(To be filled separately for incumbent and for each family member)

Application for issuance/re-issuance of Identity Certificate (IC)/ No objection Certificate (NOC).

To: The JOINT SECRETARY (PERSONNEL)
        Public Works Department,
        KHADYA BHABAN, BLOCK-A, 4TH FLOOR,
        11A, MIRZA GHALIB STREET, KOLKATA- 700 087.

Sir,

I wish to apply for an ordinary International Passport and hence I would request you to issue me/my family member(s) 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   : _____

Three 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 and they are not applicable on me/my 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.

Date:

                                                                Yours faithfully,

                                                                (Name of the Employee)
Email Id: Contact No:

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;

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'

(To be executed on appropriate non-judicial stamp paper and attested by a Notary Public)

(To be submitted in original for incumbent / for each dependent family member)

I, name_____Son of/Daughter of_____
residing at _____ Date of Birth _____ being an applicant for issue of passport, do hereby solemnly affirm and state as follow :

1. That the name 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 sentence 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 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 pre judicial 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.
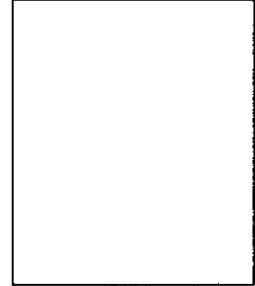
Place:

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 PROFORMA FOR OBTAINING IC/NOC

Kindly issue the Identity certificate/No-Objection Certificate towards obtaining Indian Passport/Renewal of Indian Passport in favour of myself Sri/smt...

(Affix one current passport size photograph of the Govt. Employee with attestation of the controlling authority not below the rank of Executive Engineer)

1. Designation of the Govt. Employee :

2. Father's Name :

3. Date of Joining in Govt. Service :

4. Date of Confirmation in
   Govt. Service

5. Office Identity Card No. :

6. Declaration: I declare that there is no ground to believe that I could figure adversely on the security records of the Government. The above mentioned facts are true and correct to the best of my knowledge and belief.

<div style="text-align:right">

_____

Signature of Govt. Employee
</div>

Date:...................   Designation:

Verified and found correct.

_____

Authenticated with official seal by
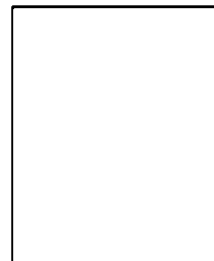**(Not below the rank of Executive Engineer)**
Date:

**-The following documents are enclosed with the application:
  (i)   Three current passport size photograph.
  (ii) One self attested photocopy of Office Identity Card (both side).
  (iii) One self attested photocopy of passport (only if applying for NOC)

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ANNEXURE PROFORMA FOR OBTAINING IC/NOC

Kindly issue the Identity certificate/No-Objection Certificate towards obtaining Indian Passport/Renewal of Indian Passport in favour of dependent family member...(age)........

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(Affix one current passport size photograph of the dependent family member with attestation of the controlling authority not below the rank of Executive Engineer)

1. Name and Designation of the
   Govt. Employee   :

2. Date of Confirmation in Govt.
   Service   :
3. Name of the dependent
   Family member in Block Letter   :

4. Relation with Govt. Employee   :

5. Aadhaar No. of the family
   member   :
6. Declaration: I declare that there is no ground to believe that my dependent family member could figure adversely on the security records of the Government. The above mentioned facts are true and correct to the best of my knowledge and belief.

                                                    _____
                                                    Signature of the Govt. Employee
Date:...................   Designation:

Verified and found correct.

_____

Authenticated with official seal by the
Controlling Authority
(Not below the rank of Executive Engineer)
Date:

> ****-The following documents are to be enclosed with the application:**
> (i)   One self attested photocopy of Aadhaar of family member
> (ii) One self attested photocopy of Passport of family member (only if applying for NOC)
> (iii) Three current Passport size photograph of family member.

(To be filled only if IC/NOC is applied for dependent family member)

FAMILY DECLARATION

(Strike out portion/paragraph which is not applicable)

I,Sri/Smt...presently posted as...attached to the

office of the...P.W.Dte./P.W.(Roads) Dte, Govt. of West Bengal, do

hereby declare that I wish to apply for Identity Certificate/No-Objection Certificate for obtaining Indian Passport for

myself and my spouse Sri/Smt...(age).........,my minor

Son.................................(age).........and minor daughter..(age).........

My spouse Sri/Smt... is not engaged in Central Government/ State

Government/Public Sector Undertaking/Statutory Body service.

Or

My husband/wife Sri/Smt.. is engaged in Central Government/ State

Government/Public Sector Undertaking/Statutory Body service and he/she has not obtained Identity Certificate/No-

Objection Certificate for Indian Passport from his/her office.

Signature of the Authenticating Officer
(Not below the rank of Executive Engineer)
Date:

Signature of the Govt. Employee

SERVICE PARTICULARS OF THE OFFICER/STAFF

1	Name of incumbent	:	
2	Designation	:	
3	Date of Birth	:	
4	Date of Joining in Govt. Service	:	
5	HRMS ID	:	
6	Date of completion of continuous service of First Three(3) years excluding Extra-Ordinary Leave or Dies Non effect	:	
7	Present Place of Posting	:	
8	Whether the service rendered by the employee is satisfactory and continuous TILL DATE	:	
9	Whether Assets Declaration Statements have been submitted regularly and up-to-date by the incumbent since joining to this post	:	
10	Whether any adverse action has been taken by the appropriate authority in terms of Rule-7 of the W.B.S.(CCA) Rules,1971 and if YES, please specify in detail.	:	

The afore stated Service Particulars of the incumbent has been verified and found correct on the basis of satisfactory evidence.

_____

Signature of Incumbent

_____

Signature of the Controlling Officer
(Not below the rank of Executive Engineer)