

**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: .....

Date: .....

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

.....  
.....  
.....

PIN: .....

Tel: .....

Fax: .....

Email: .....

**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, .....

2. This is for your kind information and record.

Yours faithfully,

Signature: .....

Name: .....

Date of Birth: .....

Designation: .....

Name of Office Where Working: .....

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Name of Organisation: .....

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Address of Present Office: .....

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Residential Address: .....

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