

**Annexure 'H'**

Prior intimation (PI) 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]

.....

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.....PIN .....

Tel: .....

Fax: .....

E-Mail: .....

.....

**Subject: Prior Information for Submission of Passport Application.**

Sir/Madam,

I hereby give prior information 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: .....

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Name of Organisation: .....

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Address of Present Office: .....

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Residential Address: .....

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