ANNEXURE 'H'

**PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)**

Place.....

Date.....

{To be addressed to the Controlling / Administrative Authority with full postal address}

.....

.....

.....

PIN.....

Tel.....

Fax.....

E-mail.....

**Subject: Prior intimation for submission of Passport application.**

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office.....This is for your kind information and record.

Yours faithfully,

Employer Signature: .....

Employer Office Seal: .....

Signature: .....

Name.....

Date of Birth .....

Designation.....

Name of Office where working.....

Name of Organisation.....

.....

Address of Present Office.....

.....

Residential Address.....

.....

.....

**Note:-** The Prior Intimation Letter (under this Annexure) shall be accepted by the Passport Authority for processing the passport application if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.