

No.VI/401/01/05/2008  
Government of India  
Ministry of External Affairs  
(CPV Division)

Patiala House Annex  
New Delhi 110 001

5<sup>th</sup> October 2009

Office Memorandum

**Sub: Issue of ordinary passport to Central and State Government Servants, PSU employees, employees of constitutional bodies, Municipal Corporations, et al - Requirement of Identity Certificate (IC) or No Objection Certificate (NOC).**

With a view to expediting the issue of passport, the Ministry had in October 2006 revised the procedures in respect of Government servants/PSU employees, et al, by introducing Identity Certificate (IC) in lieu of No Objection Certificate (NOC), thereby exempting them from police verification. The Office of an employee was required to certify that the provisions of Section 6(2) of the Passports Act (enclosed) are not attracted, and the Government Servant/dependent also needed to provide a notarized affidavit (Annexure I). The spouses of such employees, and dependent children up to the age of 21 years, had an option to submit IC for expeditious issue of passport. However, many subordinate offices of both Central and State Governments and PSUs have been found to be reluctant or declining to issue the prescribed IC to their staff, thereby defeating the very purpose of introduction of IC.

2. Government servants, et al, were required to submit fresh IC (earlier NOC) at the time of re-issue of passport (on expiry of existing passport, on exhaustion of visa pages, etc) if they were employed in a sensitive office. Military personnel too were required to submit IC for reissue of passport. Passport Offices were facing difficulty at the time of reissue of passport to Govt servants, et al, in arriving at a conclusion whether they were working in sensitive departments and, therefore, fresh IC was required or not. It is not possible to define sensitive departments or seats in an exhaustive manner.

3. In view of the foregoing, with a view to achieving transparency and facilitating issue of passports to the Government servants, et al, It has been decided that :

- (a) The Government employees/PSU employees/employees of Municipal Corporations/constitutional bodies, et al, would have an option to submit either existing IC (format modified to include nationality, and is enclosed) or NOC [without certification of Section 6 (2) of Passports Act; format is enclosed]. If IC is submitted, passport will be issued without police verification; and if NOC is submitted, passport will be issued on post-police verification basis.
- (b) Annexure I in respect of employees themselves and children (upto 18 years) is dispensed with. However, spouse will require Annexure I, if IC is submitted.

- (c) Dependents viz. spouse, and children upto 18 years of age (against 21 yrs at present, to align with minor passport regulations) only have the option of submitting IC. Otherwise, they can apply under the normal process (as any other public).
- (d) NOC (not IC) is required for reissue of passport to Government employees, et al, on expiry of passport/exhaustion of visa pages etc. However, no police verification is required at reissue stage. For reissue, dependents should provide fresh IC (and Annexure I also by spouse) or apply under normal process [No pre-police verification is normally required for reissue under normal process].
- (e) While IC should be issued 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. However, telephone/fax and e-mail (to the extent available) be indicated in NOC for the purpose of confirmation, if called for, at the discretion of the Passport Office, which should be replied to immediately.
- (f) 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), provided IC [NOC at reissue] is submitted and permanent address is certified by their office. 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.
- (g) If Govt/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. Such persons need not submit miscellaneous form & fees for address correction. However, if police verification was required and was not completed, it will be done at the new place.
- (h) The validity of IC/NOC will be six months from date of issue. Expired IC/NOC will not be accepted.

4. 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.

5. This supersedes all previous instructions on the subject of issue of IC/ NOC for the purpose of issue of ordinary passport.

*K.R.*

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To:

All Ministries/Departments of the  
Government of India (Attn: Joint Secretary/Adm)

The Chief Secretary  
All State Governments/UTs

Copy to RPOs/POs.

**5. CONDUCT RULES**

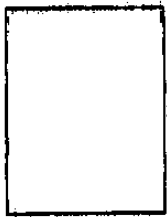
**PROFORMA FOR IDENTITY CERTIFICATE**

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKING ARE REQUIRED TO PRODUCE A IDENTITY CERTIFICATE (STRIKE OUT PORTION NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Kum-----  
Son/Wife of Shri ----- is a temporary/permanent  
employee of this -----(office address) from -----  
(date) and is at present holding the post of -----, Shri/Smt/Miss/Mst. --  
----- is/are a dependent family member(s) of Shri/Smt. ----- and  
his/her Identity is certified. The Ministry / Department/Organization has no objection to his/her  
acquiring Indian Passport. The undersigned is authorized to sign this "No Objection Certificate". I  
have read the provisions of Section 6(2) of the Passports Act, 1967 and certify that these are  
not attracted in the 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. (Employee) ----- is --  
-----

Ref.No. & Date.



Name,  
Designation, Address & Tel.No.

Applicant's Photo to be attested  
by the Certifying Authority

**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.)

**No Objection Certificate**

Shr/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 obtaining a passport.

Signature  
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.