

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

OFFICE MEMORANDUM

- From : Shri Trilochan Singh, IAS
Principal Secretary to the Govt. of West Bengal.
- 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 Divisional Commissioner, Presidency / Burdwan / Jalpaiguri Division.
5) The District Magistrate, _____.
6) The Director, Administrative Training Institute, Government of West Bengal.
7) The Secretary, Public Service Commission, West Bengal.

No. : 329()-PAR(Trg)/HR/O/3T-61/07 Dated Kolkata, the 29th May, 2007.

Sub. : **Issuance of "Identification Certificate" for grant of Ordinary International Passport facilities to the officials and employees of the State Government, Semi or Quasi-Government organisation including officers of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc. - Guidelines regarding.**

The undersigned is directed to say that the Ministry of External Affairs (CPV Division), Government of India has decided that all the Central Government employees, State Government employees, employees of Statutory bodies and Public Sector Undertakings should submit "Identification Certificate", in duplicate in original official statutory as prescribed in the Annexure "B" in the Passport Booklet, instead of earlier "No Objection Certificate" from their cadre controlling authorities along with their application for the International passport and to cancel the Personnel & A.R. Department's [erstwhile Home (P. & A.R.) Department] O.M. No. 669 ()-PAR(Trg)/3T-164/94 dated 17th August, 1994 containing guidelines regarding issuance of "No Objection Certificate" for grant of Ordinary International Passport facilities to the officials and employees of the State Government, Semi or Quasi- Government organisation.

2. Considering the change in the policy of the Government of India regarding issuance of passport to the employees, State Government employees, employees of Statutory bodies and Public Sector Undertakings, State Government has decided that the following procedural instructions should be meticulously followed while issuing "Identification Certificate" for grant/renewal of ordinary International Passport facilities to the officials or the employees of the State Government, Semi or Quasi-Government organisation including officers of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc. :-

- A) An "Identification Certificate" as prescribed by the Ministry of External Affairs, Government of India in the Annexure "B" (*copy enclosed*) may be issued in favour of an official or an employee belonging to any Group of Service in the office of the State

Contd... 2.

Government, Semi or Quasi-Government organisation including officers of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc. and intending to apply for an ordinary International Passport facilities, by his / her cadre controlling Department with the signature of an officer not below the rank of Joint Secretary to the State Government or equivalent after taking the decision for the issuance of such certificate at the level of an officer not below the rank of the Secretary to the State Government or equivalent or Head of Office provided :-

- i) If he / she submits the standard affidavit as given at Annexure "I" (*copy enclosed*) in the Passport Booklet;
- ii) if there is no disciplinary proceedings or vigilance case either pending or under contemplation against the individual;
- iii) if there is no ground to believe that the applicant could figure adversely on the security records of the Government; and
- iv) if he / she undertakes that he / she should seek and obtain permission from the Government prior to undertaking any visit abroad.

B) The cases of issuance of "Identification Certificate" for granting ordinary International Passport facilities in favour of the officers / employees of State Government, Semi or Quasi-Government organisation including officers of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc. including Group "A" officers also need not be referred to the Personnel & A.R. Department for obtaining approval of the Chief Secretary.

3. After careful consideration State Government has decided that the employees of the State Government, Semi or Quasi-Government organisation including officers of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc. should not approach to their cadre controlling Department for issuance of "Identification Certificate" in respect of their immediate family members (wife and dependent children only) and in such cases the passport may be obtained in the normal course as ordinary citizen.

4. However, only when the officials belonging to Group "A" categories of the State Government, Semi or Quasi-Government organisation including officers of Statutory bodies, Undertakings, Corporations, Companies, Cooperatives and institutions etc. intend to visit abroad either in official capacity or private capacity should be referred to this Department for obtaining the approval of the Chief Secretary in terms of the Chief Secretary's Circular O.M. No. 466 (-) -PAR(Trg)/HR/O/3T-112/97 dated 18th July, 2003 as usual with the prior approval of the Departmental Minister In-Charge / Minister of State.

5. This should be brought to the notice of all concerned for information and strict compliance.

(Trilochan Singh)
Principal Secretary to the
Government of West Bengal

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 / SHRIMATI / KUM Son / Wife
of Shri of is a temporary / permanent employee of this (office
address) from(date) and
is at present holding the post of Shri / Shrimati /
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. : _____

<p>Applicant's photo to be attested by certifying authority</p>

ANNEXURE 'I'

(To be executed on appropriate non-judicial stamp paper and attested by a Notary Public)
(One original and one self-attested photocopy)

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