

**MINISTRY OF DEFENCE**

(Security Office)

**RENEWAL OF VEHICLE STICKER FOR YEAR 2021:  
LAST DATE OF SUBMISSION OF FORMS 30 NOV 2020 (FOR SLAC) AND 31 DEC  
2020 (FOR DAC)**

1. Reference our circular No 1049/Vehicle Sticker/Security dated Oct 2019. The validity of existing vehicle stickers (both Two & Four wheelers) issued by Security Office, Ministry of Defence will be expiring on **31 Dec 2020**. The new vehicle stickers will be issued by this office would be valid till **31 Dec 2021**.

2. All employees are requested to ensure that duly vetted individual applications **against SLAC** only should be deposited at counter No 2 and 3 of this office **from 15 Oct 2020 to 30 Nov 2020**. The revised form 'M' for renewal of Veh Sticker is made available only on website [www.caomod.gov.in](http://www.caomod.gov.in) or [www.caomod.nic.in/](http://www.caomod.nic.in/) **Forms** (Copy attached)

3. All employees are also requested to ensure that duly vetted application **against DAC** should be deposited to this office along with the copy of new/ renewed DAC for the year **2020 from 16 Dec 2020 to 31 Dec 2020**.

4. Receipt Number will be allotted separately on each application. Hence, application **should be submitted in duplicate**. The documents to be attached alongwith various applications are as under:-

**(a) Personal Vehicle of employee.**

- (i) Form 'M' (copy enclosed) duly filled in.
- (ii) For new incumbent, column 5 of Form 'M' is mandatory, if it is a replacement issue of SLIC/DAC.
- (iii) Attested copy of Registration Certificate.
- (iv) Attested copy of Driving license.
- (v) Copy of SLIC/DAC of the applicant.
- (vi) An NOC from the owner in case vehicle is registered in the name of spouse, father, mother, son and unmarried daughter of the employee.

**(b) Govt Vehicle.** Form 'M' under a covering note from the concerned Dte mentioning the Registration Number of the vehicle and particulars of the officer using the vehicle alongwith attested copies of SLIC/DAC & Registration Certificate. **Special Stickers will be issued to Jt Secy/Maj Gen equivalent & above.**

**(c) Civil Hired Transport.** Form 'M' under a covering note from the concerned Dte alongwith the following enclosures:-

- (i) Attested copy of Civil Hired Transport (CHT) Driver's Pass.
- (ii) Attested copy of Driver's license.
- (iii) Attested copy of Police Verification (PV) of Driver (issue date of PV be less than one year at the time of submission).
- (iv) Attested copy of **contract** between the directorate and the transport agency.
- (v) Attested copy of **Registration Certificate**.
- (vi) Vehicle sticker will be issued to the officer using the vehicle and the same is to be kept in the custody of the officer and shown at the time of gaining entry.


- (vii) Vehicle stickers issued against Civil Hired Transport will not be pasted on the vehicle.
- (viii) No CHT out of DHQ Security Zone is authorized Vehicle Stickers.
- (ix) Xerox copy of SLIC/DAC in respect of the officer using the vehicle.

5. **Change of Veh:-** If an individual intends to change his/her veh and requires for another sticker for the same, a copy of previous veh sticker is required to be attached with Form 'M' along with a self-declaration for change of vehicle sticker.

6. The new vehicle stickers will be issued from counter No **2 and 3 in chronological order (First-Cum-First-Basis) of application** after **depositing old vehicle stickers alongwith original receipted copy of the application**. Expired stickers or stickers not in use may please be deposited immediately in Room No. 4 and an acknowledgement receipt be obtained for the same. During the changeover period both old & new stickers will continue to be valid.

7. You are requested to disseminate the above information on priority to all offices/coord sections/branches **located within DHQ Security Zone** functioning under your jurisdiction for strict compliance. No Vehicle Stickers will be issued against personal or CHT vehicles of Outside DHQ Security Zone.



  
(Abhiseik Singh Negi)  
Lt Col  
Asstt Security Officer

Encls: As stated above

**All Coord Section**

 **CAO/EDP:**

**AHCC**

**Dte of AFNET**

**DOA-NHQ**



With a request to upload this of service net.

