



National Bank of Pakistan

HEAD OFFICE KARACHI

INSTRUCTION CIRCULAR NO:148/2015

November 18, 2015

SPM REVISED CHAPTER - V

COLLECTION OF PASSPORTS & VISA FEE AT AUTHORIZED BRANCHES

In order to facilitate general public and at the request of Director General, Directorate Immigration & Passports Islamabad, all Branches (**as per Annexure-A**) within city limits of the following cities have now been authorized for collection of Passport & Visa Fee.

Sr.	Name of City	Sr.	Name of City
1	Islamabad	9	Gujrat
2	Rawalpindi	10	Karachi
3	Peshawar	11	Multan
4	Lahore	12	Quetta
5	Faisalabad	13	Sargodha
6	Mardan	14	Hyderabad
7	D.G Khan	15	Gujranwala
8	Sialkot		

The Standard Operating Procedure (SOPs) that are required to be observed by the authorized branches at given cities are as under:

Standard Operating Procedure (SOP):

1. One branch (Main Branch linked with Treasury/ SBP BSC) in each city will be designated as **Hub Branch** to keep liaison with concerned Regional Passport Office.
2. All NBP authorized branches located in the city area will collect the Passport/Visa fee on prescribed form and will send report (on Excel format as prescribed and attached as Annexure-B) to their Hub Branch on daily basis.
3. The Bank Commission of Rs. 25/- per form received from the depositor will be credited to Branch Commission Account by the Authorized Branch.
4. At the day end and as per Government Receipts procedure, the Treasury Challan along with Scroll / Fanfold will be submitted to concerned Hub Branch of the city, on daily basis.
5. The Hub Branch of the city will ensure collection of data /scrolls of Passport/Visa fee collected by authorized branches as per prescribed format.
6. The Hub Branch will consolidate the collection reports from all linked Passport authorized branches on agreed format and email same report to Regional Passport Office of the respective city before 4.45 pm daily under copy to Immigration & Passport, Headquarters Islamabad at email dgipnbptr@gmail.com.
7. The hard copy of the Daily Collection Report will also be couriered to Regional Passport Office in the respective city.


All the Authorized Branches shall ensure placement of a "Public Notice" at prominent place/ Branch Notice Board that "**Passports & Visa Fee are collected here**". The Notice should also be translated in Urdu Language.

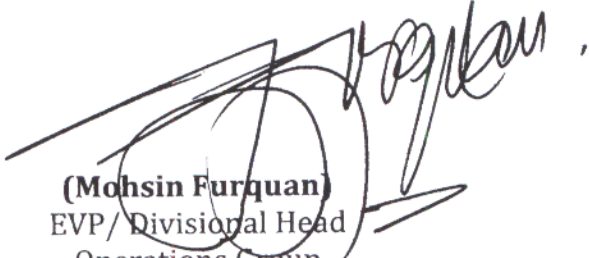
In case of any clarification **Mr. Naveed Khan Tareen, Deputy Director Passport & Immigration, Headquarters Islamabad** may be contacted on his Mobile No. 0333-5523050.

The required arrangements and observance of given procedure should be made with immediate effect. The cities and number of authorized Branches shall keep on adding on need basis.

The Branches other than above 15 cities shall continue to observe existing prescribed procedure for collection of Passport/Visa fee and transfer thereof to Government Treasury.

Please ensure meticulous compliance of above directives.


(Javed Ashraf)
Senior Vice President
Operations Group


(Mohsin Furquan)
EVP/ Divisional Head
Operations Group

Copy to:

1. PSO to the President, President's Secretariat.
2. All SEVPs/ Chief of Groups/Divisions/ Wings/Department at Head Office, Karachi.
3. All Regional Heads/General Managers at Regional Offices.
4. All Regional Audit Chiefs/ Regional Compliance& Control Heads.
5. Director, JNMDC/Principal, Staff Colleges
6. All Chief Managers / Branch Managers /Branch Operations Managers (Foreign/Corporate/ Domestic/Islamic Banking) / Compliance Officers.

INSTRUCTION CIRCULAR NO: 148 / 2015
Annexure A

Authorized Branches for Collection of Passports & Visa Fee within City Limit

S.No	City	Authorized Branches	Code No.
1	Gujranwala	City Branch Gujranwala	334
2		S.I.E Branch Gujranwala	513
3		Atta Building Branch Gujranwala	767
4		Urdu Bazar Branch Gujranwala	831
5		Hide Market Branch Gujranwala	850
6		Gulabpura Cantt Branch	892
7		College Road Branch Gujranwala	1448
8		Satellite Town Branch Gujranwala	1498
9		Adda Gondlanwala Gujranwala	1511
10		Hashmi Colony Branch Gujranwala	1852
11		Civil Lines Gujranwala (Hub Branch)	333
12		Chak Jagna Branch	1984
13		Main branch, Hafizabad	336
14		Model Town Gujranwala	1610
15	Karachi	Model Branch Clifton Khekashan	1027
16		M.A Jinnah	27
17		F.T.C	274
18		Aimai House	18
19		Sadder	55
20		Sindhi Muslim	266
21		North Karachi	1086
22		S.I.T.E	64
23		Gulshan-e-Hadeed	282
24		Gulshan-e-Iqbal	2166
25		C.O.D	159
26		New Fruit &Vegetable Market	270
27		Rahimabad	256
28		Tuheed Commercial	2158
29		Passport Office Branch Karachi (Hub Branch)	1066
30		Custom House Branch	7
31		Defence Housing Society Branch	9
32		Awami Markaz Branch	1920
33		Malir City	89
34		Korangi Township	142
35		Sakhi Hasan Branch	1067
36		Landhi Township	257
37		Orangi Township	1055
38		Model Colony Malir	1070
39	Quetta	NBP Quetta Cantt	52
40		NBP Civil Sectt	173
41		NBP BMC Qta	184
42		Industrial estate	297
43		NBP Staff College	1029
44		NBP Shara-e-Iqbal	1059
45		NBP PAF Samungli	1074
46		NBP Satellite Town	1083
47		NBP Manan Chowk	1860
48		NBP Adalat Road	1959
49		NBP Hazar Ganji	2107
50		NBP Masjid Road	2108
51		Alamdard Branch	2106
52		Dera Allah Yar	105
53		Quetta City	51
54		GSP Quetta	112
55		M.A Jinnah Road Branch (Hub Branch)	233
56		Loralai	26
57		Zhob Branch	101

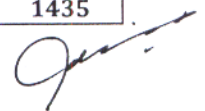
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Authorized Branches for Collection of Passports & Visa Fee within City Limit

S.No	City	Authorized Branches	Code No.	
58	Faisalabad	Civil Lines Branch, Faisalabad (Hub Branch)	360	
59		University of Agri. Branch, Faisalabad	549	
60		Abdullahpur Branch, Faisalabad	559	
61		AARI Branch, Faisalabad	560	
62		Factory Area Branch, Faisalabad	577	
63		Kotwali Road Branch, Faisalabad	744	
64		Ghulam Muhammadabad Branch, Faisalabad	840	
65		Noorpur Branch, Faisalabad	867	
66		Samanabad Branch, Faisalabad	883	
67		Dry Port Branch, Faisalabad	1389	
68		Satiana Road Branch	476	
69		Clock Tower Branch	876	
70		Jinnah Colony Branch	1571	
71		Dijkot Road Branch	1395	
72		Peoples Colony Branch Faisalabad	1478	
73		Main Branch, Jhang	343	
74		Hyderabad	NBP Fatimah Jinnah Road Branch Hyderabad	14
75			NBP Market Area Branch Hyderabad	30
76			NBP MC Branch Hyderabad	38
77			NBP New Cloth Market Branch Hyderabad	43
78			NBP Shahbaz Building Branch Hyderabad	45
79	NBP Wapda Colony Branch Hyderabad		1057	
80	NBP Commercial Area Branch Latifabad Hyderabad		1064	
81	NBP Qasimabad Branch Hyderabad		2031	
82	NBP Gari Khata Branch Hyderabad		2059	
83	NBP Phuleli Branch Hyderabad		2105	
84	NBP Wadhu Wah Road Branch Hyderabad		2141	
85	Latifabad Branch		91	
86	Model Branch Nawabshah		2088	
87	SITE Branch (Hub Branch)		63	
88	Main Branch Nawabshah		40	
89	Rawalpindi	GHQ Branch Rawalpindi	330	
90		Main Branch Rawalpindi	394	
91		Murree Brewery Branch Rawalpindi	551	
92		PAF Chaklala Branch Rawalpindi	557	
93		Distt Council branch Rawalpindi	638	
94		AOC Morgah branch Rawalpindi	639	
95		Banni Branch Rawalpindi	641	
96		Khanna Dak branch rawalpindi	963	
97		Medical College Branch rawalpindi	1493	
98		Pirvadai Branch Rawalpindi	1536	
99		Shalimar Plaza Branch Rawalpindi	1623	
100		F-Block Pindora Branch Rawalpindi	1625	
101		502 Workshop Branch Rawalpindi	1647	
102		Bank Road Branch Rawalpindi	1858	
103		G.T.Road Gujar Khan Br.	332	
104	Rawalpindi City	395		
105	Satellite Town Branch	399		
106	Main Branch Attock	315		
107	Passport Office Branch Rawalpindi	1666		
108	Peshawar Road Branch	1508		
109	Cantt Board Building (Hub Branch)	642		
110	Tench Bhatta Branch	1407		
111	EME College Rawalpindi	640		
112	Jand Branch Attock	1779		
113	Khuta Branch Rawalpindi	442		
114	Sargodha	Sargodha City	621	
115		Chenab Nagar	1308	
116		Chasma Barrage	502	
117		Iskanderabad	340	
118		Civil Lines Branch Sargodha (Hub Branch)	397	
119		Main Branch Mianwali	369	
120		S.Q.A Branch Chiniot	319	
121		Main Br Bhalwal	312	

Authorized Branches for Collection of Passports & Visa Fee within City Limit

S.No	City	Authorized Branches	Code No.	
122	Sialkot	Cantt Branch Sialkot	404	
123		City Branch Sialkot	405	
124		S.I.E Branch Sialkot	608	
125		Mujahid Road Branch Sialkot	879	
126		Harrar Branch Sialkot	1596	
127		Rangpura Road Branch Sialkot	1447	
128		Jaman Chandowal Branch Narowal	1730	
129		Gohadpur Branch Sialkot	1626	
130		Kotli Behram Branch	956	
131		Ghalla Mandi Branch Sialkot	480	
132		Booth Distt Courts Branch Sialkot (Hub Branch)	403	
133		Mardan	Khawaja Gunj Mardan (Islamic Banking Branch)	578
134			Purdil Abad Hoti Mardan (Islamic Banking Branch)	1971
135	Main Branch Mardan (Hub Branch)		365	
136	Daggar Branch		1704	
137	Dir Branch *		328	
138	Khar Bajour Branch		1595	
139	Main Branch Batkhela		1534	
140	Siadu Sharif Branch		1330	
141	B.Mingora		438	
142	Timrgara Branch		841	
143	Peshawar	University Campus	388	
144		Namak Mandi	443	
145		Air Headquarter	510	
146		G-T Road Branch	517	
147		Khyber Bazar	598	
148		Civil Secretarite	986	
149		Arbab Road	1404	
150		Office Colony	1499	
151		Kohat Road	1512	
152		Gunj Gate	1516	
153		Custom Headquarter	1556	
154		Ashraf Road	1588	
155		Saddar Road Branch Peshawar	1859	
156		KDA Branch Kohat	1803	
157		Peshawar Cantt	386	
158	Peshawar City Branch	387		
159	Hayatabad Branch (Hub Branch)	1759		
160	University Town Branch	825		
161	Mirch Mandi Branch Peshawar	1510		
162	Shab e Qadar Branch	1435		

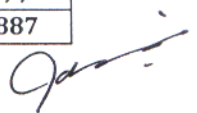


Authorized Branches for Collection of Passports & Visa Fee within City Limit

S.No	City	Authorized Branches	Code No.
163	Islamabad	Allama Iqbal Open University Branch	977
164		Airport Branch	1575
165		B. Block Branch	880
166		Blue Area Branch	882
167		D. Block Branch	501
168		F-8.BR.	1694
169		F-10.BR.	1933
170		Foreign Office BR.	474
171		Holiday INN.BR.	1663
172		Industrial Area BR.	1531
173		PARC,Branch	1539
174		Main Branch Islamabad	341
175		Jinnah Avenue BR.	1628
176		Margalla BR..	1725
177		N.H.Q.BR.	1469
178		N.I.H.BR. *	1654
179		P.I.M.S.BR.	1780
180		PINSTECH NILOR BR.	565
181		P.M.'s SECTT.BR.	1732
182		S.Block.BR.	485
183		Tramari Chowk BR.	2067
184		Bhara Kahu BR. ISL	2148
185		Police Found.BR. ISL	2150
186		Aabpara Branch	1456
187		G-9 Markaz Branch (Hub Branch)	1932
188		Multan	Multan Cantt Branch
189	Timber Market Multan		835
190	Fertilizer Factory Branch		1325
191	Chowk Dera adda Multan		1495
192	Haram Gate Multan		1527
193	Ghalla Mandi Branch Multan		1602
194	Nawan Shaher Multan		1603
195	Saddar Branch Multan		1604
196	Bosan Road Multan		1931
197	Nishter Road Multan		1953
198	Main Branch Vehari		414
199	Qadir Pur Rawan Branch		585
200	S.R. A Colony Branch		1995
201	Mumtazabad Branch		1490
202	Jalal Pur Pirwala Branch		544
203	Gulgast Colony Branch		542
204	City Branch Multan		375
205	District Court Br Multan (Hub Branch)		734
206	Jehanian Branch		550
207	D.G Khan	Jampur Road D.G. Khan	740
208		Mauza Gadai Branch	863
209		Main Br D.G Khan (Hub Branch)	326
210		Main Branch Muzaffargarh	378
211	Gujrat	Railway Road Gujrat	788
212		Kunjah Road Gujrat	973
213		Circular Road Gujrat	1453
214		Ladies Branch Gujrat	1976
215		Manget Branch	871
216		Main Branch Gujrat (Hub Branch)	335
217		Mandi bahuddin Gujrat	362
218		Service Industries	647

Authorized Branches for Collection of Passports & Visa Fee within City Limit

S.No	City	Authorized Branches	Code No.
219	Lahore	Main Branch	300
220		WAPDA House Branch	416
221		Chauburji Branch	493
222		Krishan Nagar Branch	981
223		Bund Road Branch	1996
224		Badami Bagh Branch	1997
225		New Fruit Market Br	2121
226		Rehman Plaza Branch	1857
227		Hotel Ambassador Br	483
228		Pak.Admn.Staff Col.Br	490
229		Lytton Road Branch	539
230		P.C.Hotel Branch	628
231		Davis Road Branch	1524
232		P.P.Assembly Branch	1948
233		Patiala Ground Br	313
234		Anarkali Branch	303
235		Civil Secretariat Br	324
236		Railway HQs. Branch	390
237		Jinnah Hall Branch	413
238		Shahalam Market Br	757
239		Dina Nath Branch	877
240		Gowalmandi Branch	982
241		Gulshan-e-Ravi Br	2131
242		LDA Plaza Branch	466
243		Raiwind	518
244		Kahna Nau	1441
245		Shahpur Kanjran	1655
246		Township	1669
247		Faisal Town	1741
248		Johar Town Branch	2069
249		Raiwind Road Branch	2097
250		Model Br. Gulberg	1569
251		DHS T Block	323
252		PCSIR Lab	479
253		Airport (Booth 9240432)	496
254		Wahdat Road	979
255		Ismail Nagar	1587
256		Walton Road	1618
257		DHA Y-Block	1966
258		ACP Model	1442
259		Samanabad	449
260		Multan Road	1606
261		New Muslim Town	1607
262		Sh. Zayed Hospital	1707
263		TECH Society	1917
264		Punjab University Br	2045
265		Mughalpura Workshop	649
266		Dry Port	950
267		Chamra Mandi	1397
268		Saddar Bazar	1523
269		Darogha wala Branch	2115
270		Wagha Border Branch	2127
271		Data Darbar	1405
272		Regal Chowk Branch	(Hub Branch) 409
273		Shahdara	452
274		Lahore Cantt Branch	356
275		Model Town Branch	372
276		New Garden Town	1537
277	M. M. Gulberg Branch	465	
278	Jail Road Branch	509	
279	Baghan Pura Branch	540	
280	Main Branch kasur	348	
281	Kutchery Bazar Okara	763	
282	Renala Khurd Okara	477	
283	Moon Market A.I Town Branch	1887	



National Bank of Pakistan

Annexure-B

Branch Name

Date

Scroll No.	Branch Name	Branch Code	Applicant Name	Applicant CNIC	Amount
1					
2					
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