

**सूचना**

विषय :- Prior intimation by DMW employees for submission of application for Passport.

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Recently, Ministry of External Affairs has changed the format of application for passport. Annexure 'H' has been appended thereto which is in fact prior intimation letter by the employee to his controlling/ administrative authority regarding his submission of application for passport. It is stated that some employees have now started giving such prior intimation.

In this regard, the following procedure shall be followed in DMW with immediate effect :-

- This prior intimation letter, which is required to be addressed to the Controlling / Administrative Authority, shall be addressed by the applicant employee to his/her Dy. HOD. It shall be received by the official authorised by the Dy. HOD concerned. The said official shall obtain the signature of the Dy. HOD concerned on this format at the place "Employer signature" and affix the Official seal on this format.
- Before delivering this signed format to the applicant employee under clear acknowledgement, the said authorised official of the Dy. HOD shall do the following two tasks :-
  1. He/she shall obtain application from applicant employee for NOC in DMW's format available in Welfare Section and official website of DMW at link [www.dmw.indianrailways.gov.in/department/Personnel/Forms](http://www.dmw.indianrailways.gov.in/department/Personnel/Forms).
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  2. He/she get signed Format 'H' zeroxed in two copies – one for retaining for his/her official record for any future reference from the Regional Passport Officer and another for sending to Staff Section of Personnel Department alongwith (1) above for further processing in Personnel Department.

The Staff Section of Personnel Department shall process the case on its file for obtaining D&AR and Vigilance Clearance as hitherto. The declaration regarding outstanding advances shall be obtained by Staff Section from the Advance Section and Bills Section of Personnel department. Thereafter, the case should be put up to the competent authority ( who is competent to issue NOC for passport as per S.O.P). The sanction shall be sought in the form of post- facto sanction for NOC and kept on record.

This issues with the approval of the competent authority.

  
Asstt. Personnel Officer-I

**प्रतिलिपि:**

1. मुख्य प्रशासनिक अधिकारी (रेलवे) के सचिव : मुख्य प्रशासनिक अधिकारी (रेलवे) महोदय के सूचनार्थ हेतु।
2. सभी CHODs & HODs
3. अन्य सभी अधिकारीगण
4. समस्त अनुभाग प्रभारी
5. Incharge, Camp Office, New Delhi
6. संयुक्त सचिव, कर्मचारी परिषद
7. प्रधान, अखिल भारतीय एससी/एसटी संस्था ( डीएमडब्ल्यू जोन) पटियाला
8. प्रधान, अखिल भारतीय ओबीसी संस्था ( डीएमडब्ल्यू जोन) पटियाला
9. सभी सूचना पट्ट