

No. 510/CS/RO/2017
Government of India/भारत सरकार
Ministry of Home Affairs/गृह मंत्रालय
Secretariat Security Organisation/सचिवालय सुरक्षा संगठन

3rd Floor NDCC-II, Jai Singh Road,
New Delhi, dated 1st June, 2017

OFFICE MEMORANDUM

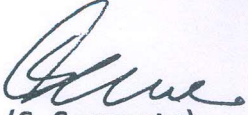
02 JUN 2017

Sub: Issuance of temporary passes online – reg.

The undersigned is directed to state that this Ministry has decided to switch over from the practice of issuance of Temporary Pass from manual to online w.e.f 19th June, 2017. The flow of this system is as follows:-

- (i) The concerned officer/staff/persons appointed on outsource basis will be required to visit website evisitors.nic.in and click temporary pass button and fill up the required fields and submit it to his/her Approving Officer which normally is US(Admn.) of the concerned Ministry/Department.
- (ii) The Approving Officer will then scrutinize the application and will send it to the concerned Reception Supervisor through evisitors.nic.in.
- (iii) The concerned Supervisor Reception will then scrutinize the application at his/her end and if the Supervisor observes any shortcomings, he/she will sent it back to the Approving Officer for doing the needful. If the form is in order the Temporary Pass will be issued.

2. It is requested that wide publicity may be given to all officers/staff/persons appointed on outsource basis so that everyone is aware of these instructions.


(S. Samanta)

Under Secretary to the Government of India
Telefax No. 011-23438052

Copy to:-

1. All Ministries/Departments of the Government of India.
2. DIG, GBS, CISF, Jamnagar House,
3. 2 I/C SSF, MHA
4. Chief Supervisor, Reception Organisation, MHA.
5. All Reception Supervisors, Reception Organisation, MHA.
6. SOCIT) - For uploading in Ministry's website.