

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

APPLICATION FORM FOR NON-OFFICIAL PHOTO PASS

Attested Photograph
(3x3 cms with 75%
area covered with
image of the face) to
be pasted here.

Part-I
(To be filled by the applicant)
(Please see attached guidelines and instructions
before filling the form.)

Photograph (3x3 cms
with 75% area covered
with image of the face)
to be pasted here (Not to
be attested.)

(Signature of the Applicant
in the box above)

1. Name
(Block Letters)

(First name)	(Middle name)	(Surname)

2. Sex

M	F
(Tick appropriate box)	

3. Date of Birth

DD	MM	YYYY	

4. Father's/Husband's name
(Block Letters)

(First name)	(Middle name)	(Surname)

5. Profession

6. Name of the Institution/
Organization you are associated
with (as an employee, office
bearer or in any other capacity)

7. Position held in the Institution/
Organization (Designation)

8. Official address and Telephone
No.

9. Residential address & Telephone
No.

10. Mark of Identification

11. Blood Group

12. Do you want a restricted or open
photo pass.

Restricted	Open
(Please tick the appropriate box)	

13. If you required a restricted pass, please specify the building or buildings. 1.
(If photo pass valid for more than two buildings is required, please apply for an open photo pass) 2.

14. Do you possess a photo-pass issued by the Ministry of Home Affairs? If yes, the number and date of expiry of the pass.

YES		NO			
(Please tick appropriate box)					
NO.		DATE			
DD		MM		YY	

15. Detailed justification for issue of a non-official photo-pass [Please give full and convincing justification for issue of a non-official photo pass. Please mention, in particular, the nature, objectives and functions of the Institution Organisation (if any) you are associated with. Your position and responsibilities in the Institution/Organisation, the nature and frequency of your interaction with Ministries/Departments (to be specified) of the Government, etc.]

CHECK-LIST

- (i) Two 3cm x 3cms coloured photographs (pasted at the appropriate places)
- (ii) Specimen signature (at the appropriate place)
- (iii) One copy of duly receipted bank challan depositing the processing fee of Rs. 500/- (to be attached)
- (iv) Expired photo-pass issued to you by MHA (to be attached)
- (v) Photo Copy of the photo Pass issued to you by MHA which is still valid (to be attached)

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

(Please tick appropriate box)

CERTIFICATE

I certify that the information/answers given by me in part I of the application form are correct. I also certify that I have read the guidelines and instructions given in this form.

Date:

Signature of the Applicant

Part-II

(Applicable to applicants holding position in the organization)

1. Certified that Shri/Smt./Km/ _____ is holding the position of _____ in our organization.

2. Certified that no other person associated with our organization has been issued a restricted or an open non-official photo pass by the Ministry of Home Affairs

Or

Certified that following persons other than the applicant, hold restricted or open non-Official Photo Pass issued by the Ministry of Home Affairs.

Sl. No.	Name & Designation	Open or Restricted	Sl. No. of the Pass	Date of Expiry

(Strike out whichever is not applicable)

Place:

Date:

Signature of the Authorised Signatory with Seal

Part-III

TO BE FILED BY THE SECRETARY/SECRETARIES TO THE GOVERNMENT OF INDIA RECOMMENDING THE APPLICATION)

I recommend the issue of a restricted Pass to the applicant, Shri _____ for entry into the Ministry/Department. (1) _____ (2) _____

or

I recommend the issue of an Open Pass to the Applicant Shri _____

Signature(s) of the Secretary (ies)

(1) _____ (2) _____ (3) _____

N.B.

If the applicant's case is recommended by one/two Secretaries the Pass will be restricted to the building/buildings where that particular Ministry/department is housed.

If more than two Secretaries sitting in different buildings housing the Ministries/Departments recommend the case, an Open Pass will be issued.

**GUIDELINES AS AMENDED UP TO 21.5.2015 FOR ISSUE OF MHA
NON-OFFICIAL PHOTO PASSES**

1. Non-Official photo passes shall either be 'open' or 'restricted', i.e., restricted to specified building or buildings.
2. Photo passes will be issued to non-officials for a period not exceeding one year at a time.
3. As a matter of principle, non-officials should enter Government buildings after obtaining visitor passes from reception offices. However, photo passes may be issued to those non-officials who are required to visit Government of India's Offices often. However, these would be issued very sparingly and only in specified cases such as those indicated in paragraphs 4 to 9 below.
4. Open non-official photo passes may be issued to the senior most office bearers of the national-level confederation/associations of industry, trade or commerce, such as CII, FICCI, etc. The number of non-official photo passes issued to the office bearers of each such confederations/associations will not exceed three.
5. The senior-most functionaries of national-level sectoral associations/confederations (e.g. Confederation of Fertilizers Industries, Association of Leather Exporters, etc.) may be issued open non-official photo passes, restricted to one photo pass for each such association/confederation.
6. The senior-most office bearer of national level and renowned Non-Governmental Organisations (NGOs) may be issued open photo passes, restricted to one photo pass for each such NGO.
7. Executive Chairmen/Presidents of highly reputed national-level institutions may be open non-official photo passes, restricted to one photo pass for each such institution.
8. Chairmen/MDs/CMDs of reputed public limited companies may be issued 'open non-official photo passes, restricted to one photo pass for each such company.
9. Secretaries/Secretary Equivalents to Government of India, immediately on their retirement, may be issued non-official photo passes for two year, as a matter of courtesy, without payment of any processing fee. In deserving cases, however, the pass may be renewed for another term of one year. However, they would be required to submit the processing fee for issuance of photo passes beyond two year of their retirement.
10. In exceptional and highly deserving cases, non-official photo passes may be issued to non-officials whose application are not covered in paragraphs 4 to 9 of the guidelines, with the approval of the Union Home Secretary.
11. Approval for issue of non-official photo passes in such cases as are strictly covered by paragraphs 4 to 9 above will be issued with the approval of Secretary/Special Secretary/Additional Secretary in-charge of Administration Division in MHA.
12. (i) All applicants will be required to submit, on prescribed application form, detailed justification for issue of a non-official photo pass along with a non-refundable processing fee of Rs. 500/- through bank challan except in the case of retiring Secretaries to the Government of India who will be issued non-official photo passes for the first year without any processing fee.
(ii) The Restricted Non-Official Photo Pass will be issued for one Government Building, on recommendation from the Secretary in the Ministry/Department concerned. Restricted Non-Official Pass will be issued for two buildings, on recommendation from two Secretaries located in separate buildings housing the Ministries/Departments. In case the non-official pass is to be used for more than two buildings, open photo pass will be issued on recommendations from three Secretaries in the Ministers/Departments concerned located in three different buildings.
(iii) The condition regarding endorsement of three Secretaries in Ministries/Departments, however, will not be applicable for issuance of non official photo passes to retired Secretaries/Secretary equivalent officers immediately on their retirement.