

To,
Asst Commandant (Pass Section)
Steel Authority of India Ltd.
Rourkela Steel Plant,
Rourkela - 769011

Date : _____

Sub: Issue of Temporary Official / Business pass

Dear Sir,

I may be allowed to enter the prohibited area of the plant as mentioned below for Official / Business purpose.

- 1. Name of the applicant :
- 2. Fathers name :
- 3. Age :
- 4. Identification mark :
- 5. Permanent address :
- 6. Name of the Organisation representing :
- 7. Purpose of visit :
- 8. Name of the officer to be visited :
- 9. Vehicle No. (if any) :
- 10. Name of the driver :
- 11. Period of visit (3 days maximum) : Days From to

Thanking you

Yours faithfully

Signature :

Name :

Designation :

Forwarded by GM (MM)

Official / Business Pass

To be filled by pass section

- 1. Name & Designation :
- 2. Representing :
- 3. Name of the officer to be visited :
- 4. Vehicle No. (if any) :
- 5. Name of the driver :
- 6. Permitted to enter : Days From To

Date of issue:

Issuing Authority (Rubber stamp)

- Note :
- 1. Permitted through RSP main gate only
 - 2. The driver should show his DL at the time of entry
 - 3. Please deposit the pass at the main gate after completion of the visit (Visited officer to ensure the same)