



NAME OF MINISTRY / DIVISION / DEPARTMENT / OFFICE

No. _____

Dated: _____

MEMORANDUM

Subject: **GRANT OF INTERNATIONAL PASSPORT FACILITIES**

For _____ (Name of country/countries) to

Mr / Mrs / Miss. _____

S/O, D/O, W/O _____

An application of Mr. / Mrs. / Miss. _____ who is working in this Ministry / Division / Department, Office as _____ against as permanent / temporary post is forwarded herewith for necessary action.

1. His / Her antecedents and character have already/not been verified through the Police Department and there is nothing against him/her.
2. There is no likelihood of his/her services being dispensed within the near future.
3. The official / officer intends to go abroad in the near future on official duty / private business and will be granted leave. His / Her absence abroad grant of passport facilities applied for.
4. The accompanying application(s) of the lady/ladies and child/children relatives named therein is/are his/her legal wife/son/daughter/bonafide.
5. He / She is a national of Pakistan by option domicile / parentage.

Signature: _____

Name: _____

Designation of Head of the
Ministry/Division /
Dept / Office

To

The Assistant Director,
Regional Passport Office,
Toba Tek Singh.