

Superintendent

Passport Extension



Sh. Ram Niwas
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Assistant

1-PE

- 1 Extension/re-extension or visa to foreigner.
- 2 Deal with the matters relating to vise for fixed by the Govt. of India from time to time.
- 3 Deporting of foreign nationals found overstaying in India without any valid passport/visa documents.
- 4 Extension/re-extension of Pak Nationals (except Distt. Faridabad).
- 5 Court Cases.
- 6 Meetings.
- 7 RTI Matters.
- 8 Circulation of Instructions Reg. Foreign nationals received from Govt of India.
- 9 No objection to Return to India (Foreign Nationals).

Assistant

2-PE

- 1 Arrest of Foreigners involved in the illegal activities and necessary follow up action.
- 2 Ap[rehending the foreigner found travelling in the state without any valid passport documents and follow up action.
- 3 Attestation of marriage/divorce, Birth and Death and other kindl of certificate.
- 4 Verification of charactyer and antecedents of Indian Nationals before issuance of passports to them.
- 5 To effect recovery of repatriation charges from the Indian Nationals re-patriated to India at Govt. expenses.
- 6 To issue (NOC) No obligation to return to India certificate to the India Nationals.

- 7 Checking of persons whose passport have been impounded/revoked/lost.
- 8 Replying Lok Sabha, rajya Sabha Starred, Unstarred question on matter relating to the Foreign Nationals.
- 9 Work relating to verification of National status and other particulars of the persons going abroad entrusted by India Emabassy in abroad.
- 10 Work relating making payments to the heirs in India of deceased Indian Nationals settled/working in foreign countries.
- 11 RTI matters regarding Non Resident Indians (NRIs) & Verification of Identity and National Status.

Assistant

3-PE

- 1 Meeting of Nodal Authority to review the progress of detection and deportation of illegal Bangladeshi Nationals staying in the State of Haryana.
- 2 Extension of Visa to foreigners (Natal of Pakistan).
- 3 Circulation of Instructions Reg. Foreign nationals received from Govt of India.
- 4 Citizenship to foreigners.
- 5 No objection to Return to India (Pak Nationals).
- 6 Complaints of NRIs.
- 7 RTI matters.
- 8 Detention and deportation of illegal pakistan National staying in the State of Haryana.

Clerk

Diary

Setno

Typing work