



सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्था, सुरत
सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान, सुरत
SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

SVNIT

शिक्षा मंत्रालय, भारत सरकार के द्वारा NITSER अधिनियम के तहत स्थापित एक राष्ट्रीय महत्व का संस्थान
 An Institute of National Importance, Established under NITSER Act by Ministry of Education, Govt. of India

क्रमांक संख्या/Reg. No.....

दिनांक/Date: __/__/____

कर्मचारी / कर्मचारी के परिवार के सदस्य(यों) के लिए पासपोर्ट के नए आवेदन / नवीनीकरण हेतु प्रार्थना-पत्र
APPLICATION FOR FRESH/ RENEWAL OF PASSPORT FOR THE EMPLOYEE / FAMILY MEMBER(S)

1. कर्मचारी कोड तथा नाम / Employee Code and Name : _____
2. पदनाम / Designation : _____
3. विभाग / अनुभाग / केन्द्र Department / Section / Centre : _____
4. संपर्क नंबर / Contact No. : _____
5. संस्थान में नियुक्ति तिथि / Date of Joining to the Institute : _____

मैं अपने / अपने परिवार के सदस्य(यों) 1.) _____ 2.) _____
 3.) _____ के पासपोर्ट के नए आवेदन/ नवीनीकरण हेतु आवेदन करना चाहता/चाहती हूँ। आपसे
 अनुरोध है कि कृपया मुझे निम्नलिखित अनुसूची-पत्र जारी करने की कृपा करें: / I wish to apply for the Fresh/ Renewal of Passport
 for myself / family member(s) 1.) _____ 2.) _____

3.) _____. You are kindly requested to issue me following annexures:

- i. अनुसूची-ए (पहचान प्रमाण पत्र) / Annexure-A (Identity Certificate) ☐
- ii. अनुसूची-जी (अनापत्ति प्रमाण पत्र) / Annexure-G (No Objection Certificate) ☐
- iii. अनुसूची-एच (पूर्व सूचना पत्र) / Annexure-H (Prior Intimation Letter) ☐

संबंधित भरे हुए अनुसूची-पत्र अनुमोदन हेतु संलग्न किए गए हैं। / The duly filled annexures are enclosed herewith for the approval.

तिथि / Date:

आवेदक का हस्ताक्षर

Signature of Applicant: _____

विभागाध्यक्ष विभाग / अनुभाग / केन्द्र की टिप्पणी
 Remarks by Head, Department/Section/Centre

विभागाध्यक्ष का हस्ताक्षर
 Signature of HoD

तिथि / Date:

कार्यालय प्रयोग हेतु / FOR OFFICE USE

अधीक्षक (स्थापना) की टिप्पणी / Remarks by Superintendent (Establishment)

संबंधित सहायक (स्थापना) /
 Dealing Assistant (Establishment)

अधीक्षक (स्थापना)
 Superintendent (Establishment)

सहायक कुलसचिव (स्थापना) / उप-कुलसचिव (स्थापना) की टिप्पणी
 Remarks by AR (Establishment) / DR (Establishment)

सहायक कुलसचिव (स्थापना) /
 Asst. Registrar (Establishment)

उप / संयुक्त कुलसचिव (स्थापना)
 Deputy / Joint Registrar (Establishment)

कुलसचिव की टिप्पणी
 Remarks by Registrar

अनुशंसित
 Recommended

गैर-अनुशंसित
 Not Recommended

तिथि / Date:

कुलसचिव / Registrar

निदेशक महोदय द्वारा अनुमोदन
 Approval by Director

अनुमोदित
 Approved

गैर- अनुमोदित
 Not Approved

तिथि / Date:

निदेशक/ Director

Encl.: Annexure-A, G and H

ANNEXURE 'A'

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, 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/Organization has no objection to his/her acquiring Indian
Passport. I, the undersigned, am duly authorized 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 and Tel No.

Applicant's photo
to be attested by
certifying authority

.....
.....
.....
.....
.....
.....

ANNEXURE 'G'

MINISTRY/DEPARTMENT/OFFICE OF

No..... Dated

Applicant's
Photo

(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.s/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 of Controlling/Administrative authority)

Telephone/Fax/email

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 'H'

PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)

Place:

Date:

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

.....
.....
.....
.....

PIN:

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,
..... This is for your kind information and record.

Yours faithfully,

Employer Signature:

Employer Office Seal:

Signature:

Name:

Date of Birth:

Designation:

Name of Office Where Working:

.....

Name of Organisation:

.....

Address of Present Office:

.....

.....

Residential Address:

.....

.....

.....

Note: The Prior Intimation Letter (under this Annexure) shall be accepted by the Passport Authority for processing the passport application if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.