P-180/C

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata – 700 001

No.E.771/0 Kolkata, Dated: 22/05/2019

PFA/SDGM/PCOM/PCME/PCEE/PCMM/PCSTE
PCE/PCMD/PCCM/CAO(Con)/PCSC

All Dy. CPOs/SPOs/APOs, E. Rly., Kolkata

Sub: Issue of a 'No Objection' Certificate (NOC) and an 'Identity Certificate' (IC) for grant of Ordinary Passport – Procedure reg.

*****

With view to streamline the process relating to issue of 'No Objection' Certificates (NOC) to Railway employees and 'Identity Certificate' (IC) to the spouse of such employees and dependent children/Child up to the age of 18 years for grant of ordinary Passport facilities, the existing procedure is being reiterated, which is also in sync with the guidelines issued by the Ministry of External Affairs (MEA) for issuance of ordinary Passport to the Government servants vide their O.M. No. VI/401/01/05/2014 dated 26th May, 2015.

2. In terms of extant instructions issued from time to time, Railway employees are required to obtain 'No Objection certificate' (NOC) from the Head of the Department before they apply for Passport facilities and the 'NOC' is issued to them subject to the instructions contained in Board's letter dated 20/04/1985 circulated under this office serial No. 66/85. There are instructions communicated vide this office serial No.115/2015, in terms of which, 'Identity Certificate' (IC) for the spouse of such employees and dependent children up to the age of 18 years, is issued for grant of passport facilities to them. For the purpose of obtaining the 'NOC' or/and 'IC', standard procedures are laid down as under:

a) Application in prescribed format along with recent photograph of the employee will be submitted to respective Controlling Officers (COs) of the concerned employee. For the purpose of issuing an 'Identity Certificate (IC)' in favour of his/her spouse and dependent children/child at the same time, the details of spouse and dependent children/child are required to be furnished along with their recent photographs (one original and one self-attested photocopy) and an Affidavit by the applicant as per enclosed *Annexure 'I'*, duly executed on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public.
b) On receipt of the application, it should be registered, verified and forwarded to respective Cadre Dealing Officers (CDOs) of the employee concerned with clear stipulations of the CO that the application is recommended.
c) On receipt of the case file, the concerned CDOs will verify the genuineness of the information furnished by the employee concerned with available official records and process further to obtain necessary Vigilance and DA&R clearance in respect of the employee concerned from the appropriate authorities for the purpose of issuing 'NOC'.
d) After obtaining Vigilance and DA&R clearance of the employee concerned, the case file will be put up to respective competent authorities [specified under Sl. No. (46) of Part/F (Non-Gazetted) of MSOP-2018] to accord approval on the file, for the purpose of issuing 'NOC' in favour of the employee concerned and 'IC' in respect of his/her spouse and dependent children/child.
e) After getting necessary approval as per (d) above, 'NOC' or/and 'IC' will be issued under the clear signature of respective Cadre Dealing Officers as per *Annexure 'M'* or/and *Annexure 'B'* enclosed.
f) While 'IC' should be issued preferably on Official Stationery (letterhead), 'NOC' may be issued on plain paper with signature/stamp of the issuing authority.
g) A copy of 'NOC' or/and 'IC' be sent to the concerned Controlling Officer for official records.
h) Official telephone, fax and e-mail id of the issuing authority (to the extent available) should be indicated in the said document(s).
i) 'NOC' or/and 'IC' so issued, will be valid for six months from the date of issue.

Contd...

3. All other relevant instructions on the subject issued from time to time remain unchanged.

4. Further, the instructions regarding requirement of taking prior permission for leaving station/headquarters for going abroad while on leave, including on Child Care Leave, as envisaged in RBE No. 107/2015, read with RBE No. 161/2016 circulated under this office serial Nos. 140/2015 and 6/2017 respectively, still remain in force. The prior permission in such cases will be obtained from the respective competent authorities [specified under Sl. No. 12(E) of Part-F (Non-Gazetted) of MSOP-2018].

5. This issues with the approval of competent authority.

DA: As above.

(**Anjan Ray**)
Dy. Chief Personnel Officer/Gaz.
Phone No.:24104 (Rly.)

P-179/C

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

P178/C

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

P-177/C

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.