**Format to Upload Details for Security Pass:**

States/UTs/KVS/NVS/DMS provide the necessary details of the Students and Escorts in soft copy in MS-Excel -2003 in the prescribed format given hereunder*.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| S.no. | Full Name | Designation | Gender | School Name/ Code | Address  Residential | Photo  (JPEG Format) | CWSN Details | Blood Group(If Known)  and Special Ailment(If any) |

Please list all participants and escorts in one excel worksheet.

Please note the specification to be followed in filling of the above information.

* In the column No.1 of ‘Name’- please give full Name of the Participant (no abbreviations).
* In the column No.2 of   ‘Designation’- participating students will mention student, escort-teachers will mention their designation, and escort-parent (in case of CWSN students, if any) will mention designation of escort-parent (if employed), otherwise they will specify their status.
* In the column No.3 of ‘Gender’- students/ escort teacher/ escort parent (in case of CWSN students, if any) will mention their gender.
* In the column No.4 of ‘School Name’- students will mention Name of their School, escort-teachers will  mention, Name of their School, and escort parent (in case of CWSN students, if any) will mention Name of the Organisation ( if employed), otherwise they will specify their status.
* In the column No.5 of ‘Address Residential’-students and escorts will mention complete residential address.
* In the column No.6 of ‘Photo’- Students/ escort- teachers/ escort parent (in case of CWSN, if any) have to attach their latest Passport size photograph in JPEG format.
* In the Column No.7 of ‘Blood Group and Special Ailment’ – students/ escort- teachers/ escort parents (in case of CWSN, if any) will mention their blood group and name of any special ailment that they have (if any).

Please find an exemplary record for your reference:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| S. No | Full Name | Designation | Gender | School Name/ Code | Address  Residential | Photo  (JPEG Format) | CWSN Details | Blood Group and Special Ailment |
| 1. | ABC | Student | Female | XYZ School, Locality, District, State, Pin Code. | Q. no, Locality, District, State, Pin Code. | sample passport.png |  | B+ and Asthama |