**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: ..............................................................

Email: ...........................................................

**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, ………......................................................

2. This is for your kind information and record.

Yours faithfully,

Signature: ……………………………

Name: ………………………………..

Date of Birth: .……………………

Designation: …………………………

Name of Office Where Working: …..

…………………………………………

Name of Organisation: ……………..

………………………………………..

Address of Present Office: ………...

………………………………………..

………………………………………..

Residential Address: ……………….

………………………………………..