

APPLICATION FOR PERSONAL PASSPORT/ RENEWAL OF PASSPORT

1. Name in Full	
2. Name of Father/Husband	
3. Designation	
4. Date of Entry/Appointment in Government Service	
5. ID Card No.	
6. Nationality	
7. Employee Code	
8. Whether Permanent/temporary	
9. Purpose of foreign visit	
10. Date/period of visit	
11. Name of the Countries proposed to visit	
12. Name(s) and address (es) of relative/friends in foreign countries proposed to visit	
13. Address in the foreign countries	
14. Source of financial assistance of expenditure of foreign trip	

Undertaking

I _____ hereby undertake that

1. The passport to be issued to me will be used only for the purpose mentioned above.
2. I shall submit a photo copy of the personal passport to the office immediately on receipt of the same from the passport office but not later than ten days.
3. I am aware that the No Objection Certificate to be issued to me does not entail automatic sanction of leave to visit any country and the grant of leave will depend on the exigency of the service.
4. I shall not leave the country without obtaining prior approval and prior sanction of leave in writing of the Competent Authority.
5. In the event of my violation of any of the above, I am fully aware I am liable for disciplinary action under rules.

Note : **Enclose two passport size photographs**

Signature

Section/Branch :

Intercom/Tel.No.:

E-mail ID