

**No. VI/401/66/2000**  
**Government of India**  
**Ministry of External Affairs**  
**CPV Division**

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**Patiala House, New Delhi**  
**September 11, 2014**

**Subject: Fees payable in respect of Short Validity Passports (SVP)- reg.**

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The schedule of fees payable in respect of applications for passports and travel documents were notified vide Notification No. VI/401/1/2011, dated 28/09/2012.

2. The Ministry has been receiving references from Passport Issuing Authorities (PIAs) to evolve a specific fee structure for the Short Validity Passports (SVP) since in terms of ICAO guidelines now only machine readable printed passports are being issued and the issue of handwritten passports, except in emergency cases, have been discontinued w.e.f. 01/04/2010. It has also been noticed that some Missions instead of issuing a fresh booklet for SVP are extending the validity of SVP by making endorsement on it without levying any fee and, thereby, inviting audit objections.

3. The matter has been considered in the Ministry. All PIAs in India and abroad are hereby advised to immediately stop the practice of extending the validity of SVP by making manual endorsements and that fresh booklet is required to be issued in case of expiry of the validity of old passport/SVP. After considering all aspects, a separate fee structure for SVP has been approved as under:-

- (i) In case of issuance of a SVP having the validity from **0-5 years**, a fee which would be equivalent to the fee prescribed for the fresh passport or re-issue of passport of 36 pages for minors below eighteen years of age with validity of five years or till the minor attains the age of eighteen years, whichever is earlier i.e. **Rs. 1000/- (Normal category) or Rs. 3000/- (Tatkal category) [Or US \$ 50 or € 40 as the case may be]** as provided at Sr. No. 3 of the fee list of Schedule IV of Ministry's Notification No. VI/401/1/2011, dated 28/09/2012;
- (ii) For passports having the validity more than 5 years but less than 10 years (validity of normal passport), the fees prescribed for a normal validity passport.

4. All PIAs in India as well as in the Missions/Posts abroad are requested to follow the above instructions.



**(Muktesh K. Pardeshi)**  
**Joint Secretary (PSP) & Chief Passport Officer**

- 1) All PIAs in India and abroad
- 2) Secretary, Home Department, Andaman & Nicobar Islands Administration
- 3) All Sections in CPV Division
- 4) Passport Portal