

પાસપોર્ટ કઢાવવાના હેતુ માટે સરકારી કર્મચારીઓ/ અધિકારીઓને તથા તેમની પર આધારિત કુટુંબના સભ્યોને જરૂરી મંજૂરી આપવા બાબત.

ગુજરાત સરકાર  
સામાન્ય વહીવટ વિભાગ,  
પરિપત્ર ક્રમાંક:એનઓસી/૧૦૮૩/૧૨૧૩/ગ-૨  
સચિવાલય, ગાંધીનગર.  
તારીખ:૨૦/૦૧/૨૦૨૪

વંચાણે લીધા:

- (૧) સા.વ.વિ.નો તા.૦૭/૧૦/૨૦૧૫ નો પરિપત્ર ક્રમાંક:એનઓસી/૧૦૮૩/૧૨૧૩/ગ-૨  
(૨) વિદેશ મંત્રાલય, ભારત સરકારનું તા.૨૩/૧૨/૨૦૧૬નું જાહેરનામું ક.- NO.G.S.R.1171(E)

--:પરિપત્ર:--

સરકારી કર્મચારીઓ/અધિકારીઓને વિદેશ જવા માટે પાસપોર્ટ કઢાવવાના હેતુ માટે જરૂરી મંજૂરી આપવા અંગે ઉપર વંચાણે લીધેલ ક્રમ-(૧) પર દર્શાવેલ પરિપત્ર દ્વારા રાજ્ય સરકારના કર્મચારીઓ/ અધિકારીઓને પાસપોર્ટ કઢાવવા માટે અનુસૂચિ નિયત કરવામાં આવેલ છે. ઉપર વંચાણે લીધેલ ક્રમાંક-(૨) પરના જાહેરનામાથી પાસપોર્ટ(અમેન્ડમેન્ટ) નિયમો, ૨૦૧૬ પ્રસિદ્ધ કરેલ છે તદ્દનુસાર તેમજ ભારત સરકારના વિદેશ મંત્રાલયના PSP DIVISIONની પાસપોર્ટની વેબસાઇટ પર દર્શાવેલ એનેક્સર અનુસાર સરકારી કર્મચારી/અધિકારીઓએ પાસપોર્ટ માટે નવા અનુસૂચિઓ નિર્ધારિત કરેલ છે.

૨. આથી, સરકારી કર્મચારીઓ/અધિકારીઓને વિદેશ જવા માટે પાસપોર્ટ કઢાવવાના હેતુ માટે જરૂરી મંજૂરી આપવા અંગે આ સાથે સામેલ રાખેલ નીચેના કોષ્ટકમાં કોલમ (૪) પરની અનુસૂચિઓનો ઉપયોગ કરવાનો રહેશે:

ક્રમ	વિષય	તા.૦૭/૧૦/૨૦૧૫ના પરિપત્રના અનુસૂચિ	અદ્યતન અનુસૂચિ
(૧)	(૨)	(૩)	(૪)
૧	Identity Certificate	Annexure-B	Annexure-A,
૨	Affidavit	Annexure-I	Annexure-E
૩	No Objection Certificate	Annexure -M	Annexure-G,
૪	Prior Intimation for submission of passport Application.	Annexure-N	Annexure -H
૫	Specimen Verification Certificate (For PASSPORT under TATKAAL only )	-	Annexure-B,

૩. ઉક્ત અનુસૂચીઓ અંગે વિદેશ મંત્રાલયના PSP Divisionના Passport Seva Portal પર FAQ પ્રસિદ્ધ કરવામાં આવેલ છે. ઉક્ત FAQમાં ઉપર સૂચિત વિવિધ Annexure વચ્ચેનો ભેદ સમજાવેલ છે, જે સામાન્ય સમજ માટે જરૂરી છે:

**Q: Is Identity Certificate mandatory for Government/Public Sector/Statutory body employees?**  
**OR**

**Can a government employee apply as an ordinary citizen without submitting the additional documents?**

**A:** For issuance of a passport, Government/Public Sector/Statutory body employees need to submit either Identity Certificate in original as per Annexure "A" or No Objection Certificate (NOC) as per Annexure "G" or Prior Intimation Letter (PI) as per Annexure "H" as an additional document along with the application form. If he/she submits Annexure "A", passport will be issued without police verification and if he/she submits Annexure "G", passport will be issued on post police verification basis and if he/she submits Annexure "H", passport will be issued on pre police verification basis.

**Q:** Can dependents of Government/Public Sector/Statutory body employees apply for a passport in the normal process without submitting any affidavits?

**A:** Dependent family members of Government/Public Sector/Statutory body employees can be issued passport (validity of passport for minor dependent restricted to the age of 18 years) without police verification, if they submit "Identity Certificate" in original as per Annexure "A" (of dependent) as an additional document. Otherwise, passport would be issued to them on pre police verification basis, or post police verification basis - if they apply under Tatkaal scheme with required documents.

૪. વંચાણે લીધેલ ક્રમાંક (૧) પરના પરિપત્રની અન્ય જોગવાઈ યથાવત રહેશે.

૫. ઉક્ત નવી અનુસૂચિ અનુસાર કાર્યવાહી હાથ ધરવા આથી સચિવાલયના તમામ વિભાગ/ખાતા/કચેરીના વડાને સૂચનાઓ પરિપત્રિત કરવામાં આવે છે.

ગુજરાતના રાજ્યપાલશ્રીના હુકમથી અને તેમના નામે,

બિડાણ:- **Annexure A, B, E, G અને H**

(તેજસ એચ.સોની)

સંયુક્ત સચિવ (ક.ગ.)

સામાન્ય વહીવટ વિભાગ,

ગુજરાત સરકાર

પ્રતિ,

માન.રાજ્યપાલશ્રીના સચિવશ્રી, રાજભવન, ગાંધીનગર.

માન.મુખ્યમંત્રીશ્રીના મુખ્ય અગ્ર સચિવશ્રી, સચિવાલય, ગાંધીનગર.

સર્વે મંત્રીશ્રી/રા.ક.મંત્રીશ્રીઓના અંગત સચિવશ્રી, સચિવાલય, ગાંધીનગર.

માનનીય અધ્યક્ષશ્રી, ગુજરાત વિધાનસભાના અંગત સચિવશ્રી, ગાંધીનગર.

- \* રજીસ્ટ્રારશ્રી, ગુજરાત હાઇકોર્ટ, અમદાવાદ.
- \* સચિવશ્રી, ગુજરાત વિધાનસભા સચિવાલય, ગાંધીનગર.
- \* સચિવશ્રી, ગુજરાત જાહેર સેવા આયોગ, ગાંધીનગર.
- \* સચિવશ્રી ગુજરાત તકેદારી આયોગ, ગાંધીનગર.
- \* સચિવશ્રી, ગુજરાત મુલ્કી સેવા ટ્રિબ્યુનલ, ગાંધીનગર.
- \* સચિવશ્રી, ગુજરાત રાજ્ય માહિતી આયોગ, ગાંધીનગર.\*

\* સચિવશ્રી, ગુજરાત પંચાયત સેવા પસંદગી મંડળ, ગાંધીનગર (કર્મચોગી ભવન, સેક્ટર-૧૦-એ)

\* સચિવશ્રી, ગુજરાત ગૌણ સેવા પસંદગી મંડળ, ગાંધીનગર.

સચિવાલયના તમામ વિભાગો. (તેમના તાબાના ખાતાના વડાઓ/કચેરીના વડાઓને યોગ્ય સુચના આપવાની વિનંતી સહ)

સામાન્ય વહીવટ વિભાગની તમામ શાખાઓ/ અધિકારીઓ.

પસંદગી ફાઇલ .

\*પત્ર દ્વારા

**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.

Applicant's photo  
to be attested by  
certifying authority

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



**ANNEXURE 'B'**

**SPECIMEN VERIFICATION CERTIFICATE (FOR PASSPORT UNDER TATKAAL ONLY)**

(On official letter head of verifying authority)

Reference Number

Applicant's  
Photo

**Verification Certificate**

This is to certify that Sh./Smt./Kum. .... son/wife/daughter of ..... whose personal particulars are given below, has good moral character and reputation and that after having read the provisions of Section 6(2) of the Passports Act, 1967, I certify that these provisions are not attracted in case of this applicant and I, recommend issue of an Indian Passport to him/her. Applicant has been staying at his/her address continuously for the last one year.

Date of Birth .....

Place of Birth .....

Educational Qualification .....

Profession (Govt./Private Service/Others) .....

Permanent Address .....

Present Address .....

Place  
Office Address with location

Date:

Signature .....

Office Seal

Full Name .....

Designation .....

I Card No. ....

(Enclose a photocopy of I Card)

Telephone No. ....

(O) .....

(R) .....

Mobile No.....

Fax No.....

E-mail Id.....

**Notes:**

1. The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with his/her signature and rubber stamp put in such a way that half the signature and stamp appear on the photograph and half on the certificate.
2. If the applicant has resided at more than one place during the last one year, then all previous addresses with the relevant dates should be mentioned.
3. This Verification Certificate may be got signed by any of the following:
  - (i) An Under Secretary/Deputy Secretary/Director/Joint Secretary/Add. Secretary/Special Secretary/Secretary/Cabinet Secretary to Government of India.
  - (ii) A Director/Joint Secretary/Additional Secretary/Special Secretary/Chief Secretary to a State Govt.
  - (iii) A Sub-Divisional Magistrate/First class Judicial Magistrate/Additional DM/District Magistrate of the district of residence of applicant.
  - (iv) A District Superintendent of Police, DIG/IG/DGP of the district of residence of applicant.
  - (v) A Major and above in the Army, Lt. Commander and above in the Navy and Sq. Leader and above in the Air Force.
  - (vi) The General Manager and above of a Public Sector Undertaking and the Reserve Bank of India.

- (vii) All members of any All India Service or Central Service who are equivalent to or above the rank of an Under Secretary to the Government, i.e. drawing their pay in the level 11 and above of the pay matrix recommended by the 7<sup>th</sup> Central Pay Commission.
- (viii) Resident Commissioners/Additional Resident Commissioners of all the State Governments based in Delhi.
- (ix) Concerned Tehsildars or concerned SHOs for an applicant staying in the area under his/her jurisdiction.

4. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the Passports Act, 1967.

5. Section 6(2) of the Passports Act, 1967 –

“Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (C) sub-section 5 of any one or more of the following grounds, and on no other ground, namely:

(a) that the applicant is not a citizen of India.

(b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India.

(c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India.

(d) that the presence of the applicant outside India may, or is likely to, prejudice the friendly relations of India with any foreign country.

(e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years.

(f) that criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a court in India.

(g) that a warrant or summons for the appearance, or a warrant for the arrest of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court.

(h) that the applicant has been repatriated and has not reimbursed the expenditure.

(i) that in the opinion of the Central Government the issue of passport or travel document to the applicant will not be in the public interest.

OR

**SPECIMEN VERIFICATION CERTIFICATE**

(To be given by Chairmen of Apex Business Organizations to the Owners, Partners or Directors of the companies having membership of the concerned chambers) (Official letter head of verifying authority)

Reference Number

Applicants'  
Photo

(Verification 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.)

**Verification Certificate**

This is to certify that Sh./Smt./Kum..... son/wife/daughter of ..... whose personal particulars are given below has good moral character and reputation and that after having read the provisions of Section 6(2) of the Passports Act, 1967, I certify that these provisions are not attracted in case of this applicant and I recommend issue of an Indian Passport to him/her. Applicant has been staying at his/her address continuously for the last one year.

Date of Birth .....

Place of Birth .....

Educational Qualification .....

Profession .....

Permanent Address .....

Present Address .....

Place

Office Address with location

Date:

Signature.....



Full Name .....

Designation .....

Office Seal

Name of the Chamber .....

Telephone No.

(O) .....

(R) .....

Mobile No.....

Fax No.....

E-mail Id.....

**Notes:**

1. The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with his/her signature and rubber stamp put in such a way that half the signature and stamp appear on the photograph and half on the certificate.
2. If the applicant has resided at more than one place during the last one year then all previous addresses with the relevant dates should be mentioned.
3. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the Passports Act, 1967.

## ANNEXURE 'E'

### SPECIMEN DECLARATION OF THE APPLICANT ON A PLAIN PAPER

I, ..... (name), son/ daughter/ wife of  
Shri ..... residing at .....

Date of Birth ..... being an applicant for issue of passport, do hereby solemnly  
affirm and state the following:

1. That the names of my parents and spouse are as follows:
  - (i) Father :
  - (ii) Mother :
  - (iii) Wife/Husband :
2. That I am a continuous resident at the above mentioned address from .....
3. That I am a citizen of India by birth/descent/registration/naturalization and that I have neither acquired the citizenship of another country nor have surrendered or been terminated/ deprived of my citizenship of India.
4. That I have not, at any time during the period of five years immediately preceding the date of this declaration, been convicted by any court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years.
5. That no proceedings in respect of any criminal offence alleged to have been committed by me are pending before any criminal court in India.
6. That no warrant or summons for my appearance, and no warrant for my arrest, has been issued by a court under any law for the time being in force, and that my departure from India has not been prohibited by order of any such court.
7. That I have never been repatriated from abroad back to India at the expense of Government of India/ I was repatriated from abroad back to India at the expense of Government of India, but reimbursed expenditure incurred in connection with such repatriation.
8. That I will not engage in activities prejudicial to the sovereignty and integrity of India.
9. That my departure from India will not be detrimental to the security of India.
10. That my presence outside India will not prejudice the friendly relations of India with any foreign country.

Place:

(Signature of applicant)

Date:

**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 .....

Applicant's  
Photo

(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.