

**Government of West Bengal  
Personnel & A.R. Department  
Training Cell  
Writers' Buildings, Kolkata 700 001**

**OFFICE MEMORANDUM**

- From : Indevar Pandey  
Secretary to the Govt. of West Bengal  
Personnel & AR Department
- To : 1) The Additional Chief Secretary/ Principal Secretary / Secretary to the  
Government of West Bengal,  
\_\_\_\_\_ Department.
- 2) The Director General & Inspector General of Police, West Bengal.
- 3) The Commissioner of Police, Kolkata.
- 4) The Principal Chief Conservator of Forests, West Bengal.
- 5) The Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.
- 6) The District Magistrate, \_\_\_\_\_.
- 7) The Superintendent of Police, \_\_\_\_\_.
- 8) The Director, Administrative Training Institute, Government of West Bengal.
- 9) The Secretary, Public Service Commission, West Bengal

**No. : 194-PAR(Trg)/HR/O/3T-61/07**

**Dated Kolkata, the 6<sup>th</sup> June, 2011.**

**Sub. : Issue of ordinary passport to the employees of the State Government, PSU's,  
Constitutional bodies, Municipal Corporations, et al –Requirement of Identity  
Certificate (IC) or No Objection Certificate**

Government of India has simplified the procedure for granting Identity Certificate/No-Objection certificate for ordinary international passport vide their letter No. VI/401/01/05/2008 dated 5<sup>th</sup> Oct, 2009. Accordingly in supersession of this department's earlier Office Memorandum No202( )-PAR(Trg)/HR/O/3T-61/07 dated 18<sup>th</sup> May, 2010 following procedure shall be adopted while issuing Identity Certificate (IC) or No Objection Certificate (NOC) to the the employees of state government or their family members for facilitating early disposal of passport applications.

2. As per the guidelines issued by the Ministry of External Affairs, Government of India, employees have the option to submit either Identity Certificate (IC) or No Objection Certificate (NOC) for speedy disposal of their passport applications.

Dependents viz. spouse and children upto the age of 18 years only have the option of submitting IC.

In an IC, it is certified that provisions of section 6(2) of the Passport Act are not violated, whereas this certification is not done in case of an NOC. If IC is submitted, passport will be issued without police verification and if NOC submitted, passport will be issued on post-police verification basis.

NOC (not IC) is required for reissue of passport on expiry of passport / exhaustion of visa pages etc.

3. An employee may apply for an IC or NOC by submitting an application in the prescribed format (Annexure 1).
4. IC or NOC may be issued by the Head of the Department or the Head of the PSU or a person duly authorised by them. Head of the Departments may issue suitable directions for delegation of this power if deemed fit. The validity of IC / NOC will be six months from the date of issue.
5. While issuing IC or NOC following aspects may be looked into :-
  - i) there is no disciplinary proceedings or vigilance case either pending or under contemplation against the individual;
  - ii) there is no ground to believe that the applicant could figure adversely on the security records of the Government
6. An IC may be issued in favour of an employee or her/his dependents viz. spouse and children upto 18 years of age in an Official stationery (letterhead) in the format as prescribed by the Ministry of External Affairs, Government of India in the Annexure B (copy enclosed). In case of children and spouse an affidavit in the prescribed format (Annexure I) will have to be submitted along with the application form for IC.

Whenever IC is issued, it has to be certified that the provisions of Section 6(2) of the Passports Act are not violated. Section 6(2) of the Passport Act states that:

*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 is likely to, be detrimental to the security of India;*
- (d) that the presence of the applicant outside India may, or is 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.*

The IC will be issued based on the personal satisfaction of the issuing authority and she/he may refuse to do so without citing any reasons.

7. An NOC may be issued in favour of an employee in the format as prescribed by the Ministry of External Affairs, Government of India in the Annexure "M" (*copy enclosed*). Such NOC may be issued on plain paper with signature / stamp furnishing contact telephone / fax numbers of the issuing officer.

8. These instructions may be brought to the notice of all the PSU's, statutory bodies etc under their control for information and appropriate action.

(Indevar Pandey)  
Secretary to the Government of West Bengal

**Annexure 1****Application for Issuance of Identity Certificate(IC)/No Objection Certificate (NOC)**

To:

Sir,

I wish to apply for an ordinary international passport and hence I would request you to issue me an Identity Certificate (IC)/No Objection Certificate (NOC). My details are:

Name of the Employee

Name of Father/Husband

Designation

Date from which present post held

Identity Card Number

Office Address

Name of the applicant for whom IC/NOC has to be issued

Relationship with the Employee

Two passport size photographs attached : Yes/No

Undertaking attached (only for IC): Yes/No

*(Following part to be struck of if NOC is being applied)*

I have read the provisions of *article 6(2) of Passport Act<sup>1</sup>* and they are not applicable on me/my

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<sup>1</sup> **Article 6(2) of Passport Act:** *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;*

dependent. I am also submitting an undertaking to that effect in the prescribed format(Annexure I) on a non judicial stamp paper for my child/spouse.

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

Yours faithfully

Name of the Employee

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*(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 is likely to, be detrimental to the security of India;*

*(d) that the presence of the applicant outside India may, or is 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*

## ANNEXURE 'I'

**AFFIDAVIT (To be executed on appropriate non-judicial stamp paper of any value and attested by a Notary Public)**

**(One original and one self-attested photocopy to be submitted)**

I, \_\_\_\_\_ ( name), \_\_\_\_\_ Son of \_\_\_\_\_ residing at \_\_\_\_\_ Date of Birth \_\_\_\_\_ being an applicant for issue of passport, do hereby solemnly affirm and state as follows:

1. That the names of my parents and spouse are as follows:
  - (i) Father :
  - (ii) Mother :
  - (iii) Wife/Husband :
2. That I am continuously resident at the above mentioned address from.....
3. That I am 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 affidavit, 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 outside India 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**

**ANNEXURE 'B'**

**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 / MISS ..... Son / Daughter /  
Wife of Shri ....., who is an Indian national, 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. This Ministry /  
Department / Organisation has no objection to his / her acquiring Indian Passport. The  
undersigned is 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  
organisation 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

**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)*

**No Objection Certificate**

Shri / Smt /Miss ..... son / daughter /  
 wife of ....., who is an Indian national, is  
 employed in this office as  
 ..... from  
 ..... till date. This Ministry / Department / Office has no objection  
 to his obtaining a passport.

Signature  
 Controlling / Administrative authority

Telephone .....

Fax .....

E-mail .....

**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 the date of issue.