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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

संख्या No. 15-6(82)/98-O&M/Vig

Date 29.09.2025

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads

National Labs/Instts./Units of CSIR

Sub: Grant of Vigilance clearance for obtaining passport


Kindly refer to the MEA instructions issued vide O.M. No. VI/401/01/05/2014 dated 26.05.2015 and DOPT OM No. 11012/7/2017-Estt.A-III dated 28.03.2018 regarding procedure to be followed for obtaining passport by the Government servant.

In view of the above instructions, it is necessary that all employees applying for an Indian passport/its renewal/NOC/visa shall seek prior vigilance clearance of the Competent Authority invariably. Accordingly, requests of Chief Scientists, Director of CSIR Lab and Common Cadre Officers shall be forwarded to CSIR Hqrs. and the requests of other staff may be dealt at lab level.

It is further informed that the Ministry of External Affairs has simplified the passport rules and accordingly, Government employees, who are not able to obtain the Identity Certificate (extant Annexure-A)/No Objection Certificate (extant Annexure-G) from their concerned employer and intend to get the passport on urgent basis can now get the passport by submitting a self-declaration in extant Annexure-'H' that he/she has given prior intimation letter to his/her employer informing that he/she was applying for an ordinary passport to a Passport Issuing Authority. Further, the concerned lab shall process vigilance clearance as per the prescribed procedure.

The above instructions may kindly be noted for information and compliance.

Yours faithfully,


29/09/2025

(Yogendra Pratap Singh)

Chief Vigilance Officer

Enclosure : As above

Copy to :

1. The Joint Secretary (Admin.), CSIR Hqrs
2. Head, IT, CSIR – for placing the letter on CSIR Website
3. Sr. DS (CO) CSIR HQ and Sr. DS, CSIR Complex
4. Sr. CoA/CoA/AO of all the Labs/ Instt/ Centres
5. Office Copy

F. No. 11012/7/2017-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi – 110001
Dated 28th March, 2018

OFFICE MEMORANDUM

Subject: Grant of vigilance clearance for obtaining passport.

The undersigned is directed to say that matter regarding guidelines for granting vigilance clearance to members of the Central Civil Service holding Central Civil Posts have been reviewed and it has been decided to lay down guidelines for grant of vigilance clearance to the Government servant for obtaining Indian Passport.

2. Ministry of External Affairs (MEA) has issued the guidelines for issuance of ordinary Passport to the Government servant vide O.M. No. VI/401/01/05/2014 dated 26.05.2015 in connection with procedures to be followed in case of passport to be issued to Government servant.

3. In view of the above, it is mandatory for the administrative Department/ Controlling Authority to check whether any provision of the Section 6(2) of the Passport Act, 1967 are attracted in the case of employee, who are working under them, while obtaining Indian Passport. As such, it is required to check the vigilance clearance of such Government servant.

4. Accordingly, it has been decided that vigilance clearance can be withheld only under the following circumstances:

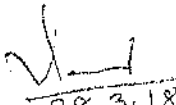
- (i) The officer is under suspension;
- (ii) A charge sheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending.
- (iii) Charge sheet has been filed in a Court by the investigating Agency in a criminal case and the case is pending.
- (iv) Sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter.
- (v) An FIR has been filed or a case has been registered by any Government entity against the officer, after a preliminary fact finding inquiry.
- (vi) The officer is involved in a trap/ raid case on charges of corruption and investigation is pending.

5. Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a charge-sheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law. However, the information regarding FIR may be provided to the Passport Office. The final decision will be taken by the concerned Passport Issuing Authority.

6. There may be situations wherein wards and relatives of the civil servants residing abroad (for education and other purposes) could be having medical emergencies or family events. The officer himself/ herself may require to visit abroad for medical reasons. Therefore, as a policy, ordinarily, a passport will not be granted if a disciplinary proceeding is pending against the officer. However, the competent authority can take a view wherein a foreign travel is necessitated due to extreme urgent situation like medical emergencies etc. on case to case basis.

7. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all Disciplinary Authorities under their control.

8. Hindi version will follow.


28.3.18
(Sanjiv Kumar)

Deputy Secretary to the Government of India
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (CCA) Rules & What's New]
17. Hindi Section, DoP&T

Simplification of Passport Rules

In order to streamline, liberalize and ease the process of issue of passport, the Ministry of External Affairs has taken a number of steps in the realm of passport policy to ease the process of issue of passports. The details of these steps are given below:-

A. Documents in support of proof of Date of Birth

As per the extant statutory provisions of the Passport Rules, 1980, all the applicants born on or after 26/01/1989, in order to get a passport, had to, hitherto, mandatorily submit the Birth Certificate as the proof of Date of Birth (DOB). It has now been decided that all applicants of passports can submit any one of the following documents as the proof of DOB while submitting the passport application:

- (i) Birth Certificate (BC) issued by the Registrar of Births & Deaths or the Municipal Corporation or any other prescribed authority whosoever has been empowered under the Registration of Birth & Deaths Act, 1969 to register the birth of a child born in India;
- (ii) Transfer/School leaving/Matriculation Certificate issued by the school last attended/recognized educational board containing the DOB of the applicant;
- (iii) PAN Card issued by the Income Tax Department with the DOB of applicant;
- (iv) Aadhaar Card/e-Aadhaar having the DOB of applicant;
- (v) Copy of the extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government Servants), duly attested/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant, having his DOB;
- (vi) Driving license issued by the Transport Department of concerned State Government, having the DOB of applicant;
- (vii) Electors Photo Identity Card (EPIC) issued by the Election Commission of India having the DOB of applicant;
- (viii) Policy Bond issued by the Public Life Insurance Corporations/Companies having the DOB of the holder of the insurance policy.

B. Other Changes:

- (i) The online passport application form now requires the applicant to provide the name of father or mother or legal guardian, i.e., only one parent and not both. This would enable single parents to apply for passports for their children and to also issue passports where the name of either the father or the mother is not required to be printed at the request of the applicant.
- (ii) The total number of Annexes prescribed in the Passport Rule, 1980, has been reduced to 9 from the present 15. Annexes A, C, D, E, J, and K have been removed and certain Annexes have been merged.
- (iii) All the annexes that are required to be given by the applicants would be in the form of a self declaration on a plain paper. No attestation/swearing by/ before any Notary/ Executive Magistrate/ First Class Judicial Magistrate would be henceforth necessary.
- (iv) Married applicants would not be required to provide the erstwhile Annexure K or any marriage certificate.

(v) The passport application form does not require the applicant to provide the name of her/his spouse in case of separated or divorced persons. Such applicants for passports would not be required to provide even the Divorce Decree.

(vi) In case of children not born out of wedlock, the applicant for the passport of such children should submit only extant Annexure C while submitting the passport application.

(vii) In case of issue of passport to in-country domestically adopted children, submission of the registered adoption deed would no longer be required. In the absence of any deed to this effect, the passport applicant may give a declaration on a plain paper confirming the adoption.

✓ (viii) Government servants, who are not able to obtain the Identity Certificate (extant Annexure-A)/ No-Objection Certificate (extant Annexure-G) from their concerned employer and intend to get the passport on urgent basis can now get the passport by submitting a self-declaration in extant Annexure-'H' that he/she has given prior Intimation Letter to his/her employer informing that he/she was applying for an ordinary passport to a Passport Issuing Authority.

(ix) Sadhus/ Sanyasis can apply for a passport with the name of their spiritual Guru mentioned in the passport application in lieu of their biological parent(s) name(s) subject to their providing of at least one public document such as Electors Photo Identity Card (EPIC) issued by the Election Commission of India, PAN card, Aadhaar Card, etc wherein the name of the Guru has been recorded against the column(s) for parent(s) name(s).

(x) Orphaned children who do not have any proof of DOB such as Birth Certificate or the Matriculation Certificate or the declaratory Court order, may now submit a declaration given by the Head of the Orphanage/Child Care Home on their official letter head of the organization confirming the DOB of the applicant.

(xi) An applicant for a passport has to submit any one of the documents as mentioned in (A) above as proof of Date of Birth (DOB) while submitting the passport application.

(xii) Passports can be now obtained under the 'Tatkaal' Scheme without providing the Verification Certificate from a Gazetted Officer, which was required earlier. The documents to be submitted for getting a passport under this Scheme have been notified vide G.S.R. 39(E) dated 18 January, 2018 and O.M. No. VI/401/1/4/2013 dated 23 March 2018 read with O.M. of even number dated 17 April 2018. Applicants may submit minimum three out of the following documents for obtaining passport:

- (a) Aadhaar Card
- (b) Electors Photo Identify Card (EPIC)
- (c) Service Photo Identity Card issued by State or Central Government, Public Sector Undertaking, local bodies or Public Limited Companies;
- (d) Scheduled Caste/ Scheduled Tribes/Other Backward Class Certificate;
- (e) Arms License;
- (f) Pension Document such as Ex-servicemen's Pension Book or Pension Payment order, ex-servicemen's widow or dependent Certificate, Old Age pension Order;
- (g) Self-Passport (unrevoked and undamaged);
- (h) Permanent Account Number (PAN) Card;
- (i) Bank/Kisan/Post Office Passbook;
- (j) Student Photo Identity Card issued by an Educational Institution;
- (k) Driving License (valid and within the jurisdiction of State of submission of applicant);
- (l) Birth Certificate issued under the Registration of Births and Deaths Act; and
- (m) Ration Card

(xiii) Now Passports can also be obtained under the Normal scheme on out-of-turn post-Police Verification basis without paying any additional fees on the submission of minimum three documents mentioned in para-xii.
