

**GOVERNMENT OF RAJASTHAN  
HOME (Gr.9) DEPARTMENT**

No.F.33(2)Home/Gr.9/2019

Dated: 07.05.2020

1. All State Nodal Officers In charge of Migration in Lockdown period
2. Commissioner of Police, Jaipur/Jodhpur
3. All Collectors & District Magistrates
4. All District Superintendents of Police  
Rajasthan

**Sub: Standard Operating Procedure for issue of Pass (Outward) /  
NOC (Inward) in respect of Migrant / Stranded Persons.**

As per decision taken at the State Government level, the following SOP is laid down in respect of issue of Pass / NOC for Migrant / Stranded Persons:-

1. Only movement of migrant persons, both from the State to other States and NOC for persons belonging to Rajasthan, from other States to Rajasthan, would be permitted strictly in accordance with MHA Guidelines as communicated vide their letter dated May 3, 2020, the relevant part of which is as follows:-

*"..... **such stranded persons, who had moved from their native places/ workplaces, just before the lockdown period, but could not return to their native places/ workplaces on account of restrictions placed on movement of persons and vehicles as part of lockdown measures. The facilitation envisaged in the aforesaid orders is meant for such distressed persons, but does not extend to those categories of persons who are otherwise residing normally at places other than the native places for purposes of work etc., and who wish to visit their native places in normal course.**"*

2. All State Governments would be informed that no permits / passes are to be issued by their authorities for such persons of Rajasthan origin wanting to come to the State unless two conditions have been met, namely (1) specific name-wise NOC issued by Government of Rajasthan, and (2) Screening of the persons concerned. The valid document (digital) that would be examined by the authorities at the border of Rajasthan would be the eNOC issued by Government of Rajasthan. The Nodal officers appointed for the States may also communicate the same to their counterparts in other States.
3. Likewise, before any Pass is issued for travel outside the State, the consent of that State Government needs to be obtained, unless a more specific system has been put in place by any State in that regard. The Nodal officers of the State would be responsible for informing the same.



4. All **Inter-State Passes** for moving out of State to another State, and **NOC** for those wanting to come to the State would be issued by Home Department, as per the procedure stated below. The **designated officer in Home Department** for all such issues is **Sh. Samit Sharma (9828596446), Home Secretary-II**. The Collectors may speak to him directly for any urgent / immediate cases that need resolution.

**5. Issue of Inter-State Passes (outward) / NOC (inward)**

**Step1: Registration for interstate migration using eMitra Portal:**

Government of Rajasthan started registration of stranded people to be migrated (Inward/Outward) to / from Rajasthan. Registration is taking place through eMitra where such people have submitted their migration requests.

Citizen can register on eMitra portal by providing all the relevant detail along with documents or can also register using +181/18001806127.

**Step 2: e-Pass/e-NOC Recommendation by DM:**

As soon as citizen has submitted their request for migration, request shows to District Magistrate systemically on RajSSO→e-Mitra portal to initiate the process for issuance of e-NOC(Inward)/e-Pass (Outward) to migrants. Before recommendation the requests following points (checkboxes) are mandatory.

**e-Pass / e-NOC (Outward/ Inwards) to migrants**

- The person has own vehicle or Transport arrangement is being arranged by State Government.
- The e-Pass / e-NOC recommendation sent, is in coordination with State Nodal Officer(s).
- This e-Pass / e-NOC is being recommended strictly as per guidelines of MHA and Home Department, Government of Rajasthan.
- If the case is not eligible, or the application incomplete, the DM may **Reject** the application at his level.

**Step 3: e-Pass/e-NOC Approval by Home Department:**

- All the recommendation sent by DM would be available for approval by the Home Department.
- Home Department can approve or reject the request with comment in single or bulk.
- The e-Pass/e-NOC would be available to the user to download on eMitra Portal.
- The approved e-Pass information would also be updated on [epass.rajasthan.gov.in](http://epass.rajasthan.gov.in) systemically.



- Citizen would get notification using SMS.
- All such passes can also be verified using RajCop Citizen Mobile app.

#### **Step 4: Dashboard**

A live dashboard is available for all requests along with filters for status on RajSSO→Covid19 Statistics→Visual Analytics→ePass Statistics.

### **6. Outward Travel by State-arranged Bus / Rail**

#### **Step1: Generation of Pass for Bus n Driver:**

- DM to generate instant ePass (including return journey) for the bus and driver / rail.
- This can be done using "Instant pass" option on [epass.rajasthan.gov.in](http://epass.rajasthan.gov.in) using their SSO ID.

#### **Step2: List of Migrants to be sent to Home Department:**

- District administration to provide verified list of those migrants (whether registered on eMitra or not) for boarding the bus / rail.
- District administration to send such information on email to [epass.home@rajasthan.gov.in](mailto:epass.home@rajasthan.gov.in) from DM mail id.

#### **Step3: Approval from Home Department:**

- Home department would provide the approval on eMail.

#### **Step4: Information to be shared with DoIT&C:**

- The details of approved list to be provided to district DoIT& C team to update status on eMitra portal (wherever applicable).

### **7. Emergency Issue of Inter-State Passes / NOC**

In case of emergency i.e. medical emergency or death in immediate family, or any other exceptional one, like immediate travel to reach an airport where flight has been specially arranged for a foreign national etc. Collectors may issue the Pass or NOC, as the case may, which should clearly state the reason and also "Emergency Permission". A copy of the same may be sent to Home Department on [epass.home@rajasthan.gov.in](mailto:epass.home@rajasthan.gov.in) as well as to the Collector of the District/State concerned.

8. Entry at the border would be only to such persons who are having the NOC issued by the State or transit passengers (as per Point 13).

## 9. Registration of Inbound Migrants

- Migrants Inward movement needs to be captured mandatorily in Form-4. This can be done by any government official using their government SSO id till Gram Sevak / Patwari/ etc level.
- RajCovidInfo & Arogya Setu mobile app should be installed on Migrant mobile app (all smart phones).
- Ideally, all such persons entering would be registered at the point of entry. Adequate arrangements may be made on the border by the district concerned for this purpose.
- The check posts on the routes, specially at the border of the districts, should ensure preliminary registration of such persons who have not registered, so that a record is maintained for cross-checking.
- There may still be cases of persons who may reach the point of destination i.e. village/ town - ward/ colony - etc. without having been registered. Hence, the most critical point would be the village/ ward concerned where the residence of such persons is located. In this regard the directions issued vide letter of even number dated 26:04:2020 may be followed.
- **The BLO will be the primary person to ensure each new arrival is informed and registered so that screening is done and formal orders for home quarantine are issued and followed up.** It will also be the responsibility of the Patwari and the Gram Sewak in rural areas and the ward level committee in urban areas to ensure that such verification and registration (Form-4) is done on daily basis and reports submitted to the SDM and Tehsildar.
- This work will be done under the overall supervision of the Gram Panchayat level Core Group set vide order of Disaster Management Deptt. dated April 3, 2020 and Core Group of BLO, Patwari, Beat Police Constable and Health Worker for urban areas.
- **A local committee of responsible residents (village / Mohalla level) be set up for each area who may also be made responsible for informing the same to the BLO / patwari / other designated urban official, whose contact numbers should be made available to them.**
- Migration Status of people who have already migrated from other States, the migrant Data also needs to be shared with DoIT&C, using Form-4 so that same may also be updated in eMitra application for updating the pendency.

## 10. Mandatory Quarantine of Migrant Persons

- **Strict enforcement of home / institutional quarantine, in letter and spirit, is absolutely essential for public safety.**



- As per previous instructions, all persons who have come in to the State from other States shall be mandatorily screened and home quarantined for a period of 14 days.
- In case of any ILI symptoms, or if home quarantine is not possible, they shall be quarantined at the designated Institutional Centre at Gram Panchayat level / town / city level and isolated. Strict protocols shall be observed at the centre and the premises shall be guarded to prevent any such person from leaving before completion of the period.
- The Gram Panchayat / Ward level Core Group set up by the Collector shall be responsible for ensuring due observance. Any breach of conditions shall be reported to the SDM / district administration for further taking action.
- **The local committee of responsible residents** (village / Mohalla level) **should also immediately inform the officials concerned.**
- Any person who violates home quarantine and steps out shall be sent to institutional quarantine and isolated for another period of 14 days. In addition, F.I.R. be registered for not obeying the directions under the D.M. act 2005.

11. **Outward Migrants already migrated** to other States.

For outward migrants, who have already migrated to other States, the migrant Data needs to be shared with DoIT&C, WAR-ROOM Team so that same may also be updated back into system for updating the pendency. o Name o Mobile Number o Destination Statue & District o From District.

12. **Issue of Inter-District Passes**

Inter-District passes shall be issued by the DM as per procedure stated below. Such passes can be issued on the following grounds:

- (1) Medical Emergency
- (2) Death in immediate family
- (3) Transportation of labour / staff to work place
- (4) Travel by owner / management official to work place located in other district
- (5) Any other justifiable exceptional circumstances

**Step1: Registration for intrastate migration using ePass Portal or RajCop citizen Mobile app:**

Citizen can register their request using [epass.rajasthan.gov.in](http://epass.rajasthan.gov.in) or RajCop citizen mobile App.

### **Step 2: e-Pass Issuance by DM**

As soon as the citizen has submitted their request, it would get submitted to the District Magistrate.

The District Magistrate can approve or Reject the request using dashboard on ePass.rajasthan.gov.in or Mail received in their Inbox.

### **Instant Pass:**

DM and SDM can also issue Instant pass if offline application is received. This can be done using "Instant pass" option on epass.rajasthan.gov.in using their SSO ID.

### **Step 3: Notification**

Citizen would receive SMS and email notification of approved /rejected passes.

Citizen can also download e-Pass using Rajcop citizen Mobile app

### **Step 4: Dashboard**

Dashboard is available for Monitoring the status on RajSSO→Covid19 Statistics→Visual Analytics→ePass Statistics.


Information in respect of the inter-district passes issued by the DM shall be sent to Home Deptt. on [epass.home@rajasthan.gov.in](mailto:epass.home@rajasthan.gov.in) along with recommendation received for it, if any.

## **13. Transit Travel Permission : FROM ONE STATE TO ANOTHER - THROUGH RAJASTHAN**

Transit passengers who are travelling from one State to another and transiting through Rajasthan, with consent of the destination State Govt. (specific permission of the State government of the destination) may be permitted to enter and transit through the State.

If such state Government conveys its general consent to Govt. of Rajasthan, for permitting its people to transit, the same will be communicated on RajHome and all vehicles going to that State may be permitted.

However, in all such cases documents should be checked to ensure that the persons so travelling actually belong to that State.

  
**(Rajeeva Swarup)**  
Additional Chief Secretary

Copy for information and necessary action to the following:-

1. Principal Secretary to Chief Minister
2. Director General of Police
3. All Divisional Commissioners
4. Deputy Secretary to CS
5. DIPR.



**( P. C. Berwal )**  
Special Secretary