

ಕರ್ನಾಟಕ ರಾಜ್ಯ ರಸ್ತೆ ಸಾರಿಗೆ ನಿಗಮ
 "ಸಾರಿಗೆ ಭವನ" ಕೇಂದ್ರ ಕಛೇರಿ,
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ಸಂ:ಕರಾಸ:ಕೇಶ:ಆಡಳಿತ:ಸೇವಿ: 511/ 267 /15-16

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ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: 1580

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(ಸೇವಾ ನಿಯಮ ಶಾಖೆಯಿಂದ ಹೊರಡಿಸಲಾಗಿದೆ)

ವಿಷಯ: ಸಂಸ್ಥೆಯ ಅಧಿಕಾರಿ/ನೌಕರರು ಪಾಸ್‌ಪೋರ್ಟ್ ಪಡೆಯಲು ಮಾಹಿತಿ ನೀಡುವ ಬಗ್ಗೆ
 ನಿರ್ದೇಶನಗಳು.

ಉಲ್ಲೇಖ: 1) ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: 570, ದಿನಾಂಕ: 21-02-1984, ಮತ್ತು
 828, ದಿನಾಂಕ: 06-08-1991

2) ಕೇಂದ್ರ ಸರ್ಕಾರದ ವಿದೇಶಾಂಗ ವ್ಯವಹಾರಗಳ ಸಚಿವಾಲಯದ ಅಧಿಕೃತ
 ಜ್ಞಾಪನಾ ಪತ್ರ ಸಂಖ್ಯೆ:ವಿ ಐ/401/01/05/2014, ದಿನಾಂಕ: 26-05-2015

ಕರಾರನಾ ನಿಗಮದ ಅಧಿಕಾರಿ/ನೌಕರರು ಪಾಸ್‌ಪೋರ್ಟ್ ಪಡೆಯಲು ಗುರುತಿಸಿ ಪತ್ರ
 (Annexure-B) ಅನ್ನು ನೀಡಲಾಗುತ್ತಿದ್ದು, ಉಲ್ಲೇಖಿತ ಪತ್ರ ಕೇಂದ್ರ ಸರ್ಕಾರದ ವಿದೇಶಾಂಗ
 ವ್ಯವಹಾರಗಳ ಸಚಿವಾಲಯವು ಕಛೇರಿ ಜ್ಞಾಪನಾ ಪತ್ರವನ್ನು ಹೊರಡಿಸಿರುತ್ತದೆ. ಸದರಿ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ
 ಪತ್ರದಲ್ಲಿ ಸರ್ಕಾರಿ ನೌಕರರು ಪಾಸ್‌ಪೋರ್ಟ್ ಪಡೆಯುವ ಸಲುವಾಗಿ ಅಡಕತೆ ನಿಯಂತ್ರಣಕ್ಕೆ ಒಳಪಟ್ಟ
 ಪ್ರಾಧಿಕಾರಕ್ಕೆ ಪೂರ್ವ ಮಾಹಿತಿಯನ್ನು ಅನುಬಂಧ-ಎನ್ ರಲ್ಲಿ (Annexure-N) ಭರ್ತಿಮಾಡಿ ನೀಡಿ,
 ಅದರ ಪ್ರತಿಯೊಂದಿಗೆ ಪಾಸ್‌ಪೋರ್ಟ್ ಪ್ರಾಧಿಕಾರಸ್ಥರಿಗೆ ಸಲ್ಲಿಸಲು ಅವಕಾಶವನ್ನು ಕಲ್ಪಿಸಲಾಗಿರುತ್ತದೆ.
 (ಕಛೇರಿ ಜ್ಞಾಪನಾ ಪತ್ರದ ಪ್ರತಿಯನ್ನು ಲಗತ್ತಿಸಿದೆ). ಸದರಿ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರದಲ್ಲಿ ಕಲ್ಪಿಸಲಾಗಿರುವ
 ಅವಕಾಶದ ವಿವರವನ್ನು ಈ ಕೆಳಕಂಡಂತೆ ಪ್ರತಿ ಪಂಜರಿಸಲಾಗಿದೆ.

"Prior intimation is a letter from the passport applicant giving intimation to
 his/her controlling/Administrative Authority (employer) regarding submission of
 pass port application. This can be submitted in the format of Annexure-N."

ಆದುದರಿಂದ, ಇನ್ನು ಮುಂದೆ ಸಂಸ್ಥೆಯಿಂದ ಗುರುತಿಸಿ ಪತ್ರವನ್ನು ನೀಡುವ ಅಗತ್ಯವಿರುವುದಿಲ್ಲ.

ಅನುಬಂಧ-ಎನ್ ರಲ್ಲಿ (Annexure-N) ಅನ್ನು ಈ ಕೆಳಕಂಡ ಪ್ರಾಧಿಕಾರಸ್ಥರಿಗೆ ಅಧಿಕಾರಿಗಳಿಗೆ
 ಸಲ್ಲಿಸುವುದು.

ಮನವಿದಾರ ನೌಕರರು/ಅಧಿಕಾರಿ	ಪ್ರಾಧಿಕಾರಸ್ಥರು
ದರ್ಜೆ-2 ಹಾಗೂ ಮೇಲ್ಪಟ್ಟ ಅಧಿಕಾರಿಗಳು	ನಿರ್ದೇಶಕರು (ಸಿ:ಪ) ಕ.ರಾ.ರ.ಸಾ ನಿಗಮ ಕೇಂದ್ರ ಕಛೇರಿ ಬೆಂಗಳೂರು
ದರ್ಜೆ-3 ಮೇಲ್ಪಟ್ಟವರ ಹಾಗೂ ದರ್ಜೆ-3 ಮೇಲ್ಪಟ್ಟವರ ಕೆಳತರ ಸಿಬ್ಬಂದಿಗಳು	ಸಂಬಂಧಪಟ್ಟ ವಿಭಾಗೀಯ ನಿಯಂತ್ರಣಾಧಿಕಾರಿ
ಕೇಂದ್ರ ಕಛೇರಿ ಸಿಬ್ಬಂದಿಗಳು	ಸಂಬಂಧಪಟ್ಟ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರು



ಮುಂದುವರೆದು, ಉಲ್ಲೇಖಿತ ಅಧಿಕೃತ ಜ್ಞಾಪನಾ ಪತ್ರದಲ್ಲ ಕೆಳಕಂಡ ಸೂಚನೆಗಳನ್ನು ನೀಡಲಾಗಿರುತ್ತದೆ.

"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."

ಅದರಂತೆ ನೌಕರರು/ಅಧಿಕಾರಿಗಳು ಪೂರ್ವ ಮಾಹಿತಿ ನೀಡಿ ಪಾಸ್‌ಪೋರ್ಟ್‌ಗಾಗಿ ಅರ್ಜಿ ಸಲ್ಲಿಸಿದ ನಂತರ ಪಾಸ್‌ಪೋರ್ಟ್ ಪ್ರಾಧಿಕಾರವು ಪರಿಶೀಲನೆಗಾಗಿ ನಿಗಮಕ್ಕೆ ಕಳುಹಿಸಿದಲ್ಲಿ, ನಿಗಮದ ನೌಕರರಿಗೆ ಪಾಸ್‌ಪೋರ್ಟ್ ವಿತರಿಸಲು ಯಾವುದಾದರೂ ಆಕ್ಷೇಪಣೆ ಇದ್ದಲ್ಲಿ ಸಕಾಲದಲ್ಲ ಸಂಬಂಧಪಟ್ಟ ಪಾಸ್‌ಪೋರ್ಟ್ ಪ್ರಾಧಿಕಾರಿಗೆ ಆಕ್ಷೇಪಣೆ ಸಲ್ಲಿಸುವುದು.

ಉಲ್ಲೇಖ(1)ರಲ್ಲಿನ ಸುತ್ತೋಲೆಗಳಲ್ಲಿನ ನಿರ್ದೇಶನದಂತೆ ಹೊರ ದೇಶಗಳಿಗೆ ಭೇಟಿ ನೀಡಲು ಅನುಮತಿ ಕೋರಿ ಪ್ರೀತಿಸಲಾಗುವ ನೌಕರರ ಮನವಿಗಳನ್ನು ಕೇಂದ್ರ ಕಛೇರಿಗೆ ರವಾನಿಸುವುದು.

ಸಂಬಂಧಪಟ್ಟವರೆಲ್ಲರೂ ಮೇಲಿನ ಆದೇಶಗಳನ್ನು ಮನದಟ್ಟು ಮಾಡಿಕೊಂಡು ಅದರಂತೆ ಕ್ರಮ ವಹಿಸತಕ್ಕದ್ದು.

ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

ಪ್ರತಿಗಳು:

1. ಮಾನ್ಯ ಅಧ್ಯಕ್ಷರು/ಉಪಾಧ್ಯಕ್ಷರು, ಕ.ರಾ.ರ.ಸಾ. ನಿಗಮ ರವರ ಆಪ್ತಕಾರ್ಯದರ್ಶಿ ರವರುಗಳ ಮಾಹಿತಿಗಾಗಿ.
2. ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು, ಬೆಂ.ಮ.ನ.ಸಾ/ವಾ.ಕ.ರ.ಸಾ/ಈ.ಕ.ರ.ಸಾ ಸಂಸ್ಥೆ ರವರ ಮಾಹಿತಿಗಾಗಿ
3. ನಿರ್ದೇಶಕರು, (ಸಿ:ಪ)/ (ಛ:ಜಾ) ರವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಗಳ ಮಾಹಿತಿಗಾಗಿ.
4. ಎಲ್ಲಾ ಇಲಾಖಾ ಮುಖ್ಯಸ್ಥರುಗಳು/ವಿಭಾಗೀಯ ಮುಖ್ಯಸ್ಥರು/ಪ್ರಾಂಶುಪಾಲರು/ಕಾರ್ಯ ವ್ಯವಸ್ಥಾಪಕರು/ಆಡಳಿತಾಧಿಕಾರಿಗಳು /ಸಹಾಯಕ ಆಡಳಿತಾಧಿಕಾರಿಗಳು ಕರಾರುಸಾ ನಿಗಮರವರ ಮಾಹಿತಿ ಹಾಗೂ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.

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

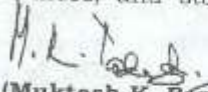
the age of 18 years, has an option to submit IC for expeditious issue of passport. In case of IC, the applicant is also required to submit 'Annexure-I'.

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

AFFIDAVIT

ANNEXURE 'T'

(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 'B'

**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/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 5(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: Refer Annexure 'F' for details of Section 5(2) of the Passports Act, 1967

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:.....

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

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.