

**GOVERNMENT OF INDIA/STATE GOVERNMENT**

**MINISTRY/DEPARTMENT OF.....**

Reference No. ....

Date .....

**Subject: Request for Issue of Diplomatic/Official Passport(s) and Visa Note**

1. Details of Applicant(s):

S. No.	Name of Applicant(s) please attach a list, if required	Designation, Pay Scale and Grade Pay	Present/Previous Passport(s) Number

2. Passport Application Form(s) Filled-in and Attached:  Yes  No

3. Details of Visit:

Countries to be Visited on Official Duty	Countries to be Transited	Purpose and Duration

4. Political/PMO clearance Enclosed:  Yes  No

5. This is certified that the visit has been approved by the competent authorities, and the period of deputation will be treated as Government of India/State Government duty and he/she shall draw pay and allowances in India.

Signature of Forwarding Officer

Along with Name/Stamp/Phone Number

**(For Official Use Only)**

Safe Custody		Issue of Passport	<input type="checkbox"/> Diplomatic Passport <input type="checkbox"/> Official Passport
Release from S/C		Visa Note for	
Cancellation		Expected Date of Delivery	
Remarks			