

Tele : 23018290

No. 1500/Token/Security

12 Mar 2020

MINISTRY OF DEFENCE
(Security Office)

NEW FORMAT FOR LABOUR TOKEN PERMISSION

1. It is intimated that the labour tokens are being issued on application processed by respective directorates / offices. It has been observed that a number of different formats for applying for labour permissions are floating in the environment, some of which are in incorrect format & does not furnish all details required for issue of labour permission.
2. Apropos, a common format has been finalized which should be used henceforth. The copy of new format is att at Appx.
3. Directorates / Offices are requested to send labour token permissions in the new format only. Labour token permission in old formats will not be accepted after 22 Mar 2020.



All Concerned

CAO/EDP

(NC Tewari)

Lt Col

Asst Security Officer

APPLICATION FOR ISSUE LABOUR TOKEN
(TO BE SUBMITTED IN TRIPLICATE)
(Working days/Saturday/Sunday/Holiday)

- नोट: 1. लेबर टोकन सुरक्षा कार्यालय से निःशुल्क जारी किए जाते हैं।
2. बिचोलियों एवं दलालों से सावधान रहें।

Office Tele:
Reference No:

1. Labour Token Required by Office: _____
2. No of token already issued: _____
3. No of token now required: _____
4. Block for which token required: _____
5. Nature of work _____
6. Period From _____ To _____ Time: From _____ To _____
7. Name of Contractor _____
8. Particulars of persons authorized to draw the Labour token:-

S.No	Name	Designation	MoD Pass No	Specimen Signature

9. The above work Supervised by: _____



(Signature of Class-I/Gp-A Office)

Dated:

Tele No.

NOTE: The requisition must be submitted in triplicate at least "Seven day in advance".

Guard Commander _____ (For Official use only) issue the following number.

Type(s) of tokens from _____ to _____ on all working days/Saturday/Sunday/Holidays.

Type of Tokens: _____
No of Tokens: _____



Assistant Security Officer

Dated:

Ministry of Defence