

ANNEXURE 'A'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18 YEARS ARE REQUIRED TO PRODUCE AN IDENTITY CERTIFICATE (STRIKE OUT OPTIONS THAT ARE NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Miss
Son/Wife/Daughter of Shri, who is an Indian national, is a temporary/permanent employee of (office address)
.....
from (date) and is at present holding the post of
Shri/Smt/Miss, who is also an Indian national, is/are a dependent family member(s) of Shri/Smt and his/her identity is certified. This Ministry/Department/Organization has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorized to sign this Identity Certificate. I have read the provisions of Section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this organization is a Central/State Government/Public Sector undertaking/Statutory body. The Identity Card Number of Shri/Smt/Miss (employee) is

Ref No :

Date :

Name, Designation, Address and Tel No.



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ANNEXURE 'H'

PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY
EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT
APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)

Place:
Date:

[To be addressed to the Controlling/Administrative Authority with full postal address]

.....
.....
.....
.....

PIN:
Tel:.....
Fax:
Email:

Subject: Prior Intimation for Submission of Passport Application.

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office,
..... This is for your kind information and record.

Yours faithfully,

Employer Signature:

Employer Office Seal:

Signature:
Name:
Date of Birth:
Designation:
Name of Office Where Working:
.....
Name of Organisation:
.....
Address of Present Office:
.....
.....
Residential Address:
.....
.....

Note: The Prior Intimation Letter (under this Annexure) shall be accepted by the Passport Authority for processing the passport application if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.

ANNEXURE 'G'

MINISTRY/DEPARTMENT/OFFICE OF

No..... Dated



(No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.)

NO-OBJECTION CERTIFICATE

Shri/Smt/Miss.s/o
....., who is an Indian national, is employed in this office as
..... from till date. This Ministry/Department/Office has no
objection to his/ her obtaining a passport.

(Signature of Controlling/Administrative authority)

Telephone/Fax/email

Note:-

- (a) The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.
- (b) NOC will be valid for six months from date of issue.