

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & I.T.
DEPARTMENT OF TELECOMMUNICATIONS**

Photo (3.5 cm)
to be pasted by
applicant
to be pasted here

APPLICATION FORM FOR OFFICIALS

(TEMPORARY PASS)

Part-I

(To be filled by the applicant)

Photo (3.5 cm)
to be pasted here.
NOT TO BE
(continued)

01.	TYPE OF IDENTITY CARD (TICK, AS APPLICABLE)		CATEGORY OF EMPLOYEE (TICK, AS APPLICABLE)	
	(i) CENTRAL GOVERNMENT		REGULAR	DEPARTMENTAL EMPLOYEE
	(ii) STATE GOVT./UT ADMINISTRATION		CASUAL	SERVICE PERSONNEL
02.	NAME OF THE APPLICANT (IN CAPITAL LETTERS)		REGULAR	DEPARTMENTAL EMPLOYEE
			CASUAL	SERVICE PERSONNEL
			REGULAR	DEPARTMENTAL EMPLOYEE
03.	DESIGNATION		CASUAL	SERVICE PERSONNEL
04.	(a) MINISTRY/ STATE GOVERNMENT (b) DEPARTMENT (c) PUBLIC UNDERTAKING			
05.	ADDRESS OF PLACE OF WORKING			
06.	TELEPHONE NUMBERS:		OFF:	RES:
07.	FATHER'S/ HUSBAND'S NAME			
08.	MARK OF IDENTIFICATION			
09.	GAZETTED/ NON-GAZETTED			
10.	REASONS FOR ISSUE			
			(i) RENEWAL	(ii) LOSS/ MUTILATION
			(iii) FRESH/ CHANGE OF DESIGNATION	(iv) TRANSFER

Certified that the aforesaid information is correct.

Signature of the Applicant: _____

Date: _____

PART-II

(To be certified by the Sponsoring Authority)

(i) The information furnished by the applicant has been verified to be correct (ii) I am the authorised sponsoring authority for issue of photo passes for the Ministry / Department (iii) duplicate copy of the requisition has been kept in the folder for records; (iv) Approval of the competent authorities has been obtained.

COVERAGE OF BUILDING				PERIOD	
Open for all Buildings under MHA security Zone				1 Month/ 2 Month	
Restricted for (Specify name of the building's)				1 Month/ 2 Month	
(1)					
(2)					
Reason	Fresh	Renewal	Loss/Mutilation	Transfer	Change of Desi
(Tick, as applicable)					

Secret Seal of the Department

Under Secretary (T)
Tele. No. 23036884

MHA(ZONAL SUPERVISOR)
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 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.

ZONAL SUPERVISOR