## ABSTRACT

Tamil Nadu Government Servants Conduct Rules, 1973 – Prescribing format for Prior Intimation Letter to apply for Passport and its renewal and format for grant/renewal of Passport for the Government Servant's dependant family members – Amendment to Rule 24-A of the Tamil Nadu Government Servants Conduct Rules, 1973 - Issued.

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## PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O. (Ms) No.114

Dated 15 .11.2016
துன்முகி, ஐப்பசி 30,
திருவள்ளுவர் ஆண்டு, 2047.

READ:

1. G.O.Ms.No. 117, Personnel and Administrative Reforms (A) Department, dated 13.11.2014.

2. Letter No. VI/401/01/05/2014, dated 26.05.2015, from the Joint Secretary (PSP) & Chief Passport Officer, Ministry of External Affairs, CPV Division, Government of India, New Delhi.

3. G.O.Ms.No. 71, Personnel and Administrative Reforms (A) Department, dated. 02.07.2015.

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**ORDER:**

In the Government Order first read above, amendments were issued to Rule 24-A of the Tamil Nadu Government Servants Conduct Rules, 1973 by prescribing a form for issue of an "Identity Certificate and No Objection Certificate to apply for grant / renewal of Passport".

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2. In the letter second read above, the Ministry of External Affairs, Government of India have introduced a "Prior Intimation Letter" to be submitted by the Government Servants for grant/renewal of Passport and also prescribed the form to be submitted by the Government Servants for grant/renewal of Passport for their dependent family members.

3. Based on the above letter, orders were issued in the Government order third read above by introducing an additional form termed as "Prior Intimation Letter" to be submitted by the Government Servants for grant /renewal of Passport.

4. Based on the Letter second read above and the Government order third read above, the following Notification will be published in the Tamil Nadu Government Gazette:-

**NOTIFICATION.**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Government Servants Conduct Rules, 1973.

**AMENDMENTS.**

In the said Rules,-

(1) for Rule 24-A, excluding the provisos thereunder, the following rule shall be substituted, namely:-

**"24-A. Obtaining of Identity Certificate before applying for Passport and No Objection Certificate for undertaking foreign trip.-** No Government servant shall, except after giving prior intimation or after obtaining Identity Certificate and No Objection Certificate from the Government, apply for grant or renewal of passport and shall, except after obtaining No Objection Certificate from the Government, undertake trip to foreign country. Application for such Identity Certificate or No Objection Certificate shall be submitted in Form I in Schedule III appended to these Rules. Prior Intimation Letter shall be submitted in Form II in Schedule III appended to these Rules and the Identity Certificate and No Objection Certificate to apply for grant or renewal of Passport and No Objection Certificate to undertake foreign trip shall be issued in Forms III and IV respectively, in the said Schedule. While applying for such

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No Objection Certificate, information regarding the purpose of the visit, the duration of stay, and the names of countries proposed to be visited shall be furnished. The spouse of the Government Servant and dependent children upto the age of 18 years shall have an option to obtain Identity Certificate for expeditious issue of Passport. In such case, the Government Servant shall submit the required particulars in Form-V in Schedule-III appended to these Rules".

(2) in Schedule-III,-

(a) in Form-I,-

(i) after the entry in serial No. 17, the following entry shall be inserted, namely:-

"18. Whether executed an affidavit in proper format on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public in case of spouse and dependent children up to the age of 18 years of the Government Servant requiring Identity Certificate";

(ii) serial number 18 shall be renumbered as serial number 19;

(b) after Form-I as so amended, the following Form shall be inserted, namely:-

"**FORM-II**

**Place.....**

**Date.....**

**Prior Intimation Letter**

From

Name and Address of the Government Servant

To

Designation and Address of the Authority Concerned

Subject: Prior Intimation for submission of Passport application.

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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:";

(c) Form-II and Form-III shall respectively, be renumbered as Form- III and Form-IV;

(d) after Form-IV as so renumbered, the following Form shall be added, namely:-

**"FORM-V**

(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/husband of Thiru/Tmt..... residing at ..... Date of Birth ..... being an applicant for issue of passport, do hereby solemnly affirm and state the following:

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1. 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.

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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.".**

**(BY ORDER OF THE GOVERNOR)**

**S. SWARNA**
**SECRETARY TO GOVERNMENT**

**To**
All Secretaries to Government, Chennai-9.
All Departments of Secretariat, Chennai-9.
All HODs including District Collector / District Judges / District Magistrates.
The Secretary, Tamil Nadu Public Service Commission, Chennai-3.
The Registrar General, High Court of Madras, Chennai-104.
The Registrar, Madurai Bench of Madras High Court, Madurai.
The Works Manager, Government Central Press, Chennai-79
(for publication in Tamil Nadu Government Gazette 2 Copies).
The Personnel and Administrative Reforms (AR-II) Department, Chennai-9.
(to publish in the internet)

**Copy to:**
The Secretary, I,II,III,IV and V to Chief Minister, Chennai-9
The Chief Minister's Office, Chennai-9.
The Private Secretary to the Chief Secretary, Chennai-9.
The Senior Private Secretary to the Secretary to Government,
Personnel and Administrative Reforms Department, Chennai-9.
The Senior Private Secretary to the Secretary to Government,
Personnel and Administrative Reforms (Trg) Department, Chennai-9.
The Public (Spl.A / Spl.B) Department, Chennai-9.
The Public (SC) Department, Chennai-9.
All Sections / All Officers in Personnel and Administrative Reforms Department
Chennai-9.
The Law (P&AR / Scrutiny) Department, Chennai-9.
Stock File/Spare Copy.

**// Forwarded by Order//**

15/11/16
**Section Officer.**

G.N
15/11/16

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