

**PROFORMA FOR ISSUE OF IDENTITY CERTIFICATE**  
**IN CONNECTION WITH INDIAN PASSPORT.**

**Photograph**  
**Colors**  
**(Size. 3.5 X 3.5 cm)**  
**with white Background**  
**Attested by**  
**the Head of the office**  
**with Office seal**

1. NAME OF THE APPLICANT (in capital letters) : \_\_\_\_\_
- (a) FATHER'S NAME (in capital letters) : \_\_\_\_\_
- (b) HUSBAND'S NAME (In case of married women) (in capital letters) : \_\_\_\_\_
- (c) MOTHER'S NAME (in capital letters) : \_\_\_\_\_
- (d) NAME OF DEPENDENT FAMILY MEMBER(S) Shri/Mr/Smt/Mrs/Miss/Master. (in capital letters)

| NAME (in capital letters) | RELATIONSHIP | NATIONALITY |
|---------------------------|--------------|-------------|
| 1. _____                  | _____        | _____       |
| 2. _____                  | _____        | _____       |
| 3. _____                  | _____        | _____       |
| 4. _____                  | _____        | _____       |
| 5. _____                  | _____        | _____       |
| 6. _____                  | _____        | _____       |
| 7. _____                  | _____        | _____       |

2. DESIGNATION OF APPLICANT (Copy of Order is required) : \_\_\_\_\_
3. DATE OF BIRTH (Attach certified proof in support of Date of Birth) (Attested by Head of the Department) : \_\_\_/\_\_\_/\_\_\_\_\_.  
DD MM YY
4. PERMANENT I. D. NUMBER : \_\_\_\_\_
5. PRESENT PLACE OF POSTING (i.e. Dept./Office) : \_\_\_\_\_
6. NATURE OF APPOINTMENT (Temp./Probation/Permanent) (Copy of Order is required) : \_\_\_\_\_  
IN CASE OF TEMPORARY APPOINTMENT, PLEASE ENCLOSE A COPY OF FIRST CONTINUOUS APPOINTMENT ORDER AND LAST EXTENSION.
7. DATE OF FIRST CONTINUOUS APPOINTMENT IN A.M.U. (Copy of Order and joining is required) : \_\_\_/\_\_\_/\_\_\_\_\_.  
DD MM YY
8. WHETHER ANY DISCIPLINARY PROCEEDING IS PENDING OR BEING CONTEMPLATED AGAINST THE APPLICANT (Write : Yes/No) : \_\_\_\_\_

**Executive Office use only**

D.NO. \_\_\_\_\_

Date: \_\_\_\_\_

9. WHETHER THERE ARE GROUNDS TO BELIEVE THAT THE APPLICANT COULD FIGURE ADVERSELY ON THE SECURITY RECORDS OF THE GOVT. (Write : Yes/No) \_\_\_\_\_
10. WHETHER ANY VIGILANCE ENQUIRY IS PENDING OR BEING CONTEMPLATED AGAINST THE APPLICANT (Write : Yes/No) \_\_\_\_\_
11. WHETHER APPLYING FOR FRESH PASSPORT (Write : Yes/No) \_\_\_\_\_
12. PASSPORT HOLDER NAME: \_\_\_\_\_  
PASSPORT NO. \_\_\_\_\_  
DATE OF ISSUE. \_\_\_\_\_  
PLEASE ENCLOSE A COPY OF PREVIOUS PASSPORT (Self Attested)
13. IDENTITY CARD NO. PLEASE ENCLOSE BOTH SIDE PHOTO COPY (Self Attested) \_\_\_\_\_
14. I have read the following provisions of Section 6(2) of the Passport Act 1967 and certify that these are not attracted in my case:-  
“Subject to the other provisions of this act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause ( c ) sub-section 5 of anyone or more of the following grounds and on no other ground, namely:-
15. The applicant shall reply the following queries:-
- (A) WHETHER THE APPLICANT IS A CITIZEN OF INDIA. \_\_\_\_\_
- (B) WHETHER THE APPLICANT MAY, OR IS LIKELY TO ENGAGE OUTSIDE INDIA IN ACTIVITIES PREJUDICIAL TO THE SOVEREIGNTY AND INTEGRITY OF INDIA. (WRITE : YES/NO) \_\_\_\_\_
- (C) WHETHER THE DEPARTURE OF THE APPLICANT FROM INDIA MAY, OR LIKELY TO BE DETRIMENTAL TO THE SECURITY OF INDIA. (WRITE : YES/NO) \_\_\_\_\_
- (D) WHETHER THE PRESENCE OF APPLICANT OUTSIDE INDIA MAY , OR IS LIKELY TO PREJUDICE THE FRIENDLY RELATIONS OF INDIA WITH ANY FOREIGN COUNTRY (WRITE : YES/NO) \_\_\_\_\_
- (E) WHETHER THE APPLICANT HAS , AT ANY TIME DURING THE PERIOD OF FIVE YEARS IMMEDIATELY PRECEDING THE DATE OF HIS APPLICATION BEEN CONVICTED BY A COURT OF INDIA FOR ANY OFFENCE INVOLVING MORAL TURPITUDE AND ENTENCED IN RESPECT THEREOF IMPRISONMENT FOR NOT LESS THAN TWO YEARS (WRITE : YES/NO) \_\_\_\_\_
- (F) WHETHER ANY CRIMINAL PROCEEDINGS IN RESPECT OF AN OFFENCE ALLEGED TO HAVE BEEN COMMITTED BY THE APPLICANT ARE PENDING BEFORE A COURT IN INDIA.(IF ANY, PLEASE SPECIFY THE DETAILS OF SUCH PROCEEDINGS) (WRITE : YES/NO) \_\_\_\_\_

(G) WHETHER A WARRANT OR SUMMONS FOR THE APPEARANCE OF A WARRANT FOR THE ARREST, OF THE APPLICANT HAS BEEN ISSUED BY A COURT UNDER ANY LAW FOR THE TIME BEING IN FORCE OR THAT AN ORDER PROHIBITING THE DEPARTURE FROM INDIA OF THE APPLICANT HAS BEEN MADE BY ANY SUCH COURT (IF ANY, PLEASE SPECIFY THE DETAILS).  
(WRITE : YES/NO) : \_\_\_\_\_

(H) WHETHER THE APPLICANT HAS BEEN REPATRIATED AND HAS NOT REIMBURSED THE EXPENDITURE INCURRED IN CONNECTION WITH SUCH REPATRIATION.  
(WRITE: YES/NO) : \_\_\_\_\_

(I) THE ABOVE NAMED APPLICANT VERIFY THAT THE ABOVE INFORMATION AND PARTICULARS TO THE BEST OF MY KNOWLEDGE ARE TRUE AND CORRECT. NOTHING HAS BEEN CONCEALED.

(J) Contact No. Mobile. \_\_\_\_\_ Home(Land Line):- \_\_\_\_\_ Office:- \_\_\_\_\_

16. Attach two recent Unattested Photographs  
( with white Background)

\_\_\_\_\_  
SIGNATURE OF THE APPLICANT

Verified the above particulars and recommended for issue of IDENTITY CERTIFICATE in connection with INDIAN PASSPORT, as applied for.

Signature of the Dean of concerned  
Faculty/Manager of the School  
with office seal.

Signature of the Head of office  
with office seal.

Note:- The proforma should be routed through proper Channel (Head of the Department concerned / Principal of College and Dean of the concerned Faculty, if the applicant is member of the teaching staff), if a School teacher, it should be routed through the Manager of the School Concerned and be sent to A.R. (Executive). This NOC is valid for 6 months from the date of issue

(Websites, <http://www.amu.ac.in/registrarnc.jsp?did=10102>  
<http://www.amu.ac.in/employeedownloads.jsp?did=16>  
<http://www.amu.ac.in/registrarsection.jsp?did=10102&lid=Useful%20Downloads>)

(Space for office use)