

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

No.E.771/0

Kolkata, Dated: 09/04/2024

**AGM/PFA/SDGM/PCOM/PCME/PCEE/PCMM/PCSTE
PCE/PCMD/PCCM/CAO (Con)/PCSC & Secy. to GM**

Dy.CPO/Gaz., Chairperson/RRC, Dy.CPO/NG, SPO/Engg., SPO/Admin,
APO/RP&PS, APO/Gaz., APO/Rectt., APO/Co-Ordination,
APO/T, PS to PCPO, PA to CPO/Admn. & PA to CPO/IR
Eastern Railway

Sub: Issuance of Ordinary Passport to employees - Procedure reg.

Attention is invited to this office letter of even number dated 22/05/2019 regarding issue of 'No Objection Certificate (NOC)' and 'Identity Certificate (IC)' for grant of ordinary passport to Railway employees.

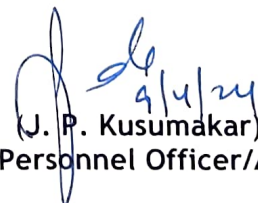
2. The matter has been reviewed. In partial modification to this office letter dated 22/05/2019 *ibid*, It has been decided that henceforth, 'Identity Certificate (IC)' be issued to all employees as well as their spouses and dependent children upto the age of 18 years for grant of passport facility to them. For obtaining an 'IC', the application is required to be submitted in the prescribed format enclosed (**Format-I**). 'IC' will be issued in favour of the concerned employee et al; in '**Annexure-A**' (**enclosed**) after observing due procedure as laid down in this office letter dated 22/05/2019 *ibid*.

3. Grant of Vigilance clearance for obtaining passport will be regulated in terms of DoP&T's OM no. 11012/7/2017-Estt.A-III, dated 28/03/2018 (**copy enclosed**).

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

This issues with the approval of the competent authority.

Encl.: As above.


(J. P. Kusumakar)
Chief Personnel Officer/Admn.

Application for issuance of Identity Certificate (IC)

To,
The _____
Eastern Railway
Kolkata

(Through Proper Cannel)

Sir,

I wish to apply for fresh/re-issue of an ordinary international Passport for myself/wife/minor Children and hence I would request you to issue me an Identity Certificate (IC) for myself/also including the name of my spouse (Smt./Shri _____)/minor _____ children (Master/Ms. _____). My details are as under:

1. Name of the Employee .
2. Name of Father/Spouse .
3. Designation .
4. Date of Appointment .
5. Date from which present post held .
6. Identity Card Number .
7. Office Address .
8. Date of Birth .
9. Service .
10. Annexure-E (for self and spouse) .
11. Annexure-D (in case of minor children) .

Note: - Identity and age proofs of Dependents is to be submitted for whom Identity Certificate is required.

I have read the provisions under Section 6(2) of Passport Act, 1967 and they are not applicable on me.

It is certified that my spouse is working/not working in any Govt. origination or P.S.U.

I certify that the information provided is true to best of my knowledge. In case any discrepancy is detected at any stage, I shall be solely liable for it.

Passport size photographs of each dependent are attached herewith.

Yours faithfully

(Name of the applicant)
RUID No.
Mobile No.

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:

12/20/20

ANNEXURE 'D'

SPECIMEN DECLARATION BY APPLICANT'S PARENT(S) OR GUARDIAN FOR ISSUE OF
PASSPORT TO MINOR

(On plain paper)

I/we resident of
..... hereby affirm that the
particulars given below are of
(name of the child), son/daughter of Shri and
Smt. of whom I/we am/are the parents /guardian.

1. Particulars of minor child

Name :

Date of birth :

Place of birth :

2. The minor child mentioned above is a citizen of India.

3. I/We undertake the entire responsibility for his/her expenses.

4. I/we solemnly declare that he /she has not lost, surrendered or been deprived of his/her citizenship of India and that the information given in respect of him/her in this application is true.

5. It is also certified that I/we am/are holding /not holding valid India passport(s).

Place:

Date:

Signature of father

Signature of mother

Passport No.: or

Passport No.: or

Aadhaar Card No.: or

Aadhaar Card No.: or

Voter ID Card No.:

Voter ID Card No.:

Signature of legal guardian(s)

Passport No.: or

Aadhaar CardNo.: or

Voter ID Card No.:

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

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

F. No. 11012/7/2017-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi - 110001
Dated 28th March, 2018

OFFICE MEMORANDUM

Subject: Grant of vigilance clearance for obtaining passport.

The undersigned is directed to say that matter regarding guidelines for granting vigilance clearance to members of the Central Civil Service holding Central Civil Posts have been reviewed and it has been decided to lay down guidelines for grant of vigilance clearance to the Government servant for obtaining Indian Passport.

2. Ministry of External Affairs (MEA) has issued the guidelines for issuance of ordinary Passport to the Government servant vide O.M. No. VI/401/01/05/2014 dated 26.05.2015 in connection with procedures to be followed in case of passport to be issued to Government servant.

3. In view of the above, it is mandatory for the administrative Department/Controlling Authority to check whether any provision of the Section 6(2) of the Passport Act, 1967 are attracted in the case of employee, who are working under them, while obtaining Indian Passport. As such, it is required to check the vigilance clearance of such Government servant.

4. Accordingly, it has been decided that vigilance clearance can be withheld only under the following circumstances:

- (i) The officer is under suspension;
- (ii) A charge sheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending.
- (iii) Charge sheet has been filed in a Court by the investigating Agency in a criminal case and the case is pending.
- (iv) Sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter.
- (v) An FIR has been filed or a case has been registered by any Government entity against the officer, after a preliminary fact finding inquiry.
- (vi) The officer is involved in a trap/ raid case on charges of corruption and investigation is pending.

5. Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a charge-sheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law. However, the information regarding FIR may be provided to the Passport Office. The final decision will be taken by the concerned Passport Issuing Authority.

6. There may be situations wherein wards and relatives of the civil servants residing abroad (for education and other purposes) could be having medical emergencies or family events. The officer himself/ herself may require to visit abroad for medical reasons. Therefore, as a policy, ordinarily, a passport will not be granted if a disciplinary proceeding is pending against the officer. However, the competent authority can take a view wherein a foreign travel is necessitated due to extreme urgent situation like medical emergencies etc. on case to case basis.

7. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.

8. Hindi version will follow.


28 3 18
(Sanjiv Kumar)

Deputy Secretary to the Government of India
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (CCA) Rules & What's New]
17. Hindi Section, DoP&T