

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)

Annexure- 1

APPLICATION FOR ISSUANCE OF “NO OBJECTION CERTIFICATE”

Date: _____

The Manager,

BO: _____

Sir,

Please issue me “No Objection Certificate” enabling me to apply for the passport for going abroad as a tourist.

In the event of the bank’s agreeing to give the same, I undertake that I shall not go abroad without prior approval of the competent authority and absence from duty will be debited to my Privilege Leave account, subject to admissibility and the bank shall have no liability whatsoever towards my passage, maintenance abroad, incidental expenses including repatriation. Further, I will not seek extension of my leave beyond what is sanctioned at the time of my departure. In the event of my not returning to join duties after the sanctioned leave, I shall be deemed to have voluntarily abandoned employment with the bank and the bank shall be at liberty to strike off my name from the rolls of the bank without any further reference to me. Any communication addressed to me by the bank may be sent to me under certificate of posting at the residential address given by me and such sending of letters shall be deemed to be sufficient service on me unless I furnish a fresh address in writing which is duly acknowledged by the bank, In the later event, any communication sent to me under certificate of posting at the address would be deemed to be sufficient service on me.

I have read the provisions of section 6(2) of the Passports Act, 1967, as contained in PAD Circular No. 13 dated 25.03.2014 and certify that the provisions (a) to (i) of section 6(2) are not attracted in my case.

I certify that the following is/are my dependants: (MENTION IN CAPITAL LETTERS)

S. No.	Name	Gender	Relationship with self	Age (in years)

SIGNATURE:

NAME:

ADDRESS:

Provisions of Section 6(2) of Passport 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) of sub-section (2) of section 5 on 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 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 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 in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years;
- (f) that proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India;
- (g) that a warrant for 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;
- (i) that the opinion of Central Government the issue of a passport or travel document to the applicant will not be in the public interest;

Annexure-3

**PROFORMA FOR ISSUANCE OF 'NO OBJECTION CERTIFICATE' BY THE BANK
(To be given in Duplicate on Original Stationery)**

Certified that Shri/Smt./Kum. _____ son/wife/daughter
of Shri _____ is a permanent employee
of (office address) _____ from (date) _____ and is at present
holding the post of _____.

Shri/Smt./Miss _____ who is/are also Indian national(s)
is/are dependent family member(s) of Shri/Smt. _____ and
his/her identity is certified.

Punjab National Bank 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
Public Sector Undertaking.

The Identity Card Number of Shri/Smt. _____ (employee) is
_____.

Ref. No. & Date _____

Name, Designation, Address & Telephone No.

