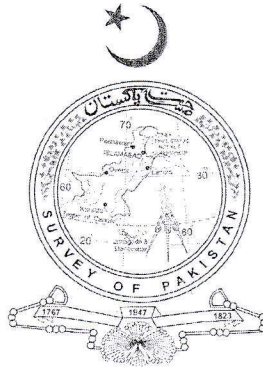


SURVEY OF PAKISTAN



POLICY REGARDING CASES FOR ISSUANCE OF PASSPORT, NOTE VERBALE AND NOC

(PASNOC-2020)

Authority:- SGO letter No. 5/11-G-4/Passport/PS dated 01st January, 2020

**POLICY REGARDING CASES FOR ISSUANCE OF PASSPORT, NOTE VERBALE AND
NOC (PASNOC – 2020)**

SoP officials can possess or apply for an “Ordinary Passport” and/or “Gratis Passport”. Ordinary Passport will be used for personal/private visits abroad like for performing Hajj/Umra, personal & un-official foreign visits and for attending long-term foreign course or training necessitating Ordinary Passport. Whereas, Gratis Passport will be used for official foreign tours/visits to attend meetings, conferences, seminars, workshops and for any other official business. All personal or official foreign visits of any category or type can only be availed as privilege and cannot be claimed as right. Moreover, no matter whatever be the circumstances, an official placed on Exit Control List (ECL) can neither avail the privilege to get an ordinary or official passport nor can apply for any type of visit abroad on any grounds.

Ordinary Passport and Private Visits Abroad

2. Ordinary Passport will be issued on the request of official for:

- a. Performing Hajj/Umra and for visiting Ziaraat.
- b. Medical treatment from abroad as per recommendations of authorized medical authorities.
- c. Attending long-term training course or higher studies from abroad, requiring use of Ordinary Passport.
- d. Visiting abroad for any reason allowed by the department/government.

3. **Issuance of Ordinary Passport.** Through proper channel, the desiring official will request Surveyor General of Pakistan for issuance of official letter to apply for an “Ordinary Passport”. The case will be processed in the Organization Section of SGO based on following criteria/documents:

- a. The application carrying recommendation of Controlling Officer for issue of “Ordinary Passport”.
- b. A certificate duly signed by the official indicating that he/she is not involved in any criminal proceedings pending with Police and/or a Court of Law.
- c. A certificate duly signed by the official indicating that he/she has enough money to support his/her visit abroad for which he intends to obtain a passport.
- d. A certificate duly signed by the official and countersigned by the controlling officer indicating that no disciplinary action is pending against the official,
- e. A certificate duly signed by the official and countersigned by the controlling officer indicating that no recovery other than HBA, Car, Motor Cycle, Bicycle and/or Temp GP Fund advance, is pending against the official.
- f. Documentary proof necessitating foreign visit of the official.
- g. Following documents are also required to be attached:
 - (1) Previous Passport, if any, held by the official.
 - (2) Attested copy of the valid CNIC of the official.

4. After obtaining approval of the Surveyor General of Pakistan, Organization Section, SGO will issue an official letter under CAO signatures requesting relevant Passport & Immigration Office to issue “Ordinary Passport” to the applying official.

5. After obtaining "Ordinary Passport", the official concerned shall send an attested copy of the passport for record in the Organization Section, SGO, Rwp.
6. Note Verbale. In case an official requires Note Verbale for issuance of visa, he/she will apply through proper channel to Surveyor General of Pakistan. The application containing all necessary details like, passport number, date & place of issue and expiry date shall be enclosed with copy of the passport. Organisation Section, SGO Rwp will process the case and issue a request for Note Verbale to MoFA through MoD.
7. NoC. Organization Section, SGO, Rwp will issue NoC to the official for traveling abroad on "Ordinary Passport". Such NoC will only be issued after submission of all necessary documents like travel documents, return air ticket etc.

Gratis Passport and Official Visits Abroad

8. Gratis Passport will be issued on the request of official for:
 - a. Official visit to attend conference/seminar/meeting.
 - b. Attending official meetings, talks and other official business etc.
 - c. Attending short-term course/training studies from abroad.
 - d. Official visit abroad for any reason allowed and/or asked by the department/government.
9. Letter for Issuance of Gratis Passport. After finalization of nomination for official visit abroad, following the proper channel, the official will tender a request to the Surveyor General of Pakistan for issuance of letter to MoD for "Gratis Passport". The case be processed in the Project Section of SGO based on following criteria/documents:
 - a. The application carrying recommendation of Controlling Officer for issue of "Gratis Passport".
 - b. A certificate duly signed by the official indicating that the Gratis Passport will only be used for the official purpose for which he/she is nominated.
 - c. Following documents will also require to be attached:
 - (3) Previous Passport, if any, held by the official.
 - (4) Attested copy of the valid CNIC of the official.
10. After obtaining approval of the Surveyor General of Pakistan, Project Section, SGO will issue an official letter under DT&R signatures requesting MoD to send the case to Passport & Immigration Office, Islamabad to issue "Gratis Passport" to the applying official.
11. After obtaining "Gratis Passport", the official concerned shall send an attested copy of the passport for record in the Project Section, SGO, Rwp.
12. Note Verbale. In case an official requires Note Verbale for issuance of visa for an official visit abroad, he/she will apply through proper channel to Surveyor General of Pakistan. The application containing all necessary details like, passport number, date & place of issue and expiry date shall be enclosed with copy of the passport. Project Section will send a request to MoFA through MoD.
13. NoC. Project Section, SGO, Rwp will issue NoC to the official for traveling abroad on "Official Passport".