

CITIZEN CHARTER

Passport Department

Introduction :

•The Passport Department administers and monitors the functions of Deputy Commissioners and Superintendent of Police as regards extension of visa and all types authentication of documents valid outside of India etc. as per guide lines of Government of India. The Department monitors the functions of SP (FRROs). The Passport Department sanctioned and releases the fund for the staffs as pay, engaged in various Districts for the purpose. There are no Directorate or Subordinate Offices etc. under the control of Passport Department.

Vision : For better communication and relationship of India with other countries all over the world.

Mission : To provide services & Visa extension to the foreigner.

Business transacted by the Department :

The Department administers and Monitors the functions of Deputy Commissioners and Superintendent of Police as regards extensions of Visa.

All types authentication of documents valid outside of India etc. i.e. Educational Certificate, Birth Certificate, Marriage Certificate, Affidavit, Police Verification Certificate etc. as per guidelines of Govt. of India procedures of attestation / authentication of document.

Police verification report for issue of Indian Passport.

Issue of no objection certificate (NOC) for No Obligation to Return to India (NORI) to Indian living outside willing to return to India.

Matters relating to IVFRT (Immigration Visa and Foreigners Registration and Tracking) system.

Sanctions and releases the fund for the staff as pay, engaged in various Districts for the purpose.

Services :

- Providing extension of VISA to the foreigners for staying in India.***
- Issue of No Objection Certificate (NOC) for No Obligation to Return to India (NORI) to Indian living outside willing to return to India.***
- Police verification report for issue of Indian Passport.***

•All types Authentication of documents valid out of India etc. i.e. Educational Certificate, Birth Certificate, Marriage Certificate, Affidavit, Police Verification Certificate etc. as per guidelines of Govt. of India.

5. Matters relating to IVFRT (Immigration Visa and Foreigners Registration and Tracking) system.

6. Sanctions and releases the fund for the staff as pay, engaged in various Districts for the purpose.