

**RAJYA SABHA SECRETARIAT  
(G.A. Section)**

No.RS. 8(i)/2016-GA

Dated the 10<sup>th</sup> January, 2017

**CIRCULAR**

**Subject : Issue of Ministry of Home Affairs' Validation Slips for the year 2017.**

In continuation of this Secretariat's Circular of even number dated 9<sup>th</sup> December, 2016, on the subject cited above, it is brought to the notice that Officers of the Secretariat, who are required to visit various Ministries/Departments of Government of India frequently for official purpose, may apply online only for the issuance/renewal of the Ministry of Home Affairs' validation slips.

2. All officers/staff may apply online through the Home Ministry website ([www.mha.nic.in](http://www.mha.nic.in)). Details of Officers/staff is to be filled in space marked for validation slip rather than ID card in the Website. After completing the online process, they will have to submit a self-signed copy of the printout of the said application to G.A. Section along with relevant documents **latest by 20<sup>th</sup> January, 2017.**

3. **Application of the Non-Gazetted employees may be forwarded through Joint Director (Admn.), with proper justification.**

4. The validity of existing validation cards of 2016 has been extended upto 31.03.17.

  
(SHIVESH KUMAR JHA)  
ASSISTANT DIRECTOR

To  
All Officers/Sections/P/Ss/P.As to Officers  
and Pay & Account Office, Rajya Sabha.

## राज्य सभा सचिवालय

(सामान्य प्रशासन अनुभाग)

सं.आर.एस.8/(i)/2016/सा.प्र.

दिनांक 10 जनवरी, 2017

### परिपत्र

विषय: वर्ष 2017 के लिए गृह मंत्रालय द्वारा प्रमाणीकरण पर्ची (Validation Slip) जारी किया जाना।

उपर्युक्त विषय पर इस सचिवालय के दिनांक 9 दिसम्बर, 2016 के समसंख्यक परिपत्र के अनुक्रम में यह सूचित किया जाता है कि सचिवालय के जिन अधिकारियों को सरकारी कामकाज के लिए भारत सरकार के विभिन्न मंत्रालयों/विभागों में अक्सर आना-जाना पड़ता है, वे गृह मंत्रालय की प्रमाणीकरण पर्चियां बनवाने/उसका नवीनीकरण कराने के लिए ऑनलाइन आवेदन कर सकते हैं।

2. सभी अधिकारी/कर्मचारी गृह मंत्रालय की वेबसाइट ([www.mha.nic.in](http://www.mha.nic.in)) के माध्यम से ऑनलाइन आवेदन कर सकते हैं। अधिकारियों/कर्मचारियों का विवरण गृह मंत्रालय की वेबसाइट पर पहचान पत्र के स्थान पर न भर कर प्रमाणीकरण पर्ची के लिए चिह्नित स्थान पर भरा जाना है। ऑनलाइन प्रक्रिया पूर्ण करने के पश्चात, उन्हें संगत दस्तावेजों के साथ उक्त आवेदन की मुद्रित एवं स्वहस्ताक्षरित प्रति 20 जनवरी, 2017 तक सामान्य प्रशासन अनुभाग में जमा करवानी होगी।

3. अराजपत्रित कर्मचारियों के आवेदन समुचित औचित्य दर्शाते हुए संयुक्त निदेशक (प्रशासन) के माध्यम से अग्रेषित किए जा सकते हैं।

4. मौजूदा प्रमाणीकरण पर्चियों की वैधता अवधि दिनांक 31.03.17 तक बढ़ा दी गई है।



(शिवेश कुमार झा)

सहायक निदेशक

सेवा में,

सभी अधिकारी/अनुभाग/अधिकारियों के निजी सचिव/वैयक्तिक सहायक और वेतन एवं लेखा कार्यालय, राज्य सभा।

F.No. 32015/130/2016-SSO (PC)  
Govt. of India  
Ministry of Home Affairs  
(Pass Cell)

15 DEC 2016

North Block, New Delhi  
Dated 14<sup>th</sup> December, 2016

OFFICE MEMORANDUM

Subject: Issue of MHA validation card for the year-2017 -reg.

The undersigned is directed to say that the validity period of validation cards for entering in the premises of Government buildings under MHA security zone, for the year 2016, will expire on 31.12.2016. Therefore, the holders of such validation cards will face difficulty, while entering into the government buildings under MHA security cover and they will rush to the Pass Cell for immediate renewal of their validation cards. In such scenario, it will be difficult for Pass Cell to manage the huge rush of applicants for validation cards as well as the holders of the validation cards.

2. Therefore, it has been decided with approval of competent authority to extend the validity of existing validation cards upto 31.03.2017, so that, neither validation card holders will face difficulty nor the pass cell will be overburdened. During the period, the applicants for validation cards are requested to get their validation cards renewed.



(S. Samanta)

Under Secretary to the Govt. of India

To,

1. All Ministries/Departments of Govt. of India.
2. All States' Resident Commissioners. / UTs
3. DIG, GBS, CISF, Jam Nagar House, New Delhi is requested to issue instruction to allow the entry of the MHA validation card (with a validity upto 31.12.2016) holder into the Government Buildings as per their entitlement till 31.03.2017.

F.No. 32015/115/2016-SSO (PC)

Govt. of India  
Ministry of Home Affairs  
(Pass Cell)

North Block, New Delhi  
Dated 15<sup>th</sup> December, 2016

OFFICE MEMORANDUM

19 DEC 2016

Subject: Issue of MHA validation card for the year-2017 -reg.

The undersigned is directed to refer to this Ministry's Office Memorandum of even no. dated 26/27<sup>th</sup> September, 2016 and 06<sup>th</sup> December, 2016 on the above mentioned subject and to say that the Ministry of Home Affairs is commencing a separate module **for applying online for issuance of Validation Cards** to the officers/employees of the Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies etc. **w.e.f. 01.01.2017**, who are having their Departmental Identity Cards/Photo Passes and required to visit the Government buildings for official purpose under the security zone controlled by the Ministry of Home Affairs.

2. Therefore, all eligible officers/employees of the Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies etc. are requested to apply online for issuance of validation cards w.e.f. 01.01.2017 and the hard copy of the same be forwarded to the Pass Cell of Ministry of Home Affairs through their respective sponsoring authority.



(S. Samanta)

Under Secretary to the Govt. of India

To,

1. All Ministries/Departments of Govt. of India
2. All States' Resident Commissioners. / UTs

