



(H K Hem)
Joint Dir (Reception)

All concerned offices

JS & CAO