

# Free Passport Scheme

## Details (Free Passport Scheme)

The "Free Passport Scheme" introduced by the Department of Higher Education, Government of Haryana, aims to encourage students to pursue higher education. Under this scheme, students in the final year of undergraduate (UG) and postgraduate (PG) courses in government colleges receive reimbursement for passport application fees. The concerned college will reimburse the passports free to the student who apply through as per scheme guidelines.

## Objectives (Free Passport Scheme)

- The "Free Passport Scheme" introduced by the Department of Higher Education, Government of Haryana, aims to encourage students to pursue higher education.

## Important Features (Free Passport Scheme)

- The "Free Passport Scheme" introduced by the Department of Higher Education, Government of Haryana, aims to encourage students to pursue higher education.
- Under this scheme, students in the final year of undergraduate (UG) and postgraduate (PG) courses in government colleges receive reimbursement for passport application fees.
- The concerned college will reimburse the passports free to the student who apply through as per scheme guidelines.
- The application procedure and processing time for getting passport are the same as for a regular passport.

## Benefits (Free Passport Scheme)

- Reimbursement of passport application fee of ₹1,500/
- to eligible students. Mode of Disbursement: The reimbursement is provided through the respective college where the student is enrolled.

## Eligibility (Free Passport Scheme)

- The applicant should be a permanent resident of Haryana. The applicant should be a final
- year student in a UG or PG course in a government college. The applicant should not possess an existing passport. Note: The application procedure and processing time for getting passport are the same as for a regular passport.

## Application Process (Free Passport Scheme)

- Application Process: Step 1: Register on the Passport Seva portal .
- Step 2: You will get a login ID and password.
- Step 3: Log in and choose the applicable options (e.g.
- Fresh).
- Step 4: Fill in the required fields of the form with care and submit.
- Step 5: Pay the fees and schedule an appointment on the Passport Seva portal.
- To do this, click on the 'Pay and Schedule Step 6: Appointment' link within the 'View Saved/Submitted Applications' sections.
- Step 7: Click on the 'Print Application Receipt'.
- The receipt contains your Application Reference Number (ARN) or appointment number.
- It also mentions the time and date of your appointment.
- Appointment Process: Step 1: Go to the Passport Seva Kendra where the appointment has been booked.
- Step 2: Remember to carry the originals of the documents that you provided for your application.
- To be on the safe side, carry some self-attested copies as well.
- Step 3: Carry a copy of the online payment receipt as well.
- An SMS receipt will do as well.
- Step 4: Head to the pre-verification counter to collect your token.

- Step 5: When it is your turn (as per the token), go to counter A to submit your documents.
- Step 6: Following this, you will be called to Counter B.
- Here a verification officer will verify the documents and details you have submitted.
- Step 7: Finally, a granting officer will review your application and decide whether or not to grant your application.
- Upon approving your application, the granting officer will send a request for police verification of your case.
- Once your police verification report comes in and it is clear, the authorities issue your passport.
- It gets printed, laminated, and finally dispatched to your address.
- The whole process takes anywhere between 25 and 30 days under the normal mode.
- **REIMBURSEMENT OF PASSPORT FEE** The Government of Haryana will bear the cost of the passport fee.
- After issuance of the Passport, the Student needs to apply for the reimbursement of the fee.
- The college will reimburse the fee to the student who applied through this portal.
- Step 1: Visit the Official Website of the Free Passport Scheme.
- Step 2: Click on the "Apply for Passport Fees Reimbursement." Step 3: You will land on the Login Page.
- Login using your login credentials (Credentials are the same as "ERP Portal" for Login).
- ■ ■ Step 4: Fill out the Fee Reimbursement Form upload a copy of the passport and click on submit.
- ■ Verification by College The college will verify the details of the student who applied for fee reimbursement.
- Payment Challan Generation by Head Office After verification, the college will generate the Challan/EPS on the eSalary website.
- Fee Reimbursement from the Treasury After clearance of the bill from the treasury, the amount will be credited to the student.

## **Documents Required (Free Passport Scheme)**

- 1. Address proof: Any one of the following would work: Aadhaar card Electricity bill Water bill Telephone bill (landline or post-paid mobile) Proof of gas connection Voter ID Income tax assessment order Registered rent agreement Photo passbook of bank account
- 2. Proof of date of birth: 1. You will have to submit any one of the following: Birth certificate issued by a municipal body. Secondary school-leaving certificate or a certificate issued from a recognised board.
- 3. In addition to the above you will have to provide these documents as well: Student ID card Bona fide certificate (study certificate) issued by the college A certificate or letter stating that original educational certificates are not available Photocopies of certificates attested by the head of the institution. Note: **STUDENT PASSPORT FEE** Applicants have to pay a fee of ■1
- 500 for fresh passports. The payment should be made online while booking an appointment with the Passport Service Kendra. Given below are the ways through which one can make the payment. Internet Banking Debit Card Credit Card. SBI Challan. ■ ■