

## 5. CONDUCT RULES

### 5.12 Passports - Revised Passport Issuance Procedures - Formats for 'Identity Certificate' and 'No Objection Certificate'

Personnel & Administrative Reforms (A) Department

G.O. (Ms) No. 259

Dated : 17.12.2007

Read :

1. Government Ir. No. 13676/A/98-9, Personnel & Administrative Reforms (A) Department, dated 7.1.2000.
2. Government Ir. (Ms) No. 89, Personnel & Administrative Reforms (A) Department, dated 9.4.2007.

#### ORDER

In the letter first read above, the Government have issued consolidated instructions for the grant of "No Objection Certificate" to obtain or renewal of Passport and for undertaking trip to foreign countries.

2. In the mean time, the system of issuance of passport to Government Servants was reviewed by the Ministry of External Affairs and it was decided to issue Passport to all Central Government Employees, State Government Employees, Employees of Statutory bodies and Public Sector Undertakings, only on production of Identity Certificate issued by the competent authority as per the prescribed format. The Ministry of External Affairs, Government of India has requested the Tamil Nadu Government to issue suitable instructions to all the Departments to issue Identity Certificate for applying for Passport.

3 In the letter second read above, instructions have been issued to all State Government Department/ Statutory Bodies and Public Sector undertakings to issue Identity Certificate to their employees in order to apply for Passport in the prescribed format.

4 The Government have now decided to prescribe an application to be submitted by all Government servants while applying for an "Identity Certificate" for grant /renewal of passport and a "No – Objection Certificate" while going abroad, and also formats for 'Identity Certificate' and 'No Objection Certificate'.

5 The following Notification will be published in the Tamil Nadu Government Gazette:-

#### NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Government servants' Conduct Rules 1973.

2. The amendments hereby made shall come into force on the Seventeenth day of December 2007.

#### AMENDMENTS

In the said Rules

I. in rule 24-A

(1) for the marginal heading, the following marginal heading shall be substituted. namely:

" Obtaining of Identity Certificate before applying for Passport and No Objection Certificate for undertaking foreign trip"

(2) for the opening two sentences, the following sentences shall be substituted.

namely:

" No Government servant shall, except after obtaining Identity Certificate from the Government, apply for grant or renewal of passport and shall, except after obtaining "No Objection Certificate" from the Government, undertake trip to foreign country. Application for such Identity Certificate

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or No Objection Certificate shall be submitted in Form I in Schedule III appended to these Rules and the Identity Certificate and No Objection Certificate, shall be issued in Forms II and III, respectively, in the said Schedule”

(3) for the first proviso, the following proviso shall be substituted, namely:

“Provided that he shall not leave India for seeking employment abroad without the prior permission of the Government”

2) after Schedule II, the following Schedule shall be added, namely: -

“SCHEDULE – III

FORM – I

(See rule 24 –A)

APPLICATION FOR “IDENTITY CERTIFICATE” FOR APPLYING FOR GRANT/RENEWAL OF PASSPORT/AND NO OBJECTION CERTIFICATE TO UNDERTAKE FOREIGN TRIP

(To be filled by the applicant)

- 1. Name, designation, office address and scale of pay ( If selection grade, or special grade indicate respective ordinary grade scale of pay)
- 2. Date of retirement :
- 3. Name of Countries proposed to visit, and duration ( need not be filled up to obtain passport to seek employment abroad) :
- 4. Purpose of visit :
- 5. Source of funds to meet the cost of the proposed foreign travel. :
- 6. State whether any criminal prosecution is contemplated or pending against you and whether your presence as witness would be needed if any criminal case under investigation or trial. :

**CERTIFICATE**

I undertake that I will uphold the honour and dignity of our Nation and will not indulge in any act prejudicial to the integrity and sovereignty of our Country during my travel and stay abroad.

**SIGNATURE OF THE APPLICANT**

(TO BE FILLED BY THE HEAD OF THE DEPARTMENT)

- 7. Are the particulars furnished by the applicant correct as per information available with the department? :
- 8. Whether the presence of the applicant outside India, may or likely to, prejudice the friendly relations of India with any foreign country? :

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9. Whether the applicant at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years? :
10. Whether any proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India. :
11. Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by a court under any law for the time being in force or whether an order prohibiting the departure from India of the applicant has been made by any such court. :
12. Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation. :
13. Whether any Government dues are pending recovery, if so, the details thereof. :
14. Whether any disciplinary action is pending under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules :
15. Whether a certificate has been obtained from Special Branch C.I.D. (Security) that the applicant does not figure adversely on the security records of the Government. :
16. Whether any corruption charges or Vigilance enquiry is pending against the applicant. :
17. Is there any contractual obligation to be discharged by the applicant (applicable in case of travel for employment only) :
18. Recommendation of the Head of the Department. :

SIGNATURE OF THE HEAD  
OF THE DEPARTMENT

FORM II

IDENTITY CERTIFICATE TO APPLY FOR GRANT/RENEWAL OF PASSPORT

(To be given in Duplicate)

(See rule 24 –A)

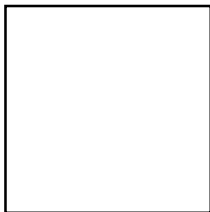
Certified that Thiru. /Tmt./Selvi . . . . .son/ wife/daughter of Thiru. . . . . is a temporary / permanent employee of this . . . . . (office address) from . . . . . (date ) and is at present holding the post of. . . . . Thiru. /Tmt./Selvi. . . . . is a dependent family member of Thiru./Tmt. . . . . and his /her identity is certified. This Department has no objection to his /her acquiring Indian Passport subject to the following conditions, namely:

- 1)that the individual should not take up any appointment or undergo any training other than the one specified, if any or study Programme during his/her stay abroad without prior approval of the Government /Head of the Department
- 2)that the Government/ Head of the Department will not be made liable for any expenditure including traveling expenditure etc., in connection with his/her trip abroad
- 3)that he/she should not tender resignation of the post held by him/her under this Government while abroad and his /her resignation of appointment will not be accepted on any account.
- 4)that he/she should not canvass or seek any business while abroad
- 5)that before proceeding abroad, he/she should apply to the Government/ Head of the Department for the sanction of leave to which he/she is eligible and get it sanctioned for the entire period of his/her absence.
- 6)that he/she shall not use the passport obtained on the basis of the "Identity Certificate" for any subsequent trip abroad for any purpose without the prior sanction of the competent authority: and
- 7)that the " Identity Certificate" will be valid only for a period of six months from the date of issue.

The undersigned is authorized to sign this "No Objection Certificate". I have read the provisions of sub-section (2) of section 6 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 Department is a State Government Department. The Identity Card Number of Thiru /Tmt (employee) . . . . . is . . . . .

Reference No. and Date

Name , Designation and Address  
Telephone No.



Applicant's photo to be attested by the  
Certifying Authority.

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FORM III

NO OBJECTION CERTIFICATE TO UNDERTAKE FOREIGN TRIP

(See rule 24 –A)

Under rule 24-A of the Tamil Nadu Government Servants' Conduct Rules 1973, Thiru /Tmt/ Selvi. . . . . working as . . . . . (specify designation) in the department of . . . . . (specify the department) . is permitted to visit . . . . . (specify the country / countries ) from . . . . . to. . . . . (specify the dates) to see his son/daughter /other relatives/friend or as a tourist or on pilgrimage or to attend a training/seminar/workshop / conference (strike out which is not applicable) subject to the following conditions.

1)He/she should not take up any appointment or undergo any training/seminar/workshop .conference other than the one specified, during his/ her stay abroad without prior permission of the Government/Head of the Department.

2)That the Government/Head of the Department will not be made liable for any expenditure including travel expenditure etc in connection with his/ her trip abroad.

3)He/she should not tender resignation of the post held by him/ her under the Government while abroad and his / her resignation of the appointment if tendered while abroad will not be accepted on any account.

4)He/she should not canvass or seek any business while abroad

5)This 'No Objection Certificate' is valid for a period of six months from the date of issue and it is issued only in connection with the purpose indicated above and should not be used for any other purpose.

(By order of the Governor)

**T.S.SRIDHAR**  
SPECIAL COMMISSIONER &  
SECRETARY TO GOVERNMENT