**Name of the Ministry / Division / Department / office**

**No.**

**Dated :**

MEMORANDUM

Subject: **GRANT OF INTERNATIONAL / SPECIAL PASSPORT FACILITIES**

For \_(Name of country/Countries) to

Mr. /Mrs. / Miss

Son / wife / Daughter of

An/The Application/applications of Mr./Mrs. /Miss

Who is working in this Ministry/Department/Division/Office as

Against as temporary post/posts is (are forward herewith for necessary action. His/Her antecedents and character have already/not been verified through the Police department and there is nothing against him/her.

1. There is no likelihood of his/her services being dispensed within the near future.
2. The official / Officer intends to go abroad in the near future one official duty / private bushes and will be granted leave. His/Her absence abroad of gratis passport facilities applied for.
3. The accompanying application (s) of the lady/ladies and Child/Children relatives named therein is/are his/her legal wife/son/daughter/bonafide.
4. He / She is a national of Pakistan by option domicile/parentage.
5. He / She is drawing Rs. as a pay per month.

[**www.roshni.com**](http://www.786times.com/)Name:

Designation of Head of the Ministry

/ Div. / Deptt. /

Seal of the Ministry/Div./ Signature