

**GOVERNMENT OF INDIA/ STATE GOVERNMENT**

**MINISTRY/ DEPARTMENT OF \_\_\_\_\_**

No.....

Date .....

Subject: Issue/ Revalidation of official/ diplomatic passport(s) & visa note(s)

Sno.	Name(s) of applicant, please attach a list for more than 3 names	Designation & Payscale & Grade Pay	Status of present/previous passport (s) if any enclosed/ kept in safe custody/ If lost FIR in original

2. Passport application forms duly filled-in: Attached/ Note required.

3. Details of visit:

Countries to be visited on official duty	Countries to be transited	Purpose & duration of visit

4. Please mark the desire option:

(a) political clearance and PMO clearance, if required Enclosed / Not enclosed.

In case Political/PMO clearance is not enclosed, copy of the letter to MEA/PMO seeking clearance should be enclosed.

(b) It is certified that the visit has been approved by the competent authority, and the period of deputation will be treated as on Govt. of India/ State Govt. Duty and draw his pay and allowances in India.

(c) The purpose of visit is official/private.

(d) It is mandatory to submit Pol./PMO clearance at the time of collection (if not submitted earlier).

Signature of the forwarding officer alongwith  
Name/stamp/phone No.

**(For official use only)**

Service required:

Safe Custody		Issue of Passport	Dip:	Off:
Release from S/C		Revalidation	Dip:	Off:
Cancellation		Visa Note for:		
Remarks		Expected date of delivery		

4-5PM