



AR-2

### ABSTRACT

Human Resources Management Department – SimpleGov - Simplification of process for obtaining Passport – Applying through IFHRMS - rule 24A of the Tamil Nadu Government Servants' Conduct Rules, 1973 - Amendments – orders – Issued.

### HUMAN RESOURCES MANAGEMENT (A) DEPARTMENT

**G.O.(Ms.) No.19**

**Dated: 28.05.2025**

விசுவாச, வைகாசி-14

திருவள்ளூர் ஆண்டு 2056.

**Read:**

1. G.O.(Ms.) No.105, Human Resources Management (AR-1) Department, dated 28.11.2023.
2. Minutes of the SimpleGov-Empowered Committee meeting held on 01.04.2025.

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### ORDER :

In the Government order first read above, the SimpleGov initiative commenced with the formation of the Screening Committee and the Empowered Committee and the detailed process to be followed therein.

2. The provisions regarding issuing of Identity Certificate and No Objection Certificate before applying for Passport and No Objection Certificate to undertake foreign trip have been prescribed in rule 24A of Tamil Nadu Government Servants' Conduct Rules, 1973.

3. The SimpleGov proposal for simplification of the issue of "Identity Certificate and No Objection Certificate for grant/ renewal of passport" was compiled by the Advisor, SimpleGov, after due consultation with the Department concerned and placed before the Screening Committee for its recommendation on 24.02.2025. The Screening Committee after due consideration has recommended to the Empowered Committee for its decision.

4. The challenges observed in the existing process for the issue of Identity Certificate and No Objection Certificate for grant/ renewal of passport was placed before the Empowered Committee are as follows:

(i) **Complex Documentation:** The requirement for detailed documentation can be cumbersome. Most of these documents can become further embroiled in interpretation at each desk that it passes through.

(ii) **Inter-departmental coordination issues:** Obtaining an No Objection Certificate often requires coordination between various departments. Miscommunication or lack of coordination among these entities can lead to delays and more paper works.

(iii) **Missed Opportunities:** Many teaching faculty and department staff in the fields of engineering, medicine and other disciplines are eager to participate in international conferences and would greatly benefit from a visit abroad to International knowledge centers and other places. Currently, most of them have been discouraged by peers even to secure a passport on account of the procedures involved, leading to missed opportunities in capacity building.

(iv) **Personal visits leading to disappointment:** It is frustrating when a group of families plan an elaborate trip and one of them who is a Government servant is unable to participate on account of delays in obtaining permission.

5. In the Empowered Committee meeting held on 01.04.2025, among others, the Committee perused and examined the recommendation of the Screening Committee on the possibilities for simplification of the process of applying for grant/ renewal of passport and arrived at the following decisions:-

(a) *As Passport has become an essential document that most citizens possess as an alternate identity and as the possibility of travel abroad has increased due to various personal reasons and it is proposed that the process of obtaining No Objection Certificate for application for issue of a new passport or renewal may be simplified further.*

(b) *It was decided that in the interest of simplifying the process, a Copy of Prior Intimation to Controlling/Administrative Authority would be the preferred mode in Tamil Nadu for those who are applying for an ordinary passport and the format in Annexure 'N' shall be followed. The prior intimation format in Annexure N shall be attached to the passport application while being submitted for fresh issue or renewal and the copy of the same shall be sent to the Controlling or Administrative Authority of the department concerned. On incorporating the format in the IFHRMS, the prior intimation shall be duly filled in the online provision for the same.*

(c) *If there is any further clarification required by the Regional Passport Office being the granting authority, and in case of emergency 'No Objection Certificate' or 'Identity Certificate' or both shall be processed by the department and provided accordingly.*

(d) *Accordingly, it was decided that orders be issued and amendments made to Rule 24A of Tamil Nadu Government Servants' Conduct Rules, 1973.*

6. After detailed examination, the Government have decided to accept the recommendation of the Empowered Committee regarding the procedure for applying for grant/renewal of passport by Government servants and to issue amendments to the Tamil Nadu Government Servants' Conduct Rules, 1973.

7. Accordingly, the following Notification will be published in the Tamil Nadu Government Gazette:-

**NOTIFICATION.**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Tamil Nadu Government Servants' Conduct Rules, 1973:-

**AMENDMENTS.**

In the said Rules,-

(1) for rule 24-A, the following rules shall be substituted, namely:-

**"24-A. Application for grant or renewal of a passport.-** (1) A Government servant shall, apply for the grant or renewal of a passport, only after giving prior intimation letter to the notified authority, through IFHRMS, in such form and manner as prescribed by the Ministry of External Affairs from time to time.

(2) Only in cases of emergency, the notified authority may, on an application submitted by a Government servant in Form-I in Schedule-III appended to these Rules, issue Identity Certificate or No Objection Certificate for grant or renewal of a passport in such form and manner, as prescribed by the Ministry of External Affairs from time to time.

Explanation:- For the purpose of this rule and rule 24-B, 'notified authority' means the authority as may be notified by the Government and the Government may notify different authorities for different departments or classes of posts:

Provided that where no such authority is notified, the appointing authority concerned shall be the notified authority.

**24-B. Obtaining No Objection Certificate for undertaking a foreign trip.-**

A Government servant shall undertake a trip to a foreign country only after obtaining No Objection Certificate from the notified authority. Application for obtaining No Objection Certificate shall be submitted in Form-I in Schedule-III appended to these Rules and the notified authority may issue the No Objection Certificate in Form-II in Schedule-III appended to these Rules:

Provided that the Government servant shall not leave India for seeking employment abroad without the prior permission of the Government:

Provided further that the Government servants proceeding on Haj Pilgrimage to Saudi Arabia through Tamil Nadu Haj Committee on "Temporary Haj passport with a validity of eight months for Saudi Arabia" and those proceeding on Jerusalem Pilgrimage through Government Schemes are exempted from obtaining No Objection Certificate.";

## (2) in Schedule-III,-

## (a) in Form I,-

- (i) for the expression "(see rule 24-A)", the expression "(see rules 24-A and 24-B)" shall be substituted;
- (ii) in the heading, after the expression "IDENTITY CERTIFICATE", the expression "/NO OBJECTION CERTIFICATE" shall be inserted;
- (iii) below the heading as so amended, after the expression, "(To be filled by the applicant)", the following expression shall be inserted, namely:-

"(Serial numbers 3, 4 and 5 need not be filled by the applicant in case of application for grant or renewal of passport)";

(b) Form-II, Form-III and Form-V shall be omitted;

(c) Form-IV shall be renumbered as Form-II;

(d) in Form-II, as so re-numbered, for the expression "(see rule 24-A)", the expression "(see rule 24-B)" shall be substituted.

(BY ORDER OF THE GOVERNOR)

**N. MURUGANANDAM**  
**CHIEF SECRETARY TO GOVERNMENT**

**To**

All Secretaries to Government, Chennai-600 009.

All Departments of Secretariat, Chennai-600 009.

All HODs including District Collectors / District Judges /  
District Magistrates.

The Secretary, Tamil Nadu Public Service Commission,  
Chennai-600 003.

The Registrar, High Court of Madras, Chennai-600 104.

The Registrar, Madurai Bench of Madras High Court, Madurai.

The Works Manager, Government Central Press, Chennai-600 079.

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The Special Personal Assistant to Minister, Human Resources Management  
Department, Chennai-600 009.

The Principal Private Secretary to Chief Secretary to Government, Chennai-600 009.

The Private Secretary to Principal Secretary to Government,  
Human Resources Management Department, Chennai-600 009.  
The Human Resources Management (CC-1/AR) Department, Chennai-600 009.  
All Sections / All Officers in Human Resources Management Department,  
Chennai-600 009.  
The Law (HRM / Scrutiny) Department, Chennai-600 009.  
Stock file / Spare copy.

// FORWARDED BY ORDER //

*G. Venkatesh*  
28/05/25  
SECTION OFFICER  
*6/20/*  
28/5/25