



Personnel and Administrative
Reforms (A) Department,
Secretariat, Chennai-9.
ஐய ஐப்பசி 27,
திருவள்ளூர் ஆண்டு-2045.

Letter No.2837/A1/2014 - 3, Dated: 13.11.2014.

From
Tmt. ANITA PRAVEEN, I.A.S.,
Principal Secretary to Government (i/c).

To
All Secretaries to Government, Chennai-9.
All Head of the Departments including District Collectors.
The Secretary, Tamil Nadu Public Service Commission, Chennai-3
The Registrar General, High Court of Madras, Chennai-104.
The Registrar, Madurai Bench, High Court of Madras, Madurai.

Sir / Madam,

Sub : Passports – Passport issuance procedure – Issue of
Identity Certificate / No Objection Certificate to
Government Servants for applying for Passport –
Instructions – Issued.

Ref : From the Government of India, Ministry of External
Affairs, Regional Passport Office, Coimbatore, Letter
No. F.No. CBE/551/1/2014, dated 20.01.2014.

I am directed to state that while issuing No Objection Certificate and Identity Certificate to the Government Servants to apply / renewal of Passport the following procedures shall be followed:-

(i) All No Objection Certificate and Identity Certificate should be given in duplicate (two original copies) duly mentioning the Name, Designation, Address & Telephone Number in Form-II in Schedule-III prescribed under Rule 24-A of the Tamil Nadu Government Servants Conduct Rules, 1973.

(ii) The photograph pasted on the No Objection Certificate and Identity Certificate should be attested by the same authority who issues the Identity Certificate.

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(iii) All issuing authorities of No Objection Certificate and Identity Certificate should be instructed to send the confirmation regarding issuance of No Objection Certificate and Identity Certificate if called for by the Passport Office.

Yours faithfully,

P. Kalariselvi
13/11/2014

for Principal Secretary to Government (i/c).

13.11.14

Copy to :-

The Regional Passport Officer, Ministry of External Affairs, Coimbatore-18.
All Departments of Secretariat, Chennai-9.

All Officers / Sections in Personnel and Administrative
Reforms Department, Chennai-9.

The Private Secretary to the Chief Secretary to Government, Chennai-9.

The Private Secretary to the Principal Secretary to Government,
Personnel and Administrative Reforms Department, Chennai-9.

The Private Secretary to the Principal Secretary to Government,
Personnel and Administrative Reforms (Trg) Department, Chennai-9.

The Works Manager, Government Central Press, Chennai-79.

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