

**GUIDELINES AS AMENDED UP TO 22.07.2017 FOR ISSUE OF  
MHA NON-OFFICIAL PHOTO PASSES**

1. Non-Official photo passes shall either be 'open' or 'restricted', i.e., restricted to specified building or buildings.
2. Photo passes will be issued to non-officials for a period not exceeding one year at a time.
3. As a matter of principle, non-officials should enter Government buildings after obtaining visitor passes from reception offices. However, photo passes may be issued to those non-officials who are required to visit Government of India's Offices often. However, these would be issued very sparingly and only in specified cases such as those indicated in paragraphs 4 to 9 below.
4. Open non-official photo passes may be issued to the senior most office bearers of the national-level confederation/associations of industry, trade or commerce, such as CII, FICCI, etc. The number of non-official photo passes issued to the office bearers of each such confederations/associations will not exceed three.
5. The senior-most functionaries of national-level sectoral associations/confederations (e.g. Confederation of Fertilizers Industries, Association of Leather Exporters, etc.) may be issued open non-official photo passes, restricted to one photo pass for each such association/confederation.
6. The senior-most office bearer of national level and renowned Non-Governmental Organisations (NGOs) may be issued open photo passes, restricted to one photo pass for each such NGO.
7. Executive Chairmen/Presidents of highly reputed national-level institutions may be open non-official photo passes, restricted to one photo pass for each such institution.
8. Chairmen/MDs/CMDs of reputed public limited companies may be issued 'open' non-official photo passes, restricted to one photo pass for each such company.
9. Secretaries/Secretary Equivalents to Government of India, immediately on their retirement, may be issued non-official photo passes for two years only, as a matter of courtesy, without payment of any processing fee, which enables access into Government Buildings under MHA security cover. Request for renewal will not be entertained. The MHA non official card will only be issued to Secretary and Secretary equivalent officers retiring from Government of India and not to all officers who retire from the apex scale from Government of India.
10. In exceptional and highly deserving cases, non-official photo passes may be issued to non-officials whose application are not covered in paragraphs 4 to 9 of the guidelines, with the approval of the Union Home Secretary.
11. Approval for issue of non-official photo passes in such cases as are strictly covered by paragraphs 4 to 9 above will be issued with the approval of Secretary/Special Secretary/Additional Secretary in-charge of Administration Division in MHA.
12. (i) All applicants will be required to submit, on prescribed application form, detailed justification for issue of a non-official photo pass along with a non-refundable processing fee of Rs. 500/-through bank challan except in the case of retiring Secretaries to the Government of India who will be issued non-official photo passes for the first year without any processing fee.  
(ii) The Restricted Non Official Photo Pass will be issued for one Government Building, on recommendation from the Secretary in the Ministry/Department concerned. Restricted Non Official Pass will be issued for two buildings, on recommendation from two Secretaries located in separate buildings housing the Ministries/Departments. In case the non-official pass is to be used for more than two buildings, open photo pass will be issued on recommendations from three Secretaries in the Ministries/Departments concerned located in three different buildings.  
(iii) The condition regarding endorsement of three Secretaries in Ministries/Departments, however, will not be applicable for issuance of non official photo passes to retired Secretaries/Secretary equivalent officers immediately on their retirement.