MEMORANDUM

The undersigned is directed to intimate the decision of the authority that has been taken to maintain the procedure for issuing the "NO OBJECTION CERTIFICATE" and "IDENTITY CERTIFICATE" for contractual staff of NRHM in connection with obtaining Indian Passport (International passport /Indo Bangladesh Passport) as under:

1. On receipt of application from the staff for obtaining Indian Passport (International passport /Indo Bangladesh Passport) the Member Secretary in case of employees of attached with office of Mission Director, NRHM, Tripura and the Executive Secretary of District Health & Family Welfare Society cum Chief Medical Officer, West/ South/ North/Dhalai District, for the employees of attached with District Health & Family Welfare Society (including staff recruited under Diseases Control Programmes) and State Programme Officer/ Branch Officer for employees attached with Office of the State Programme Officer / Branch Officer (AYUSH/RNTCP/IDSP/NVBDCP/NLEP/NBCP/NIDDCP) will issue official IDENTITY CARD in favour of the applicant with "ID Card number" for staff working under his/her control. The validity of which remain up to the date of contractual period of the applicant or up to the Mission period whichever is earlier.

2. The applicant should submit his / her application along with Format (Annexure - B copy enclosed) prescribed by the Ministry of External Affairs for "No Objection" and "Identity Certificate" duly filled in along with his / her 3(three ) recent passport size photograph and photocopy of ID Card.

3. Information given by the applicant in the Identity certificate will be authenticated by the respective ID issuing authority subject to satisfactory report under section 6(2) of Indian Passport Act 1967 (Copy Enclosed) and a photocopy of ID Card of respective authority will be attached along with the filled up Annexure - B.

4. Staff working under National Rural Health Mission (State & District Society and various National Diseases Control Programme) will be entitled to get ID card from above mentioned authority for all staff working under his control. A register for issuing ID card to be maintained for office record.

Enclo:-
1. Format of Identity Certificate and register.
2. Provision of U/S 6(2) of Indian Passport Act.

Joint Director & Member Secretary
State Health Family welfare Society
Agartala, Tripura

To:
1. The CMO, West Tripura, Agartala / North Tripura, Kailashahar / South Tripura, Udaipur /Dhalai, Ambassa for information and necessary action.
2. The Programme Officer/ Branch Officer (AYUSH/RNTCP/IDSP/NVBDCP/NLEP/NBCP/NIDDCP) for information and necessary action.

Copy to:-
1. The PS to the Principal Secretary, Health & Family Welfare Department Govt. of Tripura, Agartala, for information please.
2. The DM & Collector, West Tripura, Agartala / North Tripura, Kailashahar / South, Udaipur /Dhalai, Ambassa, for information and necessary action please.
3. The Medical Superintendent IGM Hospital, Agartala / GBP Hospital Agartala / Cancer Hospital Agartala / RGM Hospital Kailashahar / TS District Hospital, Udaipur Hospital for information and necessary action.
4. The SDO (Bishalgarh / Sonomura (Melagarh) / Khowai / Sabroom / Belonia/ Amarpur / L.T.V/ Gandacherra / Kamalpur / Khanapu / Dharmanagar) for information and necessary action.
5. The Head of Office NSS Homeopath Hospital/ State Ayurvedic Hospital Agartala for information and necessary action.

Joint Director & Member Secretary
State Health & Family Welfare Society
Agartala Tripura
IDENTITY CARD
NATIONAL RURAL HEALTH MISSION
Tripura

Name :
Designation :
Place of Posting :

Holder's Sign Seal & Signature of issuing authority

Identity Card: Opposite Page

Under: SHFW/S/DFW/AYUSH/IDSP/RNTCP/NVBDCP/NLEP/NPCB/NIDDCP.
Office Address :
Present Address :
Date of Birth: Blood Group:
Identification Mark: Height:
Mobile No :
Date of issue: Valid up to :

IDENTITY CARD REGISTER

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<tr>
<th>S.L No</th>
<th>Name &amp; Designation with place of Posting</th>
<th>Photo with seal &amp; sign by authority</th>
<th>Date of Issue</th>
<th>Valid upto</th>
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No.F.1(4)-GA/P/-2011
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION(POLITICAL)DEPARTMENT
*****

Dated, 5th July, 2011.

To
The Member Secretary,
National Rural Health Mission,
State Health & Family Welfare Society,
Gurkha Basti, Agartala.


Sir,

I am directed to refer to your latter No.F.3(5-374)-FWPM/NRHM/2007/S-II dated 28th May, 2011 on the subject mention above and to you inform that there is no specifically mentioned for issue of Identity Certificate in respect of Contractual Staff. However I would send herewith procedure of issue of NOC/IC to Central Government Employees, State Government Employees, Employees of Statutory Bodies and Employees of Public Sector Undertakings etc. for ready reference.

This for favour of your kind information.

Yours faithfully,

( Tonmoy Debbarma)
Under Secretary to the
Government of Tripura.
Office Memorandum


With a view to expediting the issue of passport, the Ministry had in October 2006 revised the procedures in respect of Government servants/PSU employees, et al, by introducing Identity Certificate (IC) in lieu of No Objection Certificate (NOC), thereby exempting them from police verification. The Office of an employee was required to certify that the provisions of Section 6(2) of the Passports Act (enclosed) are not attracted, and the Government Servant/dependent also needed to provide a notarized affidavit (Annexure I). The spouses of such employees, and dependent children up to the age of 21 years, had an option to submit IC for expeditious issue of passport. However, many subordinate offices of both Central and State Governments and PSUs have been found to be reluctant or declining to issue the prescribed IC to their staff, thereby defeating the very purpose of introduction of IC.

2. Government servants, et al, were required to submit fresh IC (earlier NOC) at the time of re-issue of passport (on expiry of existing passport, on exhaustion of visa pages, etc) if they were employed in a sensitive office. Military personnel too were required to submit IC for reissue of passport. Passport Offices were facing difficulty at the time of reissue of passport to Govt servants, et al, in arriving at a conclusion whether they were working in sensitive departments and, therefore, fresh IC was required or not. It is not possible to define sensitive departments or seats in an exhaustive manner.

3. In view of the foregoing, with a view to achieving transparency and facilitating issue of passports to the Government servants, et al, it has been decided that:

(a) The Government employees/PSU employees/employees of Municipal Corporations/constitutional bodies, et al, would have an option to submit either existing IC (format modified to include nationality, and is enclosed) or NOC [without certification of Section 6(2) of Passports Act; format is enclosed]. If IC is submitted, passport will be issued without police verification; and if NOC is submitted, passport will be issued on post-police verification basis.

(b) Annexure I in respect of employees themselves and children (upto 18 years) is dispensed with. However, spouse will require Annexure I, if IC is submitted.
(c) Dependents viz. spouse, and children up to 18 years of age (against 21 yrs at present, to align with minor passport regulations) only have the option of submitting IC. Otherwise, they can apply under the normal process (as any other public).

(d) NOC (not IC) is required for reissue of passport to Government employees, et al, on expiry of passport/exhaustion of visa pages etc. However, no police verification is required at reissue stage. For reissue, dependents should provide fresh IC (and Annexure I also by spouse) or apply under normal process [No pre-policie verification is normally required for reissue under normal process].

(e) While IC should be issued 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. However, telephone/fax and e-mail (to the extent available) be indicated in NOC for the purpose of confirmation, if called for, at the discretion of the Passport Office, which should be replied to immediately.

(f) 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], provided IC [NOC at reissue] is submitted and permanent address is certified by their office. 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 similarly placed Air Force/Navy personnel as well.

(g) If Govt/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. Such persons need not submit miscellaneous form & fees for address correction. However, if police verification was required and was not completed, it will be done at the new place.

(h) The validity of IC/NOC will be six months from date of issue. Expired IC/NOC will not be accepted.

4. 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.

5. This superscedes all previous instructions on the subject of issue of IC/ NOC for the purpose of issue of ordinary passport.

(K.R.Rajan Pillai)
Deputy Secretary to the Government of India
Telefax: 011 23387013

To

All Ministries/Departments of the
Government of India (Attn: Joint Secretary/Adm)

The Chief Secretary
All State Governments/UTs

Copy to RPOs/POs.
ANNEXURE 'E'

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 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/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 & Tel No.

5. SECTION 6(2) (C) OF THE PASSPORTS ACT, 1967 -

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) subsection 5 of 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 of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years.

(f) that criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a 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’

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 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 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 outside India 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.)

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 obtaining a passport.

Signature
Controling/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.
Ministry of External Affairs  
(CPV Division)

No.VI/401/40/83  
New Delhi, the 09.07.2002

OFFICE MEMORANDUM

Subject: Regarding 'NO Objection Certificate' for the grant of passport facilities to Central/State Government officials and employees of statutory bodies and Public Sector Undertakings.

The undersigned is directed to inform that in March, 2001, the Standing Committee of Secretaries on Grievance Redress had constituted an Inter-Ministerial Committee to review the system for issue of passports. This inter-Ministerial Committee established in the Cabinet Secretariat made important recommendations to liberalise the issue of passports.

2. This committee had also examined the requirement of NOC for Government employees and had noted that by making NOC obligatory, the passport system was placing the government employees at a disadvantage vis-à-vis an ordinary citizen. It was also noted that obtaining an NOC for a field level employee may itself be a source of considerable delay and harassment. Considering that the right to hold a passport flows from the Fundamental Rights of a citizen, the insistence on an NOC in case of Government servants may not be strictly legal. The Committee, therefore, recommended that an intimation by an employee to the employer that he is applying for a passport and a declaration, duly acknowledged by his Head of Office, to the effect that he has informed his employer of his intention to apply for a passport, should be adequate for acceptance and processing of his case in normal course. However, in such cases, the passport should be issued on prior verification of citizenship and character only. Also, the employer will always have an opportunity to issue directions to the employee not to proceed abroad and refuse leave should the circumstances warrant such an action i.e. pendency of a disciplinary enquiry on grave charges etc. apart from advising the RPO concerned not to issue passport on grounds to be specified.

3. Therefore, on the basis of Committee’s recommendation, it has been decided that henceforth, if Central/State Government officials and employees of statutory bodies and Public Sector Undertakings apply for the passports, passports would be issued on prior verification basis, if only such declaration is submitted. In case, proper 'NO OBJECTION CERTIFICATE' is submitted, then passport will be issued without police verification.

Contd....
Continued from pre-page-

4. All concerned may please note the above change and follow the revised instructions.

5. This issues in partial modification of this Ministry's O.M. of even no. dated 14.6.85 on the above subject.

(A.K. Sharma)
Director(PV)

1. All Ministries and Departments.
2. All State Governments and Union Territories.
3. Bureau of Public Enterprises, Ministry of Finance, with the request that the above instructions may be brought to the knowledge of various Public Sector Undertakings.
4. DP&AR, New Delhi.
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (POLITICAL) DEPARTMENT

No. F.2(51)-PP/76  18th August, 2010

MEMORANDUM

Subject: - Issue of No Objection Certificate for grant of Passport facilities to Central / State Government officials and employees of statutory bodies and Public Sector Undertakings.

In continuation of this department’s memo of even number dated 30th January, 1993, the undersigned is directed to state that it has been decided by the Government of Tripura, General Administration (Political) Department to follow the revised procedure issued by the Ministry of External Affairs (CPV Division) vide the Office Memorandum No. VI/401/40/83 dated 9th July, 2002 (copy enclosed) for issuing of No objection Certificate for grant of India-Bangladesh Passport facilities to the Central / State Government officials and employees of statutory bodies and Public Sector Undertakings.

2. All concerned are, therefore, requested to strictly follow the revised guidelines as mentioned in the memorandum issued by the Ministry of External Affairs (CPV Division) while processing the cases of No Objection Certificate to their employees.

Enclo: As stated.

To: -

1. All Principal Secretaries / Commissioner & Secretaries.
2. The Secretary to the Governor, Raj Bhavan, Agartala.
3. The Secretary, Tripura Public Service Commission, Agartala.
4. The Register, Gauhati High Court, Agartala Bench.
5. The Secretary, Tripura Legislative Assembly, Agartala.
6. The Chief Executive Officer, TTAADC.
7. The Managing Director, TRPC, Agartala.
8. The Secretary, Board of Secondary Education.
9. The Executive Officer, Tripura Apex Marketing Cooperative Society, Agartala.
10. The Managing Director, Tripura Small Industries Corporation, Agartala.
11. The Managing Director, TIDC.
12. The Managing Director, Tripura Handloom & Handicrafts Development Corporation, Agartala.
15. The Chief Executive Officer, Tripura State Co-operative Consumers Federation, Agartala.
17. The General Manager, United Bank of India, Agartala.
18. The General Manager, Co-operative Land Dev. Bank, Agartala.
20. The Manager, Co-operative Urban Bank, Tripura, Agartala.
22. The Executive Officer, Agartala Municipal Corporation, Agartala.
23. The Executive Officer, Tripura Khadi Board, Agartala.
25. The Manager, Tripura Gramin Bank, Abhoynagar, Agartala.
27. The Chief Inspector, Boilers & Factories, Tripura, Agartala.
29. All Heads of Departments.