

Name of the Ministry/Division/Department/Office: \_\_\_\_\_

No. \_\_\_\_\_

Dated \_\_\_\_\_

## MEMORANDUM

**SUBJECT:- Grant of International/Special Passport Facilities**

For \_\_\_\_\_ (Name of country/cuntries) to

Mr./Mrs./Miss. \_\_\_\_\_

son/wife/daughter of \_\_\_\_\_

An application of Mr./Mrs./Miss. \_\_\_\_\_

who is working in this Department/Office as \_\_\_\_\_

against a temporary/permanent post is forwarded herewith for necessary action. It is certified that:

- (i) His/her antecedents and character have already been/not been verified through the Police Deptt. and there is nothing against him/her.
- (ii) There is no liklyhood of his/her services being dispensed with in the near future.
- (iii) The officer/official intends to go abroad in the near future on official duty/private business and will be granted leave. His/her absence abroad will be treated as on duty.
- (iv) He/she is a national of Pakistan by option/domicile/parantage.
- (v) The accompanying application(s) of the lady/ladies/and child/children named therein is/are his/her legal wife/son/daughter/bonafide dependents.
- (vi) There is therefore no objection to the grant of gratis passport facilities to the applicant.

**Signature & Name of  
Head of Deptt. / Office with  
official seal.**

To,

1) \_\_\_\_\_

2) \_\_\_\_\_