

OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE HISAR

Notice

Date: 06/09/2023

Passport Making of Final Year Students of UG & PG (2023 – 24)

The process of online filling of passport application is going on for **final year students of UG & PG (Session 2023 – 24)**. So, concerned students are informed to apply the **online passport application on <https://passport.highereduhry.ac.in/> or <https://www.passportindia.gov.in/> and then submit their application for Passport fee (Rs.1500/-) reimbursement on <http://passport.highereduhry.ac.in/>.**

Instructions for students;

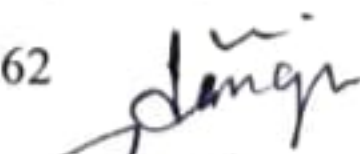
1. Student will login on Passport Re-imbusement Portal using College Roll No. & OTP.
2. After issuing of Passport, student can apply for fee reimbursement by uploading copy of Passport issued and Fee Receipt along with Bank Account Details on Passport Fee reimbursement Portal (<https://passport.highereduhry.ac.in/>).
3. College will verify the applications by login on ERP portal (<https://erp.highereduhry.ac.in/>).
4. Mere applying for the Passport, students are not eligible for Passport Fee reimbursement. Fee will be reimbursed only in case if student completes the passport creating process and get the passport issued.
5. After Verification by the Colleges, a consolidated verified list will be displayed in the Branch Login for Payment process. Branch then generate the Challan/EPS form this portal only (as this portal has already integrated with e-salary). Here please note that, Centralized Bill will be generated at the level of HQ not at the level of College. Passport fee will be reimbursed by the HQ only, not by the College.
6. The amount will be drawn by DDO of Higher Education Department for the payment of Passport fee.
7. After clearance of Bill from treasury, amount will be credited to all the concerned students.
8. This process will be effected from the present session i.e. 2022-23.

Contact Passport Committee for any query

Dr. Manoj Kumar – 9416085062

Amrita Saxena

Pooja


Manoj
Rok


Manoj
6/9/23