

PASSPORT RULES, 1980

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PASSPORT RULES, 1980

In exercise of the powers conferred by Sec. 24 of the Passports Act, 1967 (15 of 1967), the Central Government hereby makes the following rules, namely:

1. Short title and commencement :-

(1) These rules may be called the Passport Rules, 1980.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Definitions :-

In these rules, unless the context otherwise requires,-

(a) "Act" means the Passports Act, 1967 ;

(b) "form" means a form set out in Sch. 3;

(c) "miscellaneous service" in relation to a passport or travel document, includes-

(i) varying the entries in a passport or travel document;

(ii) making additional endorsement on a passport or travel document in respect of foreign countries;

(iii) adding a supplementary passport or travel document booklet, when all the pages in an existing passport booklet have been almost used up; or

(iv) any other service in respect of a passport or travel document which the holder thereof may require;

(d) "schedule" means a schedule appended to these rules;

(e) "section" means a section of the Act.

3. Passport authorities :-

(1) In addition to the Central Government the officers specified in Col. (2) of Sch. 1 shall, subject to the provisions of sub-rule (2), be the passport authorities for all purposes of the Act and these rules.

(2) An officer referred to in Col. (2) of Sch. 1 shall, for the purpose of issue of a passport or travel document, exercise jurisdiction in respect of applications for such issue made by persons ordinarily residing in the territories specified in corresponding entries in Col. 3

of the said Schedule :

Provided that in exceptional and urgent cases the said officer may entertain an application for the issue of a passport or travel document from a person ordinarily residing in any other territory in India and may issue a passport or travel document to such person for a period not exceeding twelve months and transfer the application to the passport authority having jurisdiction in the territory wherein such person ordinarily resides :

Provided further that no such transfer of an application for passport under the preceding proviso shall be made if the applicant has migrated from the territory where he was originally resident with the intention of settling down on the territory within the jurisdiction of the passport authority which issued the passport under the preceding proviso.

4. Classes of persons to whom the different classes of passports and travel documents may be issued :-

The classes of persons to whom the classes of passports or travel document referred to respectively in sub-section (1) and sub-section (2) of Section 4 may be issued, shall be as specified respectively in Part I or Part II, as the case may be, of Sch. II.

5. Form of applications :-

1

[(1)] An application for issue of a passport or travel document or for the renewal or for any miscellaneous service shall be made in the appropriate form set out therefor in Part I of Sch. III and in accordance with the procedure and instructions set out in such form :

2[Provided that every application for any of the aforesaid purpose shall be made only in the form printed and supplied by-

(a) the Central Government; or

3[(b)] Any other person whom the Central Government may by notification specify, subject to the condition that such person complies with the conditions specified by that Government in this behalf.]

3[(2) The price of the new application forms referred to sub-section (1) shall be specified in column 3 or 4 as the case may be, of Sch. III-A for that particular category : Provided however that

such application or forms shall be supplied free of cost to their customer or others, in such form, are printed and supplied by ⁵[* *] a person referred to in ⁶[Cl. (b) of the first proviso to sub-rule (1). GOVERNMENT OF INDIA REGIONAL PASSPORT OFFICE ACKNOWLEDGMENT** Received your application form along with..... fee and other documents mentioned below. Your reference is No..... dated..... Please bring this card or quote this reference for inquiries, which should be made only after 40 years. Signature for Regional Passport Officer Details of document/received: 1. Postal Orders/Bank Drafts/Special Passport stamp Amount..... Number..... Date 2. No. of photographs () 3. Old Passport, if issued. *For official use. **Only for application received by post or through TAs. O.I.G.S. To,

Provided further that in the course of any inquiry under sub-section (2) of Section 5 , a passport authority may require an applicant to furnish such additional information, documents or certificates, as may be considered necessary by such authority for the proper disposal of the application.

⁷ "(3) The Passport Authority may authorise any person or authority to collect passport applications on its behalf for issue of a passport or travel document or for the renewal thereof or for any miscellaneous service on payment of a service charge specified by the Central Government under sub-rule (2) of Rule 8 in addition to the fee payable under sub-rule (1) of Rule 8 and the service charge shall be paid by the applicant to such person or authority"

1. Renumbered vide G.S.R. 100(E) dated 4th March, 1991.
2. Subs. by G.S.R. 100 (E) dated 4th March, 1991.
3. Ins. by G.S.R. 100 (E) dated 4th March, 1991.
5. Omitted by G.S.R. 721 (E) dated 7th August, 1992.
6. Subs. by G.S.R. 721 (E) dated 7th August, 1992.
7. Inserted by the Passports (Third Amendment) Rules, 2000

6. . :-

¹ [* * *]

1. Rule 6 omitted by the Passports (Second Amendment) Rules, 1985, vide G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st November, 1985).

7. Named foreign country :-

Each of the following countries shall be a named foreign country for the purposes of the explanation to sub-section (1) of Section 5 , namely :

(i) Bangladesh; and

(ii) Sri Lanka.

8. Fee payable on applications :-

(1) The fee payable on every application mentioned in Col. (2) of Sch. IV shall be at the rates specified in the corresponding entry in ¹[Col. (3) or Col. (4), as the case may be], of the Schedule.

² "(2) The Central Government may specify service charge payable by the applicant to the person or authority for collection of passport applications under sub-rule (3) of Rule 5"

1. Subs. by the Passports (Second Amendment) Rules, 1985, vide G.S.R. 860 (E), dated 1st November, 1985 (w.e.f. 1st November, 1985), for the words, brackets and figures "Col. (3), (4) or (5) as the case may be".

2. Inserted by the Passports (Third Amendment) Rules, 2000

9. Collection of fees :-

1

(1) All fees payable in respect of applications under sub-rule (1) of Rule 8 be remitted by demand draft drawn in favour of the passport authority or paid in cash at the counter of the passport authority concerned stating in the receipt the particulars in respect of which such fees have been remitted or paid."

;

(2) The service charge payable under sub-rule (2) of Rule 8 shall be paid to the person or the authority referred to in sub-rule (3) of Rule 5.

1. Substituted for section 9 "9. Collection of fees.-All fees payable in respect of such applications be remitted by [crossed postal order drawn in favour of the passport authority] or paid in cash at the counter of the passport authority concerned or by way of passport fee postal stamp, stating in the coupon or receipt the particulars in respect of which such fees have been remitted or paid." by the Passports (Third Amendment) Rules, 2000

10. Refund of fees :-

Fees shall be refunded if applied for within one year from the date of payment thereof in the following cases :

(i) if after paying the fee, a person does not submit the application for issue of passport or travel document or for any service on a

passport or travel document already held by him as the case may be;

(ii) if the fee paid is in excess of the prescribed fee; and

(iii) if the fee paid is for a service for which no fee has been prescribed.

11. Forms of passport or travel documents :-

A passport or travel document issued under the Act shall be in the appropriate form set out in Part III of Sch. III.

¹[Provided that with effect from the date of the commencement ²of the Passport (2nd Amendment) Rules, 1990, the form of ordinary passport shall be as specified in Form P-3A of Pt. III of Sch. III.]

³ [Provided that with effect from the date of the commencement of the Passport (2nd Amendment) Rules, 1992, the forms of diplomatic, official of India, and Sri Lanka passport shall be as specified in Form P-1A, Form P-2A and Form P-7A, respectively, of Part III, the following form shall be inserted, namely :

(ii) in Sch. III, in Part III, the following forms shall be inserted, namely :

(a) after Form P-1, "Form P-1-A".

(b) after Form P-2, "Form P-2-A".

(c) after Form P-7, "Form P-7-A" It is clarified that Passports issued in the existing format, i.e. P-1, P-2 and P-7, upto the date of enforcement of this notification as mentioned above in rule (2), shall remain valid till

1. Ins. by Passport (2nd Amendment) Rules, 1990, vide G.S.R. 653 (E), dated 2nd July, 1990 (w.e.f. 16th August, 1990).

2. 16th August, 1990.

3. Ins. by G.S.R. 684 (E), dated 15th June, 1992.

12. Duration of passports or travel documents :-

¹[(1) An ordinary passport shall continue in force for a period of ten years from the date of its issue.]

(2) An India-Bangladesh passport shall continue in force for a period of four years from the date of its issue.

(3) An India-Sri Lanka passport shall continue in force for a period of four years from the date of its issue.

(4) An emergency certificate shall continue in force for a period of six months from the date of its issue.

2

"(5) A certificate of identity shall continue in force for a period of ten years from the date of its issue.

(6) A diplomatic and an official passport shall continue in force for a period to be decided in each case by the Central Government or the passport authority which issues the passport:

Provided that the total life of a diplomatic or an official passport shall be ten years from the date of its issue,

1. Subs. by the Passport (1st Amendment) Rules, 1990, vide G.S.R. 622 (E), dated 27th June, 1990 (w.e.f. 16th August, 1990).

2. Substituted for "(5)A certificate of identity shall continue in force for a period of two years from the date of its issue." by Passport (Amendment) Rules, 2001 w.e.f. 13/7/2001

13. Issue of additional passport or travel document in special circumstances :-

A person holding a passport or travel document shall not be entitled to another passport or travel document unless he surrenders to the passport authority the passport or travel document already held by him :

Provided that separate passports or travel documents may be issued to the same person in respect of different countries if it is necessary so to do for facilitating his visits to such countries.

14. Appellate authorities :-

For the purpose of the Act and these rules, the appellate authority to whom an appeal shall lie from an order specified in Col. (1) of the table below shall be that specified in the corresponding entry of Col. (2) thereof and every such appeal shall be filed within thirty days from the date on which the order sought to be appealed against is communicated to the appellant :

15. Fee payable in respect of appeal :-

Every petition for appeal shall be accompanied by a fee of twenty-five rupees which shall be paid in cash at the treasury and a copy of the receipted challan shall be enclosed with such petition.

16. Procedure to be followed by appellate authority :-

On receipt of an appeal, the appellate authority may call for the

records of the case from the authority which passed the order appealed against and after giving the appellant a reasonable opportunity of representing his case, pass final order.

17. Authority and form for special endorsement under Sec. 19 :-

(1) The authority for the purposes of Section 19 shall be the passport authority.

(2) Every special endorsement referred to in Section 19 shall be in the following form namely:

18. Inspection of passport or travel document :-

The authorities for the purposes of Cl. (c) of sub-section (1) of Section 12 shall be-

(i) any passport authority;

(ii) any officer of police not below the rank of a sub-inspector; and

(iii) any officer of customs empowered by general or special order of Central Government in this behalf.

19. The condition of a passport or travel document :-

The conditions subject to which a passport or travel document shall be issued or renewed shall be as set out in sch. V.

20. Repeal :-

The Passports Rules, 1967, is hereby repealed :

Provided that such repeal shall not affect previous operation of the said rules or anything duly done or suffered, or any right, privilege, obligation or liability acquired, accepted or incurred or incurred thereunder.

SCHEDULE 1

SCHEDULE

SCHEDULE 2

2

PART

Passports

PART

Travel Documents

SCHEDULE 3

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SCHEDULE 3

SCHEDULE 3A

3A

[See sub-rule (2) of Rule 5]			
SCHEDULE III-A			
[See sub-rule (2) of Rule 5]			
Sl. No.	Description of passport	Price in India	Price abroad
1	2	3	4
1.	Form No. 1 for issue of fresh passport (printed in black ink and available at all Passport Offices in India)	Price to be specified by the government from time to time based on the cost of production and distribution	Not applicable
2.	Form No. 1 for issue of fresh passport (printed in blue/black ink and available at Post Offices in India)	-do-	Not applicable
3.	Form No. 1 for issue of fresh passport (printed in specified colour and available through persons specified under clause (b) of first proviso to sub-rule (I) of Rule 5	-do-	Not applicable
4.	Form No. 2 for miscellaneous services on passport (printed in brown/chocolate ink and available at Passport Offices and Post Offices in India)	-do-	No applicable
5.	Form No. 2 for miscellaneous services on passport (printed in specified colour and available through persons specified under	-do-	Not applicable

	clause (b) of first proviso to sub-rule (I) of Rule 5		
6.	Form No. 3 for passport to be issued in lieu of lost/damaged passport (printed in red ink and available at Passport Offices and Post Offices in India)	-do-	Not applicable
7.	Form No. 3 for passport to be issued in lieu of lost/damaged passport (printed in specified colour and available through persons specified under clause (b) of first proviso to sub-rule (I) of Rule 5	-do-	Not applicable
8.	Forms No. EAP-1 Ext. for issue of fresh passport and EAP-2 Ext. for miscellaneous services on passport	Not applicable	Free
9.	Form No. EAP-5 for issue of Certificate of Identity	Free	Not applicable

SCHEDULE 4

Schedule of Fees payable in respect of Applications for passport and Travel Documents

SCHEDULE 5

5

(See rule 19) Conditions Relating to the issue of Passport and Travel Document 1. A Passport or travel document is available for travel only to the countries specified therein and must not be utilised for travel to other countries. 2. A Passport or travel document must not be utilised for travel to countries not recognised by the Government of India. 3. A Passport or travel document should not be sent out of any country by post. 4. A Passport or travel document should not be allowed to pass into the possession of any unauthorised person. 5. The holder of a Passport or travel document is personally responsible for its safe custody. It must not be wilfully lost, damaged or destroyed. In case of an unintentional loss or destruction the fact and circumstances of such loss or destruction should be immediately reported to the nearest passport authority in India or (if the holder of the passport is abroad) to the nearest Indian Mission or Post and to the local police. 6. A Passport or travel document must not be altered or mutilated in any way nor any endorsement made in it by any

person other than a duly authorised official. 7. If the particulars of children are included in the passport or travel document of parent or guardian, as the case may be, the children shall not travel alone. 8. Children, whose names are included in the passport or travel document of their parent or legal guardian, should apply for a separate passport on attaining the age of 15 years. 9. When a citizen of India abroad is to be repatriated to India at the expense of Government of India, he shall surrender his passport or travel document to the Indian Mission or Post repatriating him and obtain an Emergency Certificate for direct return to India. 10. The holder of an Emergency Certificate, on arrival in India, shall surrender it to the Immigration Check Post. 11. The passport or travel document should be surrendered to the passport authority if he ceases to be eligible to hold one. 12. A diplomatic or official passport shall automatically cease to be valid if the person to whom it was issued ceases to exercise the functions which rendered him eligible to receive a diplomatic or official passport. In such an event, the passport shall be surrendered to a passport authority.