

< Covering letter Format >

On the letter head of the Company, please mention the following details:

Name of the Company / Organization / Establishment / Shop	
Address	
Type of Essential Service	
Name of the Company representative	
Contact No	
E-mail ID	
Identity Document	
Alternative Contact Person	
Contact No	
E-mail ID	
Number of Employees (No's)	
Number of Critical Services Employees	
No of Passes Required	
a) Personal Pass	
b) Vehicle Pass	

Name of Head / Manager of Company / Establishment/Shop

Signature.

Company seal.

< Format for Personal Pass >

Sl. No	Name of Person	Mobile Number
1		
2		
3		

(fill more rows as per requirement)

< Format for Vehicle Pass >

Sl. No	Name of Authorized Representative	Mobile Number	Vehicle Registration Number (Number Plate)	Type of Vehicle (2-Wheeler or others)
1				
2				
3				

(fill more rows as per requirement)