Regd./Email/Portal

From

Director General Higher Education
Shiksha Sadan, Sector-5, Panchkula

To,

The Principals of all the Government Colleges in Haryana State.

Memo. No. 08/25-2022 C-VII(4),
Dated Panchkula, the 21.10.2026

Subject:- Guidelines regarding forwarding of cases of obtaining NOC for passport of Teaching Staff (Professor/ Asso./Asstt. Professors).

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Kindly refer to the subject cited above.

It has been observed that the cases of issuing NOC for passport in respect of Teaching staff (Professor/Asso./Asstt. Professors) working in Government Colleges are received in this office without proper examination of the case at the level of the Principal and with incomplete documents due to which unnecessary correspondence/delay is done. Therefore, you are requested to send the subject cited cases after proper examination alongwith following checklist:-

1. Annexure-N (Prior Intimation for Submission of Passport).
2. Complete details of the employee i.e. initial date of joining in Government Service and date from which the employee is working on present post and no complaint/enquiry/ against him/her (Annexure-A).
3. Affidavit as per Annexure 'I' of Government of India, Ministry of External Affairs letter No. VI/401/01/05/2014 dated 26.06.2015 (copy enclosed).
4. Copy of Office Identity Card (must be print card no. and date of issue) attested by the Principal.
5. Two good quality passport size photographs of the employee(attach in the envelope than staple).

This letter must be strictly adhered to.

Enclosed : As above.

Superintendant College-VII
for Director General Higher Education
Haryana, Panchkula

CC – IT Cell to upload on the portal of Director Higher Education

Annexure-'A'

पासपोर्ट बनवाने/विदेश जाने हेतु अनापत्ति प्रमाण पत्र देने हेतु प्रार्थना पत्र

1. कर्मचारी का नाम तथा आई0 डी0 न0 :
2. पिता/पति का नाम :
3. पद तथा वेतनमान :
4. कार्यालय का नाम :
5. नियमित नियुक्ति तिथि :
6. जन्म तिथि :
7. वरिष्ठता क्रमांक :
8. स्थाई/अस्थाई होने की तिथि :
9. विदेश में जाने का कारण :
10. वांछित अवकाश :
11. विदेश के दौरान पता :
12. नवीनीकरण के मामले में पासपोर्ट की फोटोप्रति (सत्यापित) :

A. प्रमाणित करता/करती हूँ कि विदेश जाने से पूर्व अपना देय अवकाश स्वीकृत करवाकर जाऊँगा/जाऊँगी।

B. विदेश मे जाकर वहां से अवकाश बढ़ाने के लिए प्रार्थना–पत्र नही दूंगा/दूंगी।

C. विदेश मे जाकर सरकारी या गैर सरकारी सेवा नहीं करूँगा/करूँगी।

D. विदेश में जाने से सरकार पर कोई बोझ/खर्च नहीं पडेगा।

आवेदक के हस्ताक्षर

प्रमाणित किया जाता है कि श्री/श्रीमती .....के विरूध कोई जांच/शिकायत अधिनियम–7 के अर्न्तगत कार्यवाही विचाराधीन नहीं है और न ही कोई कार्यवाही चल रही है।

प्रमाणित किया जाता है कि सम्बन्धित कर्मचारी के विरूध कोई विजिलेंस केस लम्बित नहीं है और ना ही कोई केस चल रहा है।

प्रमाणित किया जाता है कि सम्बन्धित प्रार्थी योग्य है और उसके विदेश जाने पर कोई सरकारी गोपनीय रिकार्ड पर कोई बुरा असर नहीं पड़ेगा। प्रार्थी का शपथ पत्र भी संलग्न है।

प्राचार्य

No.VI/401/01/05/2014
Government of India
Ministry of External Affairs
CPV Division

Patiala House Annexe, Tilak Marg
New Delhi, 26th May, 2015

OFFICE MEMORANDUM

Subject: Issuance of Ordinary Passport to Government Servants, PSU/Autonomous body employees, et al.

In tune with the Government's objective of 'Minimum Government, Maximum Governance' and with a view to simplifying the procedure for issuance of Passport to Government Servants, PSU/Autonomous body employees, et al, the matter has been reviewed. In order to facilitate issuance of Passport to Government employees, et al; who find difficulties to obtain Identity Certificate (IC) /No Objection Certificate (NOC) from their department, it has been decided to introduce a new feature which is termed as 'Prior Intimation' letter to the controlling authority by the Passport applicant before submission of a Passport application.

2. Basically, **Prior Intimation is a letter from the Passport applicant giving intimation to his/her Controlling /Administrative Authority (employer) regarding submission of Passport application. This can be submitted by the applicant in the format of 'Annexure-N'.** After submission of Passport application by such an employee, the copy of this Prior Intimation would be sent to the same Controlling/Administrative Authority under which the employee is working. In case the employer has any objection regarding issuance of Passport to that employee, they may revert back to concerned Regional Passport Office mentioning the details of such objection. However, the final decision will be taken by the concerned Passport Issuing Authority. **If Prior Intimation is submitted by the applicant, Passport would be issued on the basis of Pre-Police Verification, however the provisions of Police Verification in reissue cases will remain applicable.**

3. Henceforth, anyone of the following documents can be submitted by Government Servants, PSU/Autonomous body employees, et al. for submission of application for Passports:

(a) Copy of Prior Intimation to Controlling / Administrative Authority; or
(b) No Objection Certificate from Controlling / Administrative Authority; or
(c) Identity Certificate from Controlling / Administrative authority.

4. **No Objection Certificate (NOC) is issued in the format of 'Annexure-M'** by the Controlling /Administrative Authority of the employee working under them for obtaining Passport by any Government Servants, PSU / Autonomous body employees, et al. **If NOC is submitted Passport will be issued on Post-Police Verification basis.**

5. **Identity Certificate (IC) is issued in the format of 'Annexure-B'** by the Controlling /Administrative Authority of the employee working under them for obtaining Passport by any Government Servants, PSU / Autonomous body employees, et al. **If IC is submitted Passport will be issued on No-Police Verification basis.** The spouse of such employees, and dependent children up to

the age of 18 years, has an option to submit IC for expeditious issue of passport. In case of IC, the applicant is also required to submit 'Annexure-I'.

6. It may be noted that the following provisions will remain applicable as mentioned below:

a. While IC should be issued preferably on Official Stationery (letterhead); NOC on plain paper with signature/stamp can be accepted, on the assumption that such offices are using plain paper for day to day correspondence. Prior Intimation (PI) is required to be submitted on plain paper by the Passport applicant.

b. Telephone, fax and e-mail id of the Controlling / Administrative Office (to the extent available) should be indicated in all the three documents for the purpose of confirmation.

c. Military personnel with c/o APO address (e.g. 56 APO/99 APO) may submit applications at their station of posting or at their permanent address, and write their permanent address in passport (against present address otherwise). Spouse of such personnel (and adult children, when spouse has expired/divorced) may receive the passport, with authority letter, either by hand or by post. This would apply to similarly placed Air Force/Navy personnel as well.

d. If Government/PSU employees, et al. are transferred after submission of the passport application or passport is returned undelivered due to such transfer, the same be re-dispatched, on request (along with copy of transfer order), at the new address, after correction/endorsement of address. However, if police verification was required and was not completed, it will be done at the new place.

e. The validity of the documents mentioned at para-3 will be six months from date of issue.

7. While the revised provisions deal only with passport issuance, **the requirement by the Government employees to obtain prior permission from his/her Department / Ministry for travelling abroad as per Conduct Rules will remain unchanged as per the instructions issued by the Department of Personnel & Training and respective authorities.**

8. Ministries of the Central Government, and the State Governments/ Union Territories are requested to circulate these instructions to all the employees working under them, including those in attached and subordinate offices, and statutory bodies.

(Muktesh K. Pardeshi)
Joint Secretary(PSP) &
Chief Passport Officer

To,
All Ministries/Departments of the Government of India
All State Governments/UT Administrations

Copy to : All PIAs in India and Abroad

ANNEXURE 'B'

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/Mst. ....., 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/Organisation has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorised 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 & Tel No.

Applicant's photo to be attested

Note: Pefer Annexure 'F' for details of Section 6(2) of the Passports Act, 1967

ANNEXURE 'I'

AFFIDAVIT

(To be executed on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public)

(One original and one self-attested photocopy to be submitted)

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 nor 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 affidavit, been convicted by any court in India for any offence involving moral turpitude, nor 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: .....

Date: ....

DEPONENT

VERIFICATION

Verified on ..... (date) at ..... (place) that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT

ANNEXURE 'M'

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)

Applicant's Photo

NO OBJECTION CERTIFICATE

Shri/Smt/Miss.....s/o, d/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
Controlling/Administrative authority
Telephone/Fax/E-mail id

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 'N'

Letter from the Government / PSU/ Statutory body employees giving prior intimation to his/her Administrative Deptt/Office for submission of Passport application

Place:.....
Date:.....

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

To,

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

2. This is for your kind information and record.

Yours faithfully,

Signature: (.....)
Name:.....
Date of Birth:.....
Designation:.....
Name of Office where working:.....
Address of Present Office:.....
Residential Address:.....