

झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(A Central University established by an Act of Parliament of India in 2009)

OFFICE OF THE REGISTRAR-GEN.ADMIN.

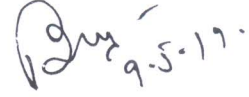
Ref. No.CUJ/Gen. Adm./32/2010/274

Dated: 9th May, 2019

अधिसूचना /NOTIFICATION

Hereby it is requested to all the Teaching and non-teaching employees of this University to submit an affidavit "Annexure" I (copy attached) as per OM No.Vi/401/01/05/2014 dated 26th May, 2016 and OM No. F.No. 11012/7/2017-Estt.A-III dated 28th March, 2018 for NOC for the purpose of getting passport/renewal.

This is issued with the approval of the Vice-Chancellor.



सहायक कुलसचिव-II

ASSISTANT REGISTRAR-II

Distribution:

1. System Analyst-for University Website
2. PS to the Vice Chancellor
3. PS to the Registrar
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सहायक कुलसचिव-II

ASSISTANT REGISTRAR-II

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F. No. 11012/7/2017-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi - 110001
Dated 28th March, 2018

OFFICE MEMORANDUM

Subject: Grant of vigilance clearance for obtaining passport.

The undersigned is directed to say that matter regarding guidelines for granting vigilance clearance to members of the Central Civil Service holding Central Civil Posts have been reviewed and it has been decided to lay down guidelines for grant of vigilance clearance to the Government servant for obtaining Indian Passport.

2. Ministry of External Affairs (MEA) has issued the guidelines for issuance of ordinary Passport to the Government servant vide O.M. No. VI/401/01/05/2014 dated 26.05.2015 in connection with procedures to be followed in case of passport to be issued to Government servant.

3. In view of the above, it is mandatory for the administrative Department/Controlling Authority to check whether any provision of the Section 6(2) of the Passport Act, 1967 are attracted in the case of employee, who are working under them, while obtaining Indian Passport. As such, it is required to check the vigilance clearance of such Government servant.

4. Accordingly, it has been decided that vigilance clearance can be withheld only under the following circumstances:

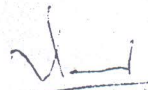
- (i) The officer is under suspension;
- (ii) A charge sheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending.
- (iii) Charge sheet has been filed in a Court by the investigating Agency in a criminal case and the case is pending.
- (iv) Sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter.
- (v) An FIR has been filed or a case has been registered by any Government entity against the officer, after a preliminary fact finding inquiry.
- (vi) The officer is involved in a trap/ raid case on charges of corruption and investigation is pending.

5. Vigilance clearance shall not be withheld due to an FIR filed on the basis of private complaint unless a charge-sheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law. However, the information regarding FIR may be provided to the Passport Office. The final decision will be taken by the concerned Passport Issuing Authority.

6. There may be situations wherein wards and relatives of the civil servants residing abroad (for education and other purposes) could be having medical emergencies or family events. The officer himself/ herself may require to visit abroad for medical reasons. Therefore, as a policy, ordinarily, a passport will not be granted if a disciplinary proceeding is pending against the officer. However, the competent authority can take a view wherein a foreign travel is necessitated due to extreme urgent situation like medical emergencies etc. on case to case basis.

7. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.

8. Hindi version will follow.


28.3.18

(Sanjiv Kumar)

Deputy Secretary to the Government of India

Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (CCA) Rules & What's New]
17. Hindi Section, DoP&T

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No.VI/401/01/05/2014
Government of India
Ministry of External Affairs
CPV Division

Patiala House Annexe, Tilak Marg
New Delhi, 26th May, 2015

OFFICE MEMORANDUM

Subject: Issuance of Ordinary Passport to Government Servants, PSU/Autonomous body employees, et al.

In tune with the Government's objective of 'Minimum Government, Maximum Governance' and with a view to simplifying the procedure for issuance of Passport to Government Servants, PSU/Autonomous body employees, et al, the matter has been reviewed. In order to facilitate issuance of Passport to Government employees, et al; who find difficulties to obtain Identity Certificate (IC) /No Objection Certificate (NOC) from their department, it has been decided to introduce a new feature which is termed as 'Prior Intimation' letter to the controlling authority by the Passport applicant before submission of a Passport application.

2. Basically, **Prior Intimation is a letter from the Passport applicant giving intimation to his/her Controlling /Administrative Authority (employer) regarding submission of Passport application. This can be submitted by the applicant in the format of 'Annexure-N'.** After submission of Passport application by such an employee, the copy of this Prior Intimation would be sent to the same Controlling/Administrative Authority under which the employee is working. In case the employer has any objection regarding issuance of Passport to that employee, they may revert back to concerned Regional Passport Office mentioning the details of such objection. However, the final decision will be taken by the concerned Passport Issuing Authority. **If Prior Intimation is submitted by the applicant, Passport would be issued on the basis of Pre-Police Verification, however the provisions of Police Verification in reissue cases will remain applicable.**

3. Henceforth, anyone of the following documents can be submitted by Government Servants, PSU/Autonomous body employees, et al. for submission of application for Passports:

- (a) Copy of Prior Intimation to Controlling / Administrative Authority; or
- (b) No Objection Certificate from Controlling / Administrative Authority; or
- (c) Identity Certificate from Controlling / Administrative authority.

4. **No Objection Certificate (NOC) is issued in the format of 'Annexure-M'** by the Controlling /Administrative Authority of the employee working under them for obtaining Passport by any Government Servants, PSU / Autonomous body employees, et al. **If NOC is submitted Passport will be issued on Post-Police Verification basis.**

5. **Identity Certificate (IC) is issued in the format of 'Annexure-B'** by the Controlling /Administrative Authority of the employee working under them for obtaining Passport by any Government Servants, PSU / Autonomous body employees, et al. **If IC is submitted Passport will be issued on No-Police Verification basis.** The spouse of such employees, and dependent children up to

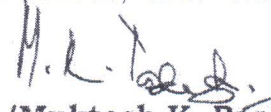
the age of 18 years, has an option to submit IC for expeditious issue of passport. In case of IC, the applicant is also required to submit 'Annexure-I'.

6. It may be noted that the following provisions will remain applicable as mentioned below:

- a. While IC should be issued preferably on Official Stationery (letterhead); NOC on plain paper with signature/stamp can be accepted, on the assumption that such offices are using plain paper for day to day correspondence. Prior Intimation (PI) is required to be submitted on plain paper by the Passport applicant.
- b. Telephone, fax and e-mail id of the Controlling / Administrative Office (to the extent available) should be indicated in all the three documents for the purpose of confirmation.
- c. Military personnel with c/o APO address (e.g. 56 APO/99 APO) may submit applications at their station of posting or at their permanent address, and write their permanent address in passport [against present address otherwise]. Spouse of such personnel [and adult children, when spouse has expired/divorced] may receive the passport, with authority letter, either by hand or by post. This would apply to similarly placed Air Force/Navy personnel as well.
- d. If Government/PSU employees, et al. are transferred after submission of the passport application or passport is returned undelivered due to such transfer, the same be re-dispatched, on request (along with copy of transfer order), at the new address, after correction/endorsement of address. However, if police verification was required and was not completed, it will be done at the new place.
- e. The validity of the documents mentioned at para-3 will be six months from date of issue.

7. While the revised provisions deal only with passport issuance, **the requirement by the Government employees to obtain prior permission from his/her Department / Ministry for travelling abroad as per Conduct Rules will remain unchanged as per the instructions issued by the Department of Personnel & Training and respective authorities.**

8. Ministries of the Central Government, and the State Governments/ Union Territories are requested to circulate these instructions to all the employees working under them, including those in attached and subordinate offices, and statutory bodies.


(Muktesh K. Pardeshi)
Joint Secretary(PSP) &
Chief Passport Officer

To,
All Ministries/Departments of the Government of India
All State Governments/UT Administrations

Copy to : All PIAs in India and Abroad

ANNEXURE 'B'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT
EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR
UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18
YEARS ARE REQUIRED TO PRODUCE AN
IDENTITY CERTIFICATE

(Strike out options that are not applicable)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Miss Son/Wife/Daughter of Shri
....., who is an Indian national, is a temporary/permanent employee
of (office address) from (date) and is at present holding the
post of Shri/Smt./Miss/Mst., who is also an
Indian national, 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. I, the undersigned, am 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 organization is a
Central/State Government/Public Sector undertaking/Statutory body. The
Identity Card Number of Shri / Smt / Miss (employee)
.....is.....

Ref.No..... & Date

Name, Designation, Address & Tel No.

Applicant's
photo to
be attested

Note: Refer Annexure 'F' for details of Section 6(2) of the Passports Act, 1967

ANNEXURE 'I'

AFFIDAVIT

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

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

I, (name), son/ daughter/ wife of Shri residing at Date of Birth being an applicant for issue of passport, do hereby solemnly affirm and state the following:

1. That the names of my parents and spouse are as follows:
 - (i) Father :
 - (ii) Mother :
 - (iii) Wife/Husband :
2. That I am a continuous resident at the above mentioned address from.....
3. That I am a citizen of India by birth/descent/registration/naturalization and that I have neither acquired the citizenship of another country nor have surrendered nor 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, nor 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 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 '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)

Applicant's
Photo

NO OBJECTION CERTIFICATE

Shri/Smt/Miss.....s/o, d/o,who is
an Indian national, is employed in this office as.....from.....
till date. This Ministry/Department/Office has no objection to his/ her
obtaining a passport.

Signature
Controlling/Administrative authority
Telephone/Fax/E-mail id

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 date of issue.



ANNEXURE 'N'

Letter from the Government / PSU/ Statutory body employees giving prior
intimation to his/her Administrative Deptt/Office for submission of
Passport application

Place:.....

Date:.....

[To be addressed to the Controlling / Administrative Authority with full postal
address]

To,

.....

.....

Tel:.....

Fax:.....

Email:.....

Subject: Prior intimation for submission of Passport application

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport
to Regional Passport Office

2. This is for your kind information and record.

Yours faithfully,

Signature: (.....)

Name:.....

Date of Birth:.....

Designation:.....

Name of Office where working:.....

Address of Present Office:.....

Residential Address:.....