

I/278008/2023

No. P-I-A003/5/2023
Government of Himachal Pradesh
Department of Personnel (A-I)

From

The Secretary (Personnel) to the
Government of Himachal Pradesh.

To

All the IAS Officers
Himachal Pradesh Cadre

Dated Shimla-2 the 16.11.2023.

Subject: Use of Diplomatic/Official passport guidelines.

Sir/Madam,

I am directed to enclose herewith a photocopy of D.O. letter No. 618/US(CPV)/2023 dated 02.11.2023, alongwith it's enclosures, received from Dr. K.J. Srinivasa, Joint Secretary (CPV), Ministry of External Affairs, New Delhi, on the subject for your information & necessary action please.

Yours faithfully,

Signed by

Amarjeet Singh

Date: 16-11-2023 14:56:01

(Amarjeet Singh)

Special Secretary(Personnel) to the
Government of Himachal Pradesh

E-mail: persbr1-hp@nic.in

Ph. No. 0177-2621894

Dr. K.J. Srinivasa
Joint Secretary (CPV)
Tel: 011-2338-4529
E-mail: jscpv@mea.gov.in



विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

No. 618/US(CPV)/2023

02nd November, 2023

Subject: Use of Diplomatic/Official passport guidelines.

Dear Sir/Madam,

Please refer to this Ministry's D.O. letter dated May 06, 2020 and subsequent Corrigendum dated July 03, 2020 (copies enclosed).

2. In this regard, it is reiterated that Diplomatic and Official passports when not in use for official visits may be kept in safe custody of the Administration Wing of the Ministry/Department concerned and released only when needed for official visits.
3. It is also conveyed that all expired Diplomatic/Official passports in safe custody of Administrative Wings may be returned to the individual officers where possible or returned to this Division/RPO for cancellation under intimation to the official concerned.
4. It is further conveyed that officials who have availed Diplomatic/Official passports previously & are proceeding on deputation to PSUs/Autonomous Bodies/Nationalized Bodies, etc shall be directed to surrender their Official/Diplomatic passports with their parent Ministry for safe keeping/cancellation as per sl. no. 2 & 3 before proceeding on their deputation.
5. I request you to disseminate the above guidelines to the concerned nodal authorities within your Ministry/Department for necessary compliance.

With kind regards,

Yours Sincerely,

(Dr. K.J. Srinivasa)

To:

1. All Secretaries to the Government of India (As per standard list)
2. Chief Secretaries of all States
3. Resident Commissioners of all States/UTs
4. DG, ICCR/DG, ICWA

Copy for info:

1. Secretary(CPV&OIA), Ministry of External Affairs, New Delhi
2. Joint Secretary (PSP), Ministry of External Affairs, New Delhi
3. All RPOs.



Dr. Adarsh Swaika
Joint Secretary (CPV)
Tel: 011-2338-4529
E-mail: jscpv@mea.gov.in

विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

No. VII/406/02/2020

06 May 2020

Subject: Surrender/Destruction of expired diplomatic/official passports in safe custody within Ministries/departments-reg.

Dear Sir/Madam,

As per extant guidelines, diplomatic/official passports issued to officials are to be kept in safe custody of their respective Ministries/Departments concerned and are released when needed for official visits to prevent misuse of such passports.

2. It has come to the notice of this Ministry that in some cases, diplomatic/official passports continue to remain lying in respective Ministries/Departments even after its expiry. It has also been found that numbers of such expired passports are large in case of some Ministries/Departments. In addition, these are neither generally cancelled through PV-II Section, CPV Division, MEA or the concerned Passport Office (PO), nor returned to the holders, leading to security and storage issues.

3. In this regard, it is requested that the concerned Division in your Ministry/Department may kindly be instructed the following:

(i) **Valid Diplomatic/Official Passports in Safe Custody of Parent Ministry/Department:** Ministry/Department may get such diplomatic/official passports cancelled by PV-II Section, CPV Division, MEA or the concerned Passport Office (PO) (in case of State Government) upon completion of the official assignment for which the passport was issued. The same may be returned to the holder, after cancellation;

(ii) **Expired Diplomatic/Official Passports in Safe Custody of Parent Ministry/Department:**

- (a) Expired passports may be returned to the individual officials, where possible;
- (b) Expired passports that could not be returned to the holder can be destroyed under intimation to the official concerned;

(c) List of such destroyed passports may be compiled and furnished to PV-II Section, CPV Division, MEA or the concerned PO, as applicable.

4. It is kindly requested to disseminate the above guidelines to the concerned nodal authorities within your Ministry/Department for necessary compliance.

With kind regards,

Yours sincerely,



(Dr. Adarsh Swaika)

To:

1. All Secretaries to the Government of India (As per standard list)
2. Chief Secretaries of all States
3. Resident Commissioners of all States/UTs
4. DG, ICCR / DG, ICWA

Copy To:

1. Secretary (CPV & OIA), Ministry of External Affairs, New Delhi
2. Joint Secretary (PSP), Ministry of External Affairs, New Delhi
3. All RPOs

Dr. Adarsh Swaika
Joint Secretary (CPV)
Tel: 011-23381704
E-mail: jscpv@mea.gov.in



विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

No. 427/JS(CPV)/2020

03 July 2020

Subject: Corrigendum to the D.O. Letter No VII/406/02/2020 dated 06 May 2020 regarding Surrender/Destruction of expired diplomatic/ official passports in safe custody with Ministries/Departments-reg.

Dear Sir/Madam,

Please refer to the D.O letter of even number issued on May 06, 2020 regarding Surrender/Destruction of expired diplomatic/official passports in safe custody with Ministries/Departments.

2. In light of the requests being received by some Ministries/Departments regarding relaxation of the earlier instructions on cancellation of valid diplomatic/official passports upon completion of the official assignment, the competent authority has approved the following:

(i) Valid Diplomatic/Official passports may continue to be kept in safe custody of the Administration Wing of the Ministry/Department concerned and released only when needed for official visits.

(ii) Ministries/Departments may get such passports cancelled by PV-II section of CPV Division, MEA or concerned Passport office (PO) immediately after its expiry and return the cancelled passport to its holder.

(iii) Ministries/Departments are advised to continue following the earlier instructions and get those valid Diplomatic/Official passports cancelled

and returned to the holder in cases where the Ministry/Department does not foresee any foreign official assignment during the validity period of the passport.

3. I request you to disseminate the above requirements to the concerned nodal authorities within your Ministry/Department for necessary compliance.

With kind regards,

Yours sincerely,



(Dr. Adarsh Swaika)

To:

1. All Secretaries to the Government of India (As per standard list)
2. Chief Secretaries of all States
3. Resident Commissioners of all States/UTs
4. DG, ICCR/DG, ICWA

Copy To:

1. Secretary(CPV&OIA), Ministry of External Affairs, New Delhi
2. Additional Secretary (PSP), Ministry of External Affairs, New Delhi