

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-1  
(To be filled by the Applicant)**

1.	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		Casual	Service Personnel
		Regular	Departmental Employee
2.	Name of the Applicant (IN CAPITAL LETTERS)		
3.	Designation		
4.	(a) Ministry / State Government (b) Department / Public Undertaking		
5.	Address of Place of Working		
6.	Telephone Numbers: Office:		
7.	Father's / Husband's Name	Residence:	
8.	Mark of Identification		
9.	Gazetted / Non-Gazetted		
10.	Reason for Issue		
	(i) Renewal		
	(ii) Loss / Mutilation		
	(iii) fresh		

Certified that the aforesaid information is correct.

Signature of 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 authorized 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: (Tick (√) as applicable)	Fresh	Renewal	loss

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:

- 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 authorized officer.
- The requisition form is not accompanied by the old pass/ bank challan/ copy of police Report/ receipt from MHA sepyo/ photos of 3x3 c.m.s. (one/two).
- The official is not entitled to restricted/ open pass.

ZONAL SUPERVISOR