**Annexure ‘N’**

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 : **Bhavnagar**

Date :

[To be addressed to the Controlling/Administrative Authority with full postal address]

To,

The Director,

Directorate of Technical Education,

PASTE HERE YOUR RECENT PASSPORT SIZE PHOTOGRAPH

Karmyogi Bhavan

Block No-2, 6th Floor,

Sector 10-A, Gandhinagar-382010

Tel: 079-23253546

Fax: 079-23253539

E-Mail: [ssec-bhav-dte@gujarat.gov.in](mailto:ssec-bhav-dte@gujarat.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**, Bhavnagar.**

This is for your kind information and record.

Yours faithfully,

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| Name | : |  |
| Date of Birth | : |  |
| Designation | : |  |
| Name of Office Where Working | : | Shantilal Shah Engineering  College, Bhavangar |
| Name of Organisation | : | Commissionerate of Technical Education, Gandhinagar. |
| Address of Present Office | : | Sidsar Campus, Post Vartej,  Bhavnagar – 364060 |
| Residential Address | : |  |