
 सत्यमेव जयते	<b>THE OFFICE OF THE DISTRICT MAGISTRATE BIRBHUM</b>	<b>Controlled Copy</b>  <b>Copy No: -</b>	
<b>DOCUMENT NO.</b>	<b>SOP Passport 02/01/Rev:</b>		
<b>SECTION TITLE:</b>	<b>Procedure for Issue of Indo-Bangladesh Passport</b>		
<b>SECTION NO.</b>	<b>REVISION DATE</b>	<b>PAGE</b>	<b>ISSUE DATE</b>
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1. **Purpose:** Procedure for issue of Indo-Bangladesh Passport
2. **Scope:** Any person within the District.
3. **Responsibility & Authority:** O/C has the over all responsibility to implement the procedure. Individual responsibility as mentioned in the procedure. Unit head shall be over all responsible.
4. **Reference:** Section 6(2) of the Passport Act, 1967 specific Form oriented by the Govt. of India, Ministry of External Affairs, New Delhi.  
Quality Manual Section: 7.5
5. **Abbreviation:** D.I.B.- District Investigation Bureau.  
I.B.P.- Indo-Bangladesh Passport.

**6. Procedure:-**

- 6.1. Application shall be received from any person within the district along with:
  - two no's of present address proof residential certificates.
  - Proof of academic qualification, citizenship certificate (if coming from Bangladesh), Marriage certificate (in case of married woman),
  - No-objection certificate from the authority (in case of Govt.employee),
  - Birth certificate from the proper authority whose date of birth is after 25<sup>th</sup> January, 1989
  - Challan amounting to Rs. 500/- deposited in S.B.I., Suri.
- 6.2 After receiving the application, it shall be checked & verified by D.A. and O/C, Passport and then entered into Indo-Bangladesh Passport Receipt Register (QSF Passport 03)

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Management Representative	DM,Birbhum


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- 6.3. The application along with all connected papers shall be placed to O/C, Passport Section for sending to D.I.B. for enquiry.
- 6.4. After receiving the D.I.B. report, the applicant shall be called for hearing before the Officer-in-Charge, Passport Section. If the enquiry report is not received within one month, a reminder shall be sent to the D.I.B.
- 6.5. After hearing, it shall be placed to the Addl. District Magistrate concerned for necessary order and I.B.P. is issued to the applicant within 5 days from the date of received of order from Addl. District Magistrate concerned.
- 6.6. The section shall send a monthly report (QSF Passport 04)

## 7.0 RECORDS: -

Sl. No.	Records.	Format No.	Retention Period.	Responsibility	Distribution
1.	Indo-Bangladesh Passport Receipt Register	QSF Passport 03/1	Permanent	O/C, Passport Section.	Nil
2.	Docket Register	WB FR 19	3 Years	O/C Passport Section.	Nil
3.	Issue Register	WB FR 16	3 Years	O/C Passport Section.	Nil
5.	Monthly Report	QSF Passport 04/1	5 Years	O/C Passport Section.	Nil

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### Indo-Bangladesh Passport Receipt Register

QSF Passport 03/1

Sl. No.	Date of receipt	Application form serial no	Name of the applicant	Date of issue to SP(DIB)	Date of reminder to DIB	Date of receipt of DIB Report	Date of issue of passport	Indo-Bangladesh Passport No.

### Monthly Report (Indo-Bangladesh Passport)

QSF Passport 04/1

Period	New passport issued Fresh inclusive of supply passport	Renewals	Endorsements	Supplementary	Damaged/Lost	Remarks if any

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