

**5.11 Issue of passports to all Government Employees only on production of Identity certificate – Format for Identity certificate**

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Personnel and Administrative Reforms (A) Department,  
Letter (Ms) No. 89/A/2007, Dated : 09.04.2007.

From

Thiru.T.S. Sridhar, I.A.S.,  
Special Commissioner &  
Secretary to Government.

To

All Secretaries to Government,  
All Heads of Department including District Collectors,  
All Statutory Bodies & Public Sector Undertakings,  
Tamil Nadu Public Service Commission, Chennai-600 002.  
District Magistrates. (We).

Sir,

Sub : Passports – Revised Passport Issuance procedures – Issue of Identity Certificate to Government Servants for applying for Passport – Instructions to all Departments – Issued.

Ref : From the Government of India, Ministry of External Affairs Regional Passport Office, Chennai letter No. F.No. MAS/551/25/2006, dated : 26.02.2007.

I am directed to state that the system of issuance of passport to Government servants was reviewed by the Ministry of External Affairs and it has been 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 enclosed herewith.

2. I am, therefore directed to request you to issue Identity certificate, in duplicate, to your employees in the prescribed format for the purpose of applying for passport. The extracts of the provisions of Section 6(2) of the Passports Act, 1967 are also enclosed for your reference.

3. Necessary amendments to Tamil Nadu Government Servant conduct Rules will be issued separately.

for SPECIAL COMMISSIONER &  
SECRETARY TO GOVERNMENT.

## 5. CONDUCT RULES

### Extract taken from Passports Act 1967

6. (1). xxxx

(2). Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (c) of sub-section (2) of Section 5 on any one or more of the following grounds, and on no other ground, namely: -

- (a) that the applicant is not a citizen of India.
- (b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India.
- (c) that the departure of the applicant from India may, or it is likely to be detrimental to the security of India.
- (d) that the presence of the applicant outside India may, or likely to prejudice the friendly relations of India with any foreign country.
- (e) that the applicant has, 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.
- (f) that proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India.
- (g) that a warrant or summons for the appearance, or a warrant for the arrest, of the applicant has been issued by a Court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court.
- (h) that the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation.
- (i) that in the opinion of the Central Government, the issue of a passport or travel document to the applicant will not be in the public interest.

**PROFORMA FOR IDENTITY CERTIFICATE**

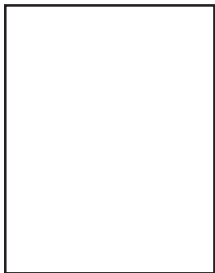
ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKING ARE REQUIRED TO PRODUCE A IDENTITY CERTIFICATE (STRIKE OUT PORTION NOT APPLICABLE)

(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