

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

**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
APPLICATION FORM FOR OFFICIALS
(TEMPORARY PASS).**

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

PART-I

(To be filled by the Applicant)

01.	Type of Identity Card (Tick, as applicable)	Category of Employee (Tick, as applicable)	
	(i) Central Government	Regular	Departmental Employee
		Casual	Service Personnel
	(ii) State Govt/ UT Administration	Regular	Departmental Employee
		Casual	Service Personnel
	(iii) Corporation/ Undertaking/ Autonomous Body	Regular	Departmental Employee
		Casual	Service Personnel
02.	Name of the Applicant (IN CAPITAL LETTERS)		
03.	Designation		
04.	(a) Ministry/ State Government (b) Department/ 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		

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.

(DELETE WHICH-EVER IS INAPPLICABLE)

COVERAGE OF BUILDING		PERIOD	
OPEN for all Buildings under MHA Security Zone		1 Month/ 2 Months	
Restricted for [Specify name(s) of the building(s)] :		1 Month/ 2 Months	
(1)			
(2)			
Reason :	Fresh	Renewal	Loss

(Tick, as applicable)

Secret Seal of the Ministry / Department

Name and Signature of
the Sponsoring Authority

Designation (Stamp with Telephone No.)
Code No. _____

MHA (ZONAL SUPERVISOR) RETURNED IN ORIGINAL WITH REMARKS THAT-

1. The requisition form is incomplete (Sl. No. _____ of Part-I)
2. Part-II of the requisition form has not be filled up.
3. The requisition has not been received along with the copy of challan in Form 'B'.
4. The secret seal of the concerned Department / Ministry has not been put on the form.
5. Name / Designation / Telephone No. & Name of the sponsoring authority has not been mentioned in the form.
6. The requisition is not sponsored by the authorised officer.
7. 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).
8. The official is not entitled to restricted / open pass.

ZONAL SUPERVISOR