



**Ravenshaw University
Cuttack**

NOTICE

No. 646 Dt. 10.2.17

It is suggested that the students & staffs of Ravenshaw University have to register their applications under Passport Website i.e. www.passsportindia.gov.in **without making any payment** on or before 25.02.2017. They should retain the print out of the ARN sheet for further communication. The Passport Seva Students Connect program date, time & venue will be communicated as and when received from the Regional Passport Office, Bhubaneswar.

Below mentioned are the steps for online registration:-

Step 1: Register through the Passport Seva Online Portal. (Click on "Register Now" link on the Home Page).

Step 2: Login to the Passport Seva Online Portal with the registered Login Id.

Step 3: Click "Apply for Fresh Passport/Re-issue of Passport" link. If you ever held a passport in the past, no matter how much long back or at what age, you should choose the Re-Issue category only.

Step 4: Fill in the required details in the form and submit.

Step 5: Click the "Print Application Receipt" link to print the application receipt containing Application Reference Number (ARN)/Appointment Number.

Step 6: Visit the Passport Seva Kendra (PSK)/Regional Passport Office (RPO) where appointment has been booked, along with original documents.

List of Documents Required for Fresh/Reissue Passport Issuance:-

Proof of Address: -

List of acceptable documents:

- 1 Water Bill
- 2 Telephone (landline or post paid mobile bill)
- 3 Electricity bill
- 4 Income Tax Assessment Order
- 5 Election Commission Photo ID card
- 6 Proof of Gas Connection
- 7 Certificate from Employer of reputed companies on letter head

PTO

8 Spouse's passport copy (First and last page including family details),
(provided the applicant's present address matches the address mentioned in the spouses
passport)

9 Parent's passport copy, in case of minors(First and last page)

10 Aadhaar Card

11 Registered Rent Agreement

12 Photo Passbook of running Bank Account (Scheduled Public Sector
Banks, Scheduled Private Sector Indian Banks and Regional Rural Banks only)

Note:-

Applicants 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. However,
he/she is required to mention all the places of stay during previous one year (from the date of
application filling) in the Passport application form.

Furnishing of Aadhaar card will expedite processing of passport applications.

Aadhaar letter/card or the e-Aadhaar (an electronically generated letter from the website of
UIDAI), as the case may be, will be accepted as Proof of Address (POA) and Proof of Photo-
Identity (POI) for availing passport related services. Acceptance of Aadhaar as PoA and PoI
would be subject to successful validation with Aadhaar database.

(For Minor): For minor applicants, present address proof document in the name of parent(s)
can be submitted.

(For Document No. 7): Only public limited companies can give address proof on company
letter head along with seal. Computerised print-outs shall not be entertained.

(For Document No. 11): To view the Circular, [click here](#).

(For Document No. 12): To view the list of banks whose Photo Passbook is acceptable as
proof of address, [click here](#).

Any of the remaining documents containing address out of sixteen 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.

Proof of Date of Birth (DOB):-

List of acceptable documents:

- 1) Birth Certificate issued by the Registrar of Births and Deaths or the Municipal Corporation
or any other prescribed authority, whosoever has been empowered under the Registration of
Birth and Deaths Act, 1969 to register the birth of a child born in India
- 2) Transfer/School leaving/Matriculation Certificate issued by the school last
attended/recognised educational board

Cont... 2

- 3) Policy Bond issued by the Public Life Insurance Corporations/Companies having the DOB of the holder of the insurance policy
- 4) 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/certified by the officer/in-charge of the Administration of the concerned Ministry/Department of the applicant
- 5) Aadhaar Card/E-Aadhaar
- 6) Election Photo Identity Card (EPIC) issued by the Election Commission of India
- 7) PAN Card issued by the Income Tax Department
- 8) Driving License issued by the Transport department of concerned state Government
- 9) A declaration given by the Head of the Orphanage/Child Care Home on their official letter head of the organization confirming the DOB of the applicant

Documentary proof for any one of the Non-ECR (previously ECNR) categories

HSC Certificate.

Additional documents for Government Employees:

Annexure – A / Annexure - G / Annexure – H

Either of the above annexure to be submitted which is available in the website.

This is the total guide line for online registration which can be shared among all the students and staffs and I think after this it is not necessary to have an orientation program. Let all of them first register and get their ARN no.s which can be shared with this office and only after which the date of the passport mela can be finalized, for which minimum 350 and above ARNs are required.

Rpaikhanay

Dean Students' Welfare
Ravenshaw University
Cuttack

Memo No. 647 Dt. 10.2.17

Copy to All Notice Board/ all Hostel Notice Board/ All HoDs and Coordinators of all self-financing courses /CCD office/ DSW office/ Office of the Registrar/ OS/ Webmaster with a request to upload in the University website/Steno to Vice Chancellor for information.

Rpaikhanay

Dean Students' Welfare
Ravenshaw University
Cuttack