

**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: .....  
Date: .....

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

To.....  
.....  
.....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: .....  
.....  
Name of Organisation:  
.....  
Address of Present Office:  
.....  
.....  
Residential Address:  
..... ,.....

**ACKNOWLEDGEMENT**

RECEIVED PRIOR INTIMATION LETTER ( P.I.L) ON DT-----

PRTU

*IN - WARD IN -CHARGE SIGN WITH OFFICE SEAL*

PRTU