

25-1053359294

**विदेश मंत्रालय भारत सरकार**  
**Ministry of External Affairs,**  
**Government of India**  
**Online Application Receipt**

<b>Applicants Details:</b>		<b>Payment Details:#</b>	
Application Reference No. (ARN)	25-1053359294	Total Fee (Rs.)	1500.00
Service Type	REISSUE	Paid Fee (Rs.)	1500.00
Type of Application	Normal	Date and Time	04/06/2025 07:43 PM
Given Name	SANU	Transaction Id	CPAFEUFYT4
Surname	PANJI	<b>Appointment Details:</b>	
Gender	MALE	Passport Seva Kendra Address	Aakash Tower, Eastern Bye pass Ruby, Kasba 781, Anandpur, Kolkata
Father's Name	LALMOHAN PANJI	<b>Appointment Id</b>	<b>100024230285225</b>
Mother's Name	MITHU PANJI	<b>Appointment Date and Time</b>	<b>20/06/2025 &amp; 02:15 PM</b>
Spouse's Name	SHILPA KAYAL PANJI	<b>Reporting Date and Time</b>	<b>20/06/2025 &amp; 02:00 PM</b>
Date Of Birth	03/02/1994	<b>Batch</b>	<b>21</b>
Place of Birth	CHANDITALA,HOOGHLY RURAL,WEST BENGAL	<b>Sequence No</b>	<b>21</b>
Marital Status	MARRIED		100024230285225
Employment Type	PRIVATE	<b>Previous Passport Details</b>	
Present Residential Address	BALUHATI, BALUHATI, Howrah, 711405, West Bengal, INDIA	Passport No.	Z3247366
		Passport Issue Date	01/06/2015
		Passport Expiry Date	31/05/2025
		File Number	
		Place of Issue	KOLKATA

**Please Read Carefully :**

•Please reach passport office at **02:00 PM** as mentioned above and you donot need to carry print copy of appointment Receipt. An SMS with your appointment details is also accepted as proof of appointment during your visit to Passport Office .

•Check Document Advisor on website to [www.passportindia.gov.in](http://www.passportindia.gov.in) know the documents required at PSK.Carry original documents and their self attested photocopies.Final decision with regard to documents required is at the discretion of RPO staff at PSK.

•In case of minor applicants (below 4 years of age), carry the recent passport size photograph (4.5 X 3.5 cm) with white background.Please [click here](#) for photograph guidelines

•Only applicant is allowed inside the PSK. However, in case of exceptions such as Senior Citizen / Physically Challenged / Illiterate / Minor applicants, one person from the family may be allowed to accompany inside PSK.

•At PSK, a token will be issued to you after checking of documents. Your application will be processed at Counter A followed by counters B and C. At all stages, please be alert and watch the token display screens to know the counter at which your application will be processed. After your visit to PSK, please login to Passport Portal to download acknowledgement slip. Also, you are requested to provide feedback at the exit counter.

•Corrosive substances, explosives, weapons and any sharp objects are not allowed inside the PSK. Please co-operate with security staff for frisking before entry in PSK. Your security is our primary concern.

•Take care of your belongings inside the PSK

•Keep your mobile in silent mode inside PSK. Also video / photography is not allowed inside.

•Balance fee (if applicable) after editing the submitted form will be payable in cash at the Passport Seva Kendra.

•**Help us to serve you better.**

**#Details as per the Payment Date. Payment once made for availing passport services will not be refunded**

**The Following documents needs to be furnished at PSK/PO for verification:**

•Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other authority, empowered under the Registration of Births and Deaths Act, 1969 (18 of 1969)

•Aadhaar Card (Address Proof)

•Permanent Account Number Card issued by the Income-tax Department having the date of birth of the applicant.

The following table lists Applicant Categories along with the Documents to be Submitted. The Document No. mentioned in Documents to be Submitted column is the reference given to the document mentioned in List of Documents table.

Applicant Categories	Documents to be Submitted
Additional Booklet (Exhaustion of Visa pages)	1 (if address is different from old Passport), 4

Expiry of old passport	
1. Within the time period of one year before expiry and three year after expiry of old Passport	1 (if address is different from old Passport), 4
2. After three years of expiry of old passport	1 (if address is different from old Passport), 4, 30 (if Post Police Verification is required)
3. Renewal of Short Validity Passport (SVP)	1 (if address is different from old Passport), 4, 11
4. Government/ Public Sector/ Statutory body employees (Still serving)	1 (if address is different from old Passport), 4, 10 or 28
5. Retired government official	1 (if address is different from old Passport), 4, 6
6. Students going for higher studies abroad upto 2 years from expiry of Passport	1 (if address is different from old Passport), 4, 12
Damaged Passport (Passport number is readable, name is legible and Photo is intact)	1 ( if address is different from old Passport ), 2, 4, 13
Lost/ Damaged beyond recognition/ Stolen Passport	1, 2, 13, 14, 15 (if available) Note: Other documents which have to be submitted are as per the case, as in the case of fresh Passport.
Change in Particulars	
1. A woman applying for change of name/ surname in existing Passport due to marriage	4, 16 (if he has Passport)
2. Divorcees/ Separated applying for change of name OR for deletion of spouse's name in existing Passport	4
3. Re-married applicants applying for change of name/ spouse's name	(i) 4, 16 (of present husband, if he has Passport)
4. Change in name	4, 7, 29
5. Change in name in case of Government/ Public Sector/ Statutory body employees	4, 8, 10
6. Change in Sex	4, 19, 20
7. Change of Appearance	4, 21
8. Change/ Correction of DoB	2, 4, 22 ( if change in DoB is more than 2 years or in case of conflicting documents), 28
9. Change/ Correction of place of birth	4, 22 (if change in place of birth involves State change or Country change), 23, 28
10. Change in Current Address	1 (changed address), 4
11. Change in Signature	4
12. Addition of Spouse Name	4
13. Change of Father/ Mother name	4, 5 (of father/mother with changed name - if available) or 24 or 25
14. ECR Deletion	1 ( if address is different from old Passport ), 3, 4

Docu nt No.	List of Documents
1.	<p><b>Proof of Present Address.</b> For Proof of Address attach one of the following documents:</p> <ul style="list-style-type: none"> <li>a. Water bill/ Telephone (landline or post paid mobile bill)/ Electricity bill</li> <li>b. Photo passbook of running Bank Account (Scheduled Public Sector Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)</li> <li>c. Income Tax Assessment Order</li> <li>d. Election Commission Photo ID card</li> <li>e. Gas Connection Bill</li> <li>f. Employer Certificate on letterhead from reputed and widely known companies Employer Certificate on letterhead from reputed and widely known companies</li> <li>g. Spouse's passport copy (First and last page including family details mentioning applicant's name as spouse of the passport holder provided the applicant's present address matches the address mentioned in the spouse's passport).</li> <li>h. Parents' passports in case of minors (if address is the same)Parents' passports in case of minors (if address is the same).</li> <li>i. Aadhaar Card/ e-Aadhar/ Letter containing the unique Aadhar number.</li> <li>j. Rent Agreement</li> <li>k. Allotment letter of the Government accommodation issued by the EstateOffice/Public Works Department of the Central/State Government in respect of their employees.</li> <li>l. Applicant's current and valid ration card</li> <li>m. Driving License</li> <li>n. Duly certified/attested extract of the service record/book of the Government employees (serving/retired) or the bonafide certificate issued by the employer in respect of serving Government employees</li> <li>o. Marriage Certificate issued by the Registrar of Marriages alongwith address proof of spouse in respect of newly married women.</li> <li>p. Parents' passports and parent's address proof in case of minors (if address is different).</li> <li>q. Passport of son/ daughter in case of dependent parents (if address is the same).</li> <li>r. Passport of son/ daughter in case of dependent parents and address proof of son/ daughter (if address is different)</li> <li>s. Proof of Address (POA) issued by the India Post, Department of Posts.</li> <li>t. Spouse's passport copy (if address is different) with spouse's address proof.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>1Applicants are required to submit the proof of address of the present address only, irrespective of the date from which he/she has been residing at the given address.</li> <li>2Furnishing of Aadhaar card will expedite processing of passport applications.</li> <li>3.Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of UIDAI), as the case may be, will be accepted</li> </ul> <p>as <b>Proof of Address (POA)</b> and <b>Proof of Photo-Identity (POI)</b></p> <p>for availing passport related services. Acceptance of Aadhaar as PoA and PoI would be subject to successful validation with Aadhaar database.</p> <p>4.Any of the remaining documents containing address Out of 12 documents listed under Tatkaal application, could also be accepted as proof of residence if such documents have the same present residential address as given by the applicant in the Passport Application Form.</p>
	<b>Proof of Date of Birth:</b>

2.	<p><b>(I) In respect of persons born before the 1st October, 2023 (attach one of the following) -</b></p> <p>(i) Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other authority, empowered under the Registration of Births and Deaths Act, 1969 (18 of 1969).</p> <p>(ii) Transfer or school leaving or matriculation certificate issued by the recognised school last attended or recognised educational board having the date of birth of the applicant.</p> <p>(iii) Permanent Account Number Card issued by the Income-tax Department having the date of birth of the applicant.</p> <p>(iv) Copy of an extract of the service record of the applicant (only in respect of Government servants) or the Pay Pension Order (in respect of retired Government servants), duly attested or certified by the officer-in-charge of the administration of the concerned Ministry or Department of the applicant, having his date of birth.</p> <p>(v) Driving licence issued by the Transport Department of the concerned State Government, having the date of birth of the applicant.</p> <p>(vi) Election Photo Identity Card issued by the Election Commission of India containing the date of birth of the applicant.</p> <p>(vii) Policy bond issued by the Life Insurance Corporations of India or Public Companies having the date of birth of the holder of the insurance policy.</p> <p><b>(II) In respect of persons born on or after 1st October, 2023 (attach the following) —</b></p> <p>(i) Birth certificate issued by the Registrar of Births and Deaths or the Municipal Corporation or any other authority, empowered under the Registration of Births and Deaths Act, 1969 (18 of 1969).</p>
3.	Documentary proof for any one of the Non-ECR (previously ECNR) categories, Refer Column 2.15 under Section-B of passport instruction booklet
4.	Old Passport in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
5.	Passport of parents in original with self-attested photocopy of its first two and last two pages, including ECR/Non-ECR page (previously ECNR) and the page of observation (if any), made by Passport Issuing Authority and validity extension page, if any, in respect of short validity passport
6.	Pension Payment Order
7.	<p>Clippings of two local news papers or the Gazette notification of the concerned State Government, as the case may be.</p> <p>AND</p> <p>At least two public/school documents issued in the desired/ applied changed name to ascertain that the applicant has actually changed his/her name.</p>
8.	Gazette Notification changing name in applicant's department.
9.	Fresh ID Certificate in changed name
10.	No Objection Certificate (NOC) (as per Annexure 'G')
11.	Proof of documents which eliminate the cause of issuance of Short Validity Passport (SVP)
12.	Proof of going abroad for studies like Copy of college admission letter or Copy of application submitted for visa or Copy of bank loan paper etc
13.	Affidavit stating how and where the Passport got lost/ damaged (Annexure 'F')
14.	Police report in original
15.	Self-attested photocopy of first two and last two pages, including ECR/Non-ECR page of old Passport
16.	Self attested photocopy of the spouse's Passport
17.	Court certified copy of Divorce decree
18.	Self attested copy of Divorce certificate
19.	Sworn affidavit regarding change of sex
20.	Certification from hospital where he/she underwent sex change operation successfully
21.	Recent photograph (required only in case of DPC/SPC/CSC applications). The photo should be most recent showing the latest appearance. A notarised statement is required in case of request from Sikhs who want to change from turban photo to clean shaven ones or the other way.
22.	First class judicial magistrate/ Sub-divisional magistrate civil court order (if change in date of birth is more than 2 years/ in case of conflicting documents/ if change in place of birth involves change of State or Country) (In case change of place of birth involves change of country, also attach Document No. 7)
23.	Affidavit stating the reason for change in Place of Birth
24.	Proof such as service record/ pension order/ property documents showing that parents had changed their name
25.	If parents are deceased , such proof that they had changed their name during lifetime
26.	Affidavit stating the reason for change in Date of Birth
27.	Proof of Place of Birth
28.	Prior Intimation Letter (PI) (as per Annexure 'H')
29.	At least two public/school documents issued in the desired/ applied changed name to ascertain that the applicant has actually changed his name.
	<p><b>Out of turn issuance of passport documents listed are as under:</b></p> <p><b>NOTE1:</b> If an applicant of the age of 18 years and above applies for a passport and desires to obtain a passport on out of turn basis submit Aadhaar Card/letter/e-Aadhaar containing the 12 digit Aadhaar number/28-digit Aadhaar Enrolment ID printed on Aadhaar Enrolment slip issued by the Unique Identification Authority of India (UIDAI), and any two of the documents listed below.</p> <p>a. Aadhaar Card/e-Aadhaar containing the 12 digit Aadhaar number issued by the Unique Identification Authority of India (UIDAI)</p> <p>b. Electors Photo Identify Card (EPIC)</p> <p>c. Permanent Account Number (PAN Card)</p> <p>d. Driving Licenses (valid and within the jurisdiction of State of submission of applicant)</p> <p>e. Bank Passbook or Kisan Passbook or Post Office Passbook</p> <p>f. Student Photo Identity Cards issued by Government Recognized Educational Institutions</p> <p>g. Birth Certificates issued under the Registration of Births and Deaths Act, 1969 (18 of 1969)</p> <p>h. Service Photo Identity Card issued by State Government or Central Government, Public Sector Undertakings, local bodies</p>

30.	<p>or Public Limited Companies</p> <p>i.Pension Documents such as ex-servicemen's Pension Book or Pension Payment order issued to retired Government employees, ex-servicemen's Widow or Dependent Certificates, Old Age Pension Order</p> <p>j.Scheduled Caste or Scheduled Tribe or Other Backward Class Certificate</p> <p>k.Arms Licenses issued under the Arms Act, 1959(54 of 1959);</p> <p>l.Ration Card</p> <p>m.Last passport issued (in case of re-issue only)</p> <p><b>NOTE2:</b> If an applicant below the age of 18 years applies for a passport and desires to obtain a passport on out of turn basis submit Aadhaar Card/letter/e-Aadhaar containing the 12 digit Aadhaar number/28-digit Aadhaar Enrolment ID printed on Aadhaar Enrolment slip issued by the Unique Identification Authority of India (UIDAI), and any one of the documents listed below</p> <p>a.Aadhaar Card/e-Aadhar containing the 12 digit Aadhaar number issued by the Unique Identification Authority of India(UIDAI)</p> <p>bPermanent Account Number (PAN Card)</p> <p>c.Student Photo Identity Cards issued by Government Recognized Educational Institutions</p> <p>d.Birth Certificates issued under the Registration of Births and Deaths Act, 1969(18 of 1969)</p> <p>e.Ration Card</p> <p>f.Last passport issued (in case of re-issue only)</p>
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**NOTE:** The list of documents provided in the table above is indicative. The decision of APO/RPO shall be considered final.