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.

PART-I
(To be filled by Applicant)

<table>
<thead>
<tr>
<th></th>
<th>Type of Identity Card</th>
<th>Category of Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Central Government</td>
<td>Regular/Casual/ Departmental Employee/ Service Personnel</td>
</tr>
<tr>
<td></td>
<td>(i) State Govt/ UT Administration.</td>
<td>Regular/Casual/ Departmental Employee/ Service Personnel</td>
</tr>
<tr>
<td></td>
<td>(ii) Corporation/ Undertaking/ Autonomous Body</td>
<td>Regular/Casual/ Departmental Employee/ Service Personnel</td>
</tr>
</tbody>
</table>

02. Name of the Applicant (IN CAPITAL LETTERS)

03. Designation

04. Pay Scale/Pay Band

05. Grade Pay (wherever applicable)

06. (a) Ministry/ State Government   
   (b) Department/ Public Undertaking

07. Blood Group

08. Address of Place of Working

09. Date of Birth

10. Telephone Numbers : OFF: RES:

11. Father’s / Husband’s Name

12. Date of Superannuation

13. Mark of Identification

14. Gazetted/ Non-Gazetted

15. Reasons for Issue
   (i) Renewal  
   (ii) Loss/Mutilation
   (iii) Change in designation  
   (iv) Fresh appointment
   (v) Transfer  
   (vi) Any other (specify)

1. Certified that the aforesaid information is correct.
2. The old Identity card No. ----------------- dated ------------------ is hereby enclosed or the old Identity Card is lost and the matter has been reported to the Police vide receipt No. ------------------ dated ------------------ enclosed. (Delete whichever is inapplicable).

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 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 wages); (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 records;
(v) Approval of the competent authorities has been obtained.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>COVERAGE OF BUILDING</th>
<th>PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>OPEN for all Buildings under MHA Security Zone</td>
<td>5/1 Year</td>
</tr>
<tr>
<td>(ii)</td>
<td>Restricted for [Specify name(s) of the building(s)]:</td>
<td>5/1 Year</td>
</tr>
<tr>
<td></td>
<td>(1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2)</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Reason (Fresh / Renewal / Loss / Change in Designation / Transfer)</td>
<td></td>
</tr>
</tbody>
</table>

Secret Seal of the Ministry / Department

Name and Signature of the Sponsoring Authority

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

MHA (SSO-PASS CELL)
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 authorised officer.
7. The requisition form is not accompanied by the
   (i) old photo pass
   (ii) bank challan for Rs. (10/-)/(20/-)/(30/-)/(40/-)/(50/-)
   (iii) copy of Police Report (FIR)
   (iv) receipt from MHA Sepoy
   (v) photos of 3x3 cms. (one/two) with 75% area covered with image of the face.
   (vi) copy of order (appointment/transfer/change of designation).
8. The official is not entitled to restricted / open pass.
9. Recommendation of JS (Admn) of the concerned Ministry/Department may please
   be obtained.

SECTION OFFICER (PASS CELL)