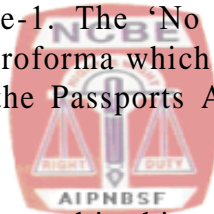


Applying for Passport:

Staff members desiring to apply for Passport for going abroad as a tourist are required to apply to the Bank for issuance of a 'No Objection Certificate' as prescribed by the Passport Authorities, Ministry of External Affairs, Government of India.

Staff members who wish to apply for Passport should submit their applications for issuance of 'No Objection Certificate' as per the proforma which is annexed as Annexure-1. The 'No Objection Certificate' will be issued by the Bank as per the proforma which is annexed as Annexure-3. The provisions of section 6(2) of the Passports Act, 1967, for the purpose, are annexed as Annexure-2.



The following should also be ensured in this regard:

- The 'No Objection Certificate' as per Annexure-3 should be issued only after the application is received from the staff member as per Annexure-1. This should be complied with invariably and no exceptions should be made.
- The application submitted by the staff member should be kept on the record of the office where the staff member is posted and also at the office of the authority issuing the 'No Objection Certificate'.
- Circle Heads/Chief Managers at FGM Offices will be the Competent Authority to consider/approve such requests in respect of the employees working in their Circle/FGMO. Chief Managers at HO Divisions will be the Competent Authority to consider/approve such requests in respect of employees working in their Division.
- For this the staff member has to submit 3 (three) copies of his/her latest passport size photograph of white background.

(Ref.: PAD Consolidated Circular No. 13 dated 25.03.2014)