ANNEXURE 'H'

PRIOR INTIMATION (PI) LETTER FROM THE GOVERNMENT/PSU/STATUTORY BODY EMPLOYEE TO HIS/HER ADMINISTRATIVE OFFICE FOR SUBMISSION OF PASSPORT APPLICATION FOR HIMSELF/HERSELF (ON PLAIN PAPER)

Place: Dehradun
Date: 31/10/2026

[To be addressed to the Controlling/Administrative Authority with full postal address]
The Head of Office,
Office of the Sample Department,
Sample Road,
Dehradun, Uttarakhand
PIN: 248001
Tel: 0135-XXXXXXX
Fax: .....
Email: office@example.gov.in

Subject: Prior Intimation for Submission of Passport Application.

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary Passport to Regional Passport Office, Dehradun..... This is for your kind information and record.

Yours faithfully,

(signature of receiving officer)
Employer Signature: .....

(office seal + date of receipt)
Employer Office Seal: .....

Rakesh K. Verma
Signature: .....
Name: Rakesh Kumar Verma
Date of Birth: 10/08/1985
Designation: Assistant Teacher
Name of Office Where Working: .....
Sample Department, Dehradun
Name of Organisation: Govt. of Uttarakhand
.....
Address of Present Office: Sample Road,
Dehradun - 248001
.....
Residential Address: 12, Sample Colony,
Dehradun, Uttarakhand - 248001
.....
.....

Note: The Prior Intimation Letter (under this Annexure) shall be accepted by the Passport Authority for processing the passport application if the same bears the signature and seal of the employer of the applicant acknowledging its receipt.

SAMPLE