



भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA
डाकघरोंकावरिष्ठअधीक्षककाकार्यालय, दिंदुक्कलमंडल, दिंदुक्कल १M94-987-275F
OFFICE OF THE SENIOR SUPERINTENDENT OF POST OFFICES, DINDIGUL DIVISION,
DINDIGUL १ M94-987-275F

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To
The Principal,

Gandhigram Rural Institute (GRI),
DINDIGUL.

No. D/POPSK @ DDL HO/Dlgs dated at Dindigul 624 001, the

28.09.2026

Sub: Availability of Post Office Passport Seva Kendra (POPSK) at Dindigul Head Post Office – Dissemination of information among students and staff – Reg.

Sir/Madam,

It is informed that passport-related services are available through the Post Office Passport Seva Kendra (POPSK) functioning at the premises of Dindigul Head Post Office. The facility may be utilised by eligible students and teaching/non-teaching staff for passport application and related services, subject to the applicable Passport Seva guidelines.

In this regard, you are requested to disseminate this information among the students, staff and other eligible persons of your institution so that they may make use of the facility conveniently and encourage eligible persons to make use of the passport service facility.

Documents generally required for passport application :

I. Required documents for the age group 18 years and above :

1. Age Proof – 10th / 12th Mark Sheet FOR ECNR or PAN FOR ECR
2. Address Proof – Aadhar card /Voter Id / Driving License / Bank Passbook with current entries / Ration Card (Any Two valid documents)
3. For Government Servants – Annexure 'H' form with the above documents

II. Required documents for below 18 years:

1. Parents must be present with parents passport (Passport should be mandatory and should be live)
2. Parents Aadhar card
3. Birth certificate of minor
4. Aadhar card of minor
5. Mark sheet of minor (if 10th completed)
6. Annexure 'D' Form

11/10/26



7. Annexure C form for the parent (if one parent lives abroad) - parent departure detail / arrival detail / work permit / visa with Passport copies

III. Required documents for the age group of above 50 years :

1. Age Proof – 10th / 12th Mark Sheet or PAN
2. Address Proof – Aadhar card / Voter Id / Driving License / Bank Passbook / Ration Card (Any Two valid documents)

Important instructions :

- Applicants should submit the online application and obtain an appointment through the Passport Seva system before visiting the POPSK, as applicable.
- Applicants should carry the original documents along with the required self-attested photocopies, as applicable.
- The exact documents required may vary depending on the applicant's age, type of application and individual circumstances.
- Applicants are advised to verify the latest document requirements and appointment instructions on the official Passport Seva portal before visiting the POPSK.
- Applicants should attend the POPSK on the allotted date and time with all required documents.
- The final requirement of documents and acceptance of an application will be as per the prevailing instructions of the Passport Seva authorities.
- Existing Passport must be required in cases re-issue / renewal, wherever applicable. Annexure J or Marriage certificate mandatory in case of adding spouse name in Passport.

With Regards,

ए. श्रीनिवासाराव/A.Sreenivasa Rao
वरिष्ठअधीक्षकडाकघर/Senior Superintendent of Post Offices,
दिंडुक्कलमंडल /Dindigul Division,
दिंडुक्कल – ६२४००१ /Dindigul - 624 001.