

DETAILED PROCESS OF GETTING YOUR OWN PASSPORT IN A LEGAL WAY FOR GOVERNMENT/ RAILWAY EMPLOYEES

Step 1:

Apply for NOC (No Objection Certificate) to your reporting officer Through Proper Channel. . For example if you are working in Commercial Department then to The Senior Divisional Commercial Manager, if Operating Department then to The Senior Divisional Operating Manager. There is usually a Prescribed Blank form for the staff to fill. It should be accompanied by an application by the staff. Both formats are given here at **Page 3** and **Page 4**.

The NOC is given for the salaried staff only, NOT for the whole family. If both the couples are working then both should apply separately.

The visiting country in the application has been shown as Bangladesh to deduce expenditure for the trip and also to support your monetary condition by a less available amount in the bank passbook.

Enclosures are 4 in number which include mainly 3 individual items. Namely these are

- (i) Photocopy of ID card provided by the Railways irrespective of how long back is was issued. It must have an ID card number. Do photocopy of both sides.
- (ii) Photocopy of latest Pay Slip. If you have not received the current pay slip then download it from RESS app and print. The Name, Designation, PF Number, Pay Rate and Scale should be clearly visible.
- (iii) Photocopy of Bio data (First) Page of Bank pass book. It must be the account in which you receive your monthly salary i.e. mentioned in your payslip. The Bio data page should include your photo, Name and the seal of the bank with signature.
- (iv) Photocopy of current page of Passbook. Try to take the Photocopy just after you received your payments and before withdrawal for monthly expenditure. The available amount should be sufficient to cover the expenditure of all the family members for a pleasure trip to Bangladesh. The amount for individual may be around Rs. 20,000/- (Rupees Twenty Thousand). Multiply the amount by the number of dependent heads in the family to show the total expenditure and more than that amount should be available in your account. Many people who DO NOT have their Bank passbook can submit their E-statement or Printed periodical statement. Please make sure the statement must have the last line "THIS IS A COMPUTER GENERATED STATEMENT, HENCE NO SIGNATURE IS REQUIRED". Otherwise get it signed and stamped by the bank from the bank.

While filling the Application Form please be careful about the following details.

Please make sure that you have written the whole designation of your reporting officer. Like "The Senior Divisional Commercial Manager" and NOT Sr DCM, Senior DCM etc. Please write full name of Division, Zone.

In the body of the letter write your FULL NAME, FULL DESIGNATION. Don't add HQ name after your designation like TTI/ HWH or Guard/ TATA. Write the FULL NAME of your office you are working under.

Coming to Particulars section. Write your FULL NAME, Father's FULL NAME, FULL DESIGNATION, OFFICE, DEPARTMENT, ID CARD NUMBER, DATE OF APPOINTMENT etc.

Be careful while filling up the Address. Write your complete address. House/ Flat Number, Road Name, City, Post Office, Police Station, District, State, PIN code. For instance, 702/4, UNSANI GOALBATI UNSANI, HAORA CORPORATION, POST OFFICE: ANDUL MOURI, POLICE STATION: SANTRAGACHI, DISTRICT: HOWRAH, STATE: WEST BENGAL, PIN: 701305. Make sure you live in the same address as mentioned in your address proof like Adhar card.

Provide the Bill unit number along with the office, like ESB/3/5/DCS under APO/ TATA.
Please try to sign your full signature.
Complete your full address in the Details under the signature.

While filling the Annexure Form be careful and write the same details as in the application in BLOCK LETTERS.

Make two sets of the whole application. Deposit one set at your office and take a receipt on the other. Make sure to take Sign, Stamp and date of the receiving official for any future reference.

Step 2:

The reporting Officer will forward the same to Bill Officer in Personal Department. They will process the same. They will arrange the Vigilance clearance. Then it will be forwarded to the sanctioning authority. It is DRM or Workshop Manager. After his clearance the Bill section will ask you to submit three passport size photographs. After depositing the same the Billing Officer will issue the No Objection Certificate(NOC). Cross check your name and other particulars in the NOC while receiving the same. Make sufficient quantities of photocopy of **the NOC and keep it for at least TEN YEARS for future references like VISA, RENEWAL OF PASSPORT.**

Step 3:

After receiving the NOC apply for the Passport for the whole family. Application for the Passport can be done via www.passportseva.com site or by **mpassport** app. Please care to fill all genuine particulars. All the details you filled must be supported by documentary evidences. Please don't put any false particulars, which may result in withheld of the same.

After filling of the forms then the payments has to be made. The current charges are Rs.1500/- for adult and Rs. 1000/- for child. The validity of adult passport is 10 years and for child 5 years. Review and make sure that all information furnished are true and genuine. You cannot edit the same once the payment is made. Select your convenient date and Passport Seva Kendra. If all the family members don't get the same time slot you can request for the same to the get keeper at the Passport Seva Kendra.

Step 4:

On the day of Appointment, you have to reach the Passport Seva Kendra at the schedule time. Make sure to take your **ALL ORIGINAL DOCUMENTS including, NOC, RAILWAY ID, PAN, ADHAR, VOTER, BIRTH CERTIFICATE, MATRICULATION ADMIT, RESULT, CERTIFICATE, HIGHEST EDUCATION CERTIFICATE and last of all APPOINTMENT LETTER. Take two set of photocopies of all documents.**

The Passport Office operates in Three parts. In the First part Private Outsource Employees verify your documents, scan them, take your photo and signature. Passport Government Clerks verify the same in Second section. In the Third and last section the Passport Officer approves the same.

If your application is accompanied by a NOC, then there is NO NEED of Police Verification. But Police Verification is initiated for the other adults. Children do not need police verification.

Step 5:

Receive your passport within 3 to 4 days of appointment with NOC or 5 to 10 days after Police verification. Keep your Passport in safe custody. Keep photocopies of Passport in a separate place. BON VOYAGE.

To
The _____,
_____ Division,
_____ Railway.

Through: Proper Channel
Subject: Application for NOC for issue of Passport

Respected Sir,
With due respect I, _____ working as _____ under
_____ beg to state that,

I want to visit Bangladesh along with my family members for tourism purpose,

So, in this regard I would request your kind self to kindly ISSUE ME NO OBJECTION CERTIFICATE for issue of Passport.

My particulars are given below.

NAME :
FATHER'S NAME :
DESIGNATION :
PF NUMBER :
OFFICE :
DEPARTMENT :
ID CARD NUMBER :
DATE OF APPOINTMENT :
ADDRESS :

BILL UNIT NO :

Kindly arrange to issue the NOC please.
Thanking you,

Yours faithfully

Date

NAME:
Designation:
Office/ Station:
Division & Zone:
Phone Number:

Enclo:

- 1) Photocopy of Railway ID card
- 2) Photocopy of Pay slip
- 3) Photocopy of my Bank Passbook (First Page and Current Page)
- 4)
- 5)
- 6)

**FORM FOR SEEKING “NO OBJECTION CERTIFICATE“ FROM EMPLOYER FOR
PASSPORT / VISA**

1	Name (in Block Letters)	:	
2	Father / Husband's Name	:	
3	Present Designation	:	
4	Present station at which posted	:	
5	Division/ Station	:	
6	P.F. No.	:	
7	Identity Card No.	:	
8	Whether Permanent / Temporary / Quasi permanent employee	:	
9	Date of joining Railway Service (Permanent)	:	
10	Date of joining in the present post	:	
11	Scale of Pay with Grade Pay	:	
12	Present Pay	:	
13	Bill Unit No	:	
14	Present Residential Address	:	
15	Residing since	:	
16	Permanent Residential Address	:	
17	Name(s) of dependent family members and his / her / their relationship with the applicant	:	
18	Fresh Passport / Renewal	:	
19	If Renewal / VISA , Passport No	:	
	Passport issued by and Place of issue	:	
	Date of lissue and Expiry of Passport	:	
20	VISA Applicant must fill up the following Columns	:	
21	Name of Foreign Countries to be visited	:	
22	Period of stay Abroad	:	
23	Purpose of visit	:	
24	Name of Family members visited with the applicant	:	
25	Esimated Expenditure (Travel, Boarding, Lodging, Visa, Misc .etc)	:	
26	Source of Fund	:	
27	Whether copy of Pay Slip enclosed (Yes /No)	:	
28	Whether copy of Idetity Card enclosed (Yes/No)	:	
29	Whether 3 copies of Passport size Photograph (3.5 cm X 3cm.) enclose	:	
30	In case of gift as interpreted in Rule 13 of RSCR or sponsorship, requisite document submitted or Not	:	
31	Any other relevent factwhich the Applicant may like to mention	:	

I do hereby declare that the information furnished above are correct in all respect. If in future any information is found false / wrong, I shall be solely responsible for my wrong information and liable for disciplinary action,

Dated:

Place:

.....
Signature of the Applicant

No.

Date:

Copy forwarded for information and necessary action.

.....
Signature of Controlling Officer with Stamp