

FORM-A

For officials of Central Govt. / State Governments /
UT Administrations and their Attached / Subordinate
Offices and Undertakings / Autonomous Bodies
owned or controlled by them.

Photo(3x3 cms)
front attached by
sponsoring
authority
to be pasted here

Photo(3x3 cms)
to be pasted here
(Not to be
attested)

APPLICATION
No. _____

(Signature of the Applicant
in the box above)

PART-1

(To be filled by the Applicant)

01.	Type of Identity Card (Tick, as applicable)	Category of Employee (Tick, as applicable)	
		Regular	Departmental Employee
	(i) Central Government	Casual	Service Personnel
		Regular	Departmental Employee
	(ii) State Govt/ UT Administration.	Casual	Service Personnel
		Regular	Departmental Employee
	(iii) Corporation/ Undertaking/ Autonomous Body	Regular	Departmental Employee
		Casual	Service Personnel
02.	Name of the Applicant (IN CAPITAL LETTERS)		
03.	Designation		
04.	Pay Scale		
05.	(a) Ministry/ State Government (b) Department/ Public Undertaking		
06.	Blood Group		
07.	Address of Place of Working		
08.	Date of Birth		
09.	Telephone Numbers :	OFF:	RES:
10.	Father's / Husband's Name		
11.	Date of Superannuation		
12.	Mark of Identification		
13.	Gazetted/ Non-Gazetted		
14.	Reasons for Issue		
	(i) Renewal	(ii) Loss/Mutilation	
	(iii) Change in designation	(iv) Fresh appointment	
	(v) Transfer		

1. Certified that the aforesaid information is correct.

2. The old Identity card No. _____ dated _____ is hereby enclosed and the old Identity Card is lost and the matter has been reported to the Police vide receipt No. _____ dated _____ enclosed herewith. (Delete whichever is inapplicable).

Signature of the Applicant : _____

PART-II

(To be filled by the Sponsoring Authority)

- (i) The information furnished by the applicant has been verified to be correct and has been entered in the register in Form 'A' maintained for this purpose; (ii) The good conduct certificate is enclosed (in case of photo passes for casual labour / daily wagers); (iii) I am the authorised sponsoring authority for issue of photo passes for the Ministry / Department (iv) Duplicate copy of the requisition has been kept in the folder for record (v) Approval of the competent authorities has been obtained.

(DELETE WHICHEVER IS INAPPLICABLE)

COVERAGE OF BUILDING				PERIOD	
OPEN for all Buildings under MHA Security Zone				5 Years	1 Year
Restricted for [Specify name(s) of the building(s)];				5 Years	1 Year
(1)					
(2)					
Reason :	Fresh	Renewal	Loss	Change in Designation	Transfer

(Tick, as applicable)

Secret Seal of the Ministry / Department

Under Secretary (I)
 Tele.No.303 2884
 Code No. M-2202

**MHA (SSO-PASS CELL)
 RETURNED IN ORIGINAL WITH REMARKS THAT-**

- The requisition form is incomplete (Sl. No. _____ of Part I)
- Part-II of the requisition form has not be filled up.
- The requisition has not been received along with the copy of challan in Form 'B'.
- The secret seal of the concerned Department / Ministry has not been put on the form.
- Name / Designation / Telephone No. & name of the sponsoring authority has not been mentioned in the form.
- The requisition is not sponsored by the authorised officer.
- The requisition form is not accompanied by the old photo pass / bank challan/ copy of police Report / receipt from MHA Sepoy / photos of 3x3 cms. (one/two).
- The official is not entitled to restricted / open pass.