

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

24542/HE
6/4/22

File no: HE-COOD-MISC-0024/2017

Bhubaneswar

Memo No. 14542/HE., Dated 06.04.2022.

Copy forwarded to All Sections of Higher Education Department for information and necessary action.

Smy
06.04.22

Joint Secretary to Government

Memo No. 14543/HE., Dated 06.04.2022.

Copy forwarded to The Registrar (All State Universities)/ The Principal (All Government and Non-Government Colleges)/The Regional Director (All Regional Directorates Of Education)/ Secretary, State Selection Board/ Presiding Officer, Office of State Education Tribunal, BBSR/ Secretary, State Bureau of Text Book Preparation and Production, Bhubaneswar for information and necessary action.

Smy
06.04.22

Joint Secretary to Government

Memo No. 2838/Estt-III Date: 20/04/2022

Copy with enclosures forwarded for information and necessary action to: -

1. Chairman, P.G. Council/HoDs, all P.G. Departments, Sambalpur University.
2. Comptroller of Finance/Accounts Officer, Sambalpur University.
3. All Officers/ Section Officers, Sambalpur University.
4. Director, E-Gov. Nodal Centre, Sambalpur University

mbals
Registrar 7/4/22

Odisha Secretariat,
Sachivalaya Marg,
Bhubaneswar-751001
FAX No. 0674-
2392115
E-mail-
homsec.od@nic.in



ଓଡ଼ିଶା ସରକାର
ସ୍ୱରାଷ୍ଟ୍ର ବିଭାଗ

Government of Odisha
Home Department

BY FAX/E-mail/ SPEED POST

ଓଡ଼ିଶା ସରକାର
ସଚିବାଳୟ ମାର୍ଗ, ଭୁବନେଶ୍ୱର- ୭୫୧୦୦୧

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No. 6818 / , Bhubaneswar,
HOME-PPT-MISC-0001-2022

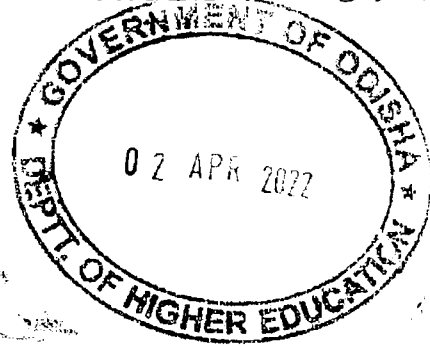
Dated the 03-03-2022

From

Sri P. K. Panda, OSS
Under Secretary to Government

To

The D.G. & I.G. of Police, Odisha, Cuttack/
All Departments /All Heads of Department



Sub: Applying for Indian Passport by Government servants-some important points.

Sir,

In enclosing a copy of the Letter No-F1(207) AD/POB/2019 dated 10.02.2022 received from the Regional Passport Office, Bhubaneswar on the subject mentioned above, I am directed to request to take necessary steps in this regards and circulate the guideline to all your subordinate offices for information and necessary action.

Yours faithfully,

kp
21/3/2022

Under Secretary to Government

MC
2/4

9/01/22

10802

HOME DEPARTMENT

Acc. No. 16/2/22
Section marked to (CPPT)
Central Diary
No. Date



✓ E0 671 671 782 / 787

Dy - 5829 / CSO / 2022
14 / 02 / 2022

भारत सरकार
Government of India
विदेश मंत्रालय
Ministry of External Affairs

क्षेत्रीय पासपोर्ट कार्यालय
भुवनेश्वर
Regional Passport Office
Bhubaneswar

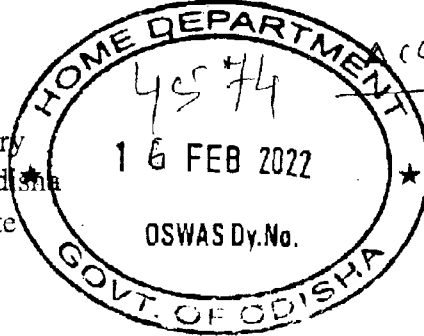
प्लॉट नं.- A/119 नयापल्ली, युनिट- VIII
Plot No. A/119, Nayapalli, Unit-VIII
भुवनेश्वर/Bhubaneswar-751012
दूरभाष / Tel. : 0674-2564470
टेलिफैक्स / Telefax : 0674-2564460

File Number: F.(207)AD/POB/2019

10.2.2022

सेवा में / To,

The Chief Secretary
Government of Odisha
Odisha Secretariate
Bhubaneswar



Chief Secretary
Odisha

बिषय / Sub: Applying for Indian Passport by Government servants-some important points-regarding.

महाशय / Sir,

Submission of any one of the documents such as Identity Certificate (IC) in Annexure-A, No Objection Certificate (NOC) in Annexure-G and Prior Intimation (PI) letter in Annexure-II is a mandatory condition for Government servants, Bank and PSU employees while applying for Passport. Often it is noticed that these documents are not issued/submitted as per the guidelines/instructions issued by the Ministry of External Affairs, Government of India. This resulted in delay in issuance of passports apart from putting the Government servant in a lot of inconvenience.

2. Kindly find an attachment highlighting important points for the guidance of Officer/authority issuing IC, NOC or PI Letters to Government servants applying passport and of the Government servant applying for passport. It is requested to circulate the same to all the Ministries, Departments, District and Office Heads, attached and subordinate Offices, Boards and Corporations, Municipalities etc. under the Government of Odisha for the benefit of all concerned.

अनुलग्नक / Encl.: As above.

भाबदीय / Yours faithfully

(सुधांशु शेखर मिश्र) / (SUDHANSU SEKHAR MISHRA)

पासपोर्ट अधिकारी / PASSPORT OFFICER

SUBMISSION OF APPLICATIONS FOR PERSONAL PASSPORT

(Important points to be noted by Government Servants)

(सरकारी कर्मचारियों के लिए ध्यान देने योग्य बातें)

Passport can only be applied by visiting the Government website i.e www.passportindia.gov.in or by downloading **mPassport Seva** from the Android or iOS application stores.


2. Employees of the Government, Bank or PSU must submit any one of the certificates such as Identity Certificate (IC) in Annexure-A, No Objection Certificate (NOC) in Annexure-G or Prior Intimation (PI) letter in Annexure-H while applying for passport (copy enclosed for ready reference). Formats of these annexures are available in the website of the Ministry of External Affairs (MEA), Government of India i.e passportindia.gov.in→Forms and Affidavits→Annexures (Affidavits).

3. In the format for Identity Certificate i.e Annexure-A it is clearly mentioned that the same should be given in duplicate in original stationery. This means Identity Certificate in Annexure-A should invariably be given in a letterhead. The Officer/authority signing the Identity Certificate should write his name, designation, address and telephone numbers. This will help Passport Office in verifying the authenticity of this certificate. Further the govt. servant/applicant should affix his current passport size photo in the appropriate box in this Certificate and get the same attested with signature and seal/stamp of the issuing officer/authority before carrying the same to the Passport Seva Kendra.

4. Second type of certificates which Government servants can submit is No Objection Certificate (NOC) in Annexure-G. This is not necessarily be given in a letterhead and can be given in a plain paper or by obtaining the printout from the list of 'Forms and Affidavits' in the website www.passportindia.gov.in. This should contain a file number and issue date at the top left hand side and photo at the top right hand side. The officer/authority signing the NOC should put his seal/stamp and mention his full name, telephone number, fax or/and email ID for verification by Passport Office. Photo of the govt. servant/applicant should also be attested by the Officer/authority signing the NOC before handing over the same to the Government Servant/applicant for carrying to the Passport Seva Kendra during appointment. The validity of this document is six months within which time, the govt. servant/applicant should take appointment for passport in Passport Seva Kendras(PSK).

5. Prior Intimation letter in Annexure-H can be filled in the prescribed format which can be obtained from the list of 'Forms and Affidavits' in the website www.passportindia.gov.in. The applicant should fill Annexure-H in duplicate and submit one copy to his Officer/authority and obtain the signature and seal/stamp of the Officer/authority acknowledging the receipt in the other copy. The other copy should be carried to the Passport Seva Kendra (PSK) while visiting for processing of passport application.

6. Issuing authority should not directly forward the IC, NOC or PI letter to the Passport Office and rather hand over the same to the Government Servant/applicant for production at the time of appointment for passport.


10/01/2022
पारपत्र अधिकारी / PASSPORT OFFICER
भुबनेश्वर / BHUBANESWAR

Should be in a letter-head.

ANNEXURE 'A'

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

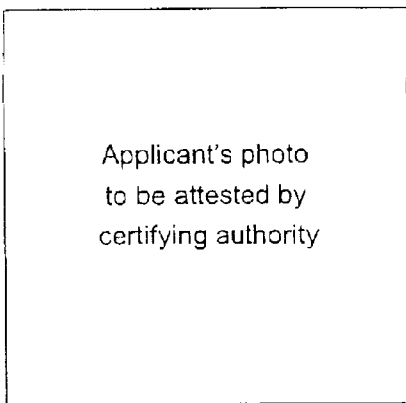
(To be given in Duplicate on Original Stationery)

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.

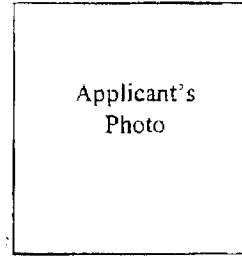


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ANNEXURE 'G'

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.

Should be in a letter-head.

ANNEXURE 'A'

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

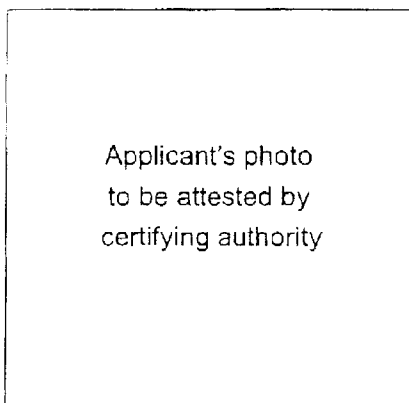
(To be given in Duplicate on Original Stationery)

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.

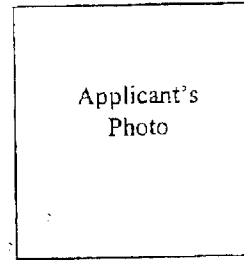


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ANNEXURE 'G'

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.

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.