

GOVERNMENT OF TAMIL NADU

Personnel and Administrative
Reforms (A) Department,
Secretariat, Chennai-600 009.

Letter No.4944/A/2000-1, Dated 13.5.2000

From

TMT. SHEELA BALAKRISHNAN, I.A.S.,
Secretary to Government.

To

All Secretaries to Government, Chennai-9.
All Departments of Secretariat, Chennai-9.
All Heads of Departments.
All Collectors, District Judges and Judicial Magistrates.
The Registrar, High Court, Chennai-104.
The Registrar, Tamil Nadu Administrative Tribunal, Chennai-104.
The Secretary, Tamil Nadu Public Service Commission, Chennai-2.

Sir,

Sub : Passport – Verification Certificate – Further instructions – Issued.

Ref :1. Government Letter No.65520/90-1, Personnel and Administrative
Reforms (Per.A) Department, dated 9.8.90.
2. From the Regional Passport Office, Government of India,
F.No.24 (26)/Pol/90, dated 23.12.99.

In the reference first cited, the Secretaries to Government, the Heads of Departments and the Officers of the rank of Sub Divisional Magistrates and above, Joint Secretaries to Government in the State and above who are competent to issue a verification certificate for issue of a passport were requested to issue the “Verification Certificate” (in the specimen form given thereto) on official stationery to their employees who apply for No Objection Certificate for passport. They were also requested to maintain a register in respect of the passport applicants for whom they issue the “Verification Certificate” so that, as and when a reference is made to them by the Passport Officer for confirmation of issue of the certificate, they could reply expeditiously.

2. In the reference second cited, the Regional Passport Officer, Ministry of External Affairs, Chennai, has informed that passports on out of turn basis can be issued within 30 days for certain specified emergencies for which applicants are required to produce verification certificates in the format under Annexure ‘G’ of the instructions annexed to application.

3. Hence, the Secretaries to Government, the Heads of Departments, and the Officers of the rank of Sub Divisional Magistrates and above, Joint Secretaries to Government in the State and above who are competent to issue Verification Certificate for issue of a passport are directed to follow the following procedure scrupulously :-

1. (i) the verification certificates should be issued only on official letter head of the issuing authority duly mentioning the file reference number of the issuing authorities; and
2. (ii) the photograph of the applicant is also required to be pasted and attested on the verification certificate issued by the verifying authorities.

Yours faithfully,
For SECRETARY TO GOVERNMENT.

Copy to :

Public (Special-B) Department, Chennai-9.