

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION & INFORMATION TECHNOLOGY  
DEPARTMENT OF INFORMATION TECHNOLOGY  
ELECTRONICS NIKETAN, 6 CGO COMPLEX  
NEW DELHI-110003

(APPLICATION FORM FOR UNDER DIT SOCIETY OFFICIAL ENTRY PASS)

Photo (3x3 cms)  
to be pasted  
here

Signature of the Application in the box above

PART -I  
(TO BE FILLED BY THE APPLICANT)  
( IN CAPITAL LETTERS)

01	Type of I/Card	
A	Society Name & Office Address	
B	Autonomous Body	
C	Subordinate Office	
02	Name of the Applicant	
03	Designation	
04	Pay Scale	
05	Father's/Husband' name	
06	Date of Birth	
07	Present Address	
08	Blood Group	
09	Date of Superannuating	
10	Telephone No	Office                      Resident
11	Mark of Identification	
12	Reasons for Issue	Renewal              Loss/Mutilation              Change in designation Fresh appointment              Transfer

Certified that the aforesaid information is correct.

The old I. Card No. \_\_\_\_\_ dated \_\_\_\_\_ is hereby enclosed or the old I. Card is lost and the matter has been reported to the Police vide receipt No \_\_\_\_\_ dated \_\_\_\_\_ enclosed herewith.

Signature of the applicant: \_\_\_\_\_



**PART - II**  
( THIS SPACE WILL REMAIN BLANK )

**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 photograph for the Society/Autonomous Body /Subordinate Office. (iii) Duplicate copy of this application has been kept in the office for records (iv) Approval of the competent authority/authorities has been obtained.

( DELETE WHICHEVER IS IN-APPLICABLE )

	Type Coverage of Building	Period	Remarks
i)	For Electronics Niketan	02 years	Fresh
ii)	- do -	01 year	Renewal
iii)	Non-Official for _____	01	Transfer
iv)	Any other type		Change in Designation/ Mutation/Loss

Secret Seal of the  
Society/Autonomous Body /  
Subordinate Office

Name & Signature of an Sponsoring  
Authority, Declaration ( with Stamp )

**MIT (SECURITY SECTION)**  
**RETURNED IN ORIGINAL WITH REMARKS THAT**

1. The requisition form is incomplete (Col. No. \_\_\_\_\_)
2. Part-II of the requisition form has not been filled up.
3. The requisition has not been received along with a copy of Chalan.
3. The secret mark of the concerned Society/Autonomous Body /Subordinate Office has not been pasted up on the form.
4. Name/Designation/Tel. No. & Name of the sponsoring authority has not been mentioned in form.
6. The requisition is not sponsored by the authorized officer.
7. The requisition form is not accompanied by the old photograph/Photos of 3X3 cms. (one/Two).
8. The official is not entitled for pass. Applicant's place of duty is out of MIT security zone ( past up the requisition with the enclosed proforma ).
9. Designation/pay scale of the applicant has not been indicated.

**SECURITY OFFICER**