

**GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS**

**APPLICATION FORM FOR OFFICIALS  
(TEMPORARY PASS)**

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
	(ii) State Govt./ UT Administration.	Casual	Service Personnel
		Regular	Departmental Employee
	(iii) Corporation/ Undertaking/ Autonomous Body	Casual	Service Personnel
		Regular	Departmental Employee
02.	Name of Applicant (IN CAPITAL LETTERS)	Casual	Service Personnel
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 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 passed 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		(DELETE WHICH EVER IS IN APPLICABLE)	
OPEN for all Buildings under MHA Security Zone		PERIOD	
Restricted for [Specify name(s) of the building(s)] :		1 Month/ 2 Months	
(1)		1 Month/ 2 Months	
(2)			
<b>Reason:</b> (Tick, as applicable)	<input type="checkbox"/> Fresh	<input type="checkbox"/> Renewal	<input type="checkbox"/> Loss

Secret Seal of the Ministry/ Department

Name and Signature of  
the Sponsoring Authority

Designation (Stamp with Telephone No.)  
Code No. \_\_\_\_\_

**MHA (ZONA 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 been 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 authorized officer.
7. The requisition form is not accompanied by the old pass / bank challan/ copy of police Report receipt from MHA Sepoy / photo of 3x3 cm. (one/two)
8. The official is not entitled to restricted/ open pass.

**ZONAL SUPERVISOR**