

No. 5/1/2015-MMC  
Government of Pakistan  
Ministry of Interior  
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Islamabad, the 29<sup>th</sup> December, 2015

**SUBJECT: STANDING OPERATING PROCEDURES FOR DEPORTATION FROM ABROAD**

Reference above-captioned subject.

2. Following SOPs for processing deportation cases, prepared in consultation with all stakeholders i.e. Ministry of Foreign Affairs, FIA, NADRA and Directorate General of Immigration and Passport, are being circulated, to all concerned for future compliance:

**Deportation Policy**

1. No deportation of any returnee without verification of national status by/through Ministry of Interior or its attached departments (NADRA & IMPASS).
2. Deportees from European Union (EU) will be handled under existing EURA Agreement.
3. Definition of deportee: A person who is identified to be deported, by a foreign country Government to the Pakistan Mission abroad.

**Standing Operating Procedures (SOPs)**

1. Requesting countries shall share prior information in respect of the person/s to be deported to Pakistan, to concerned Pakistan Missions abroad, at least 15 days before intended deportation.
2. On receipt of information from the requesting country, all Pakistan Missions will facilitate deportation of Pakistanis only after verification of nationality by NADRA and clearance by Ministry of Interior, in the following manner:

**A) Cases where persons to be deported are in possession of valid CNICs and Passports**

- i. The concerned Pakistan Mission will process the deportation request in respect of a person to be deported and get his/her CNIC and Passport verified by the offices of NADRA and IMPASS located in that Pakistan Mission, under intimation to Mol.
- ii. After due verification of nationality and passport, the concerned Pakistan Mission will facilitate his/her deportation to Pakistan, under intimation to the Ministry of Interior.
- iii. Approval of Ministry of Interior to the verification done by NADRA and IMPASS offices as well as deportation to Pakistan will be deemed to have been granted by Mol.

**B) Cases where persons to be deported are in possession of valid CNICs, but do not have Passports**

- i. The Office of IMPASS in the concerned Pakistan Mission will issue one-page ETD (**Annex-I**), after verification of CNIC by NADRA Office located in the concerned Pakistan Mission.

- ii. The said Pakistan Mission will facilitate his/her deportation to Pakistan, under intimation to the Ministry of Interior and concerned FIA office at the port disembarkation; and
- iii. Approval of Ministry of Interior to the verification done by NADRA office; issuance of ETD by IMPASS office and deportation of the said verified person to Pakistan will be deemed to have been granted by MoI.

**C) Cases where persons to be deported are not in possession of CNICs or Passports:**

- i. Pakistan Missions abroad will get the suspected documents verified from offices of NADRA and IMPASS in the respective Mission. If any of these documents is proved to be fake, the concerned Pakistan Mission will confiscate both the documents.
  - ii. In case, no document is available with the person/s to be deported, the Missions will acquire the biometrics of such person/s, alongwith any available evidence of nationality.
  - iii. The concerned Pakistan Mission abroad will fill-in the Application Form (**Annex-II**) and transmit the above information and confiscated documents (if available), to Ministry of Interior, through Ministry of Foreign Affairs, immediately (electronically/Email:**mmcsection@gmail.com** for all cases of deportees and **itasection@gmail.com** for all readmission cases under EURA from European Union and by diplomatic bags), for detailed verification of nationality of the person/s to be deported by NADRA HQs and provincial home departments (if required);
  - iv. Detailed procedure for verification of nationality is given at **Annex-III**.
  - v. After completion of verification process within 2-3 days, Ministry of Interior will convey its concurrence to issuance of one-page ETD to the verified person/s by the office of IMPASS located in the respective Pakistan Mission.
3. Pakistan will accept deportation of only those persons who are duly verified through the specified verification process as given at Annex-II.
  4. In case of deportations by chartered flights, a minimum of three weeks' notice shall be given by the requesting country to MoI before departure.
  5. In case, there is no NADRA or IMPASS facility in Pakistan Mission abroad, to save time and enhance efficiency, the Mission may contact the nearest Pakistan Mission abroad where such facilities are available for quick verification. However, if such facilities available are not available close by, the nationality of deportee shall be got verified from Ministry of Interior through NADRA/IMPASS, on the prescribed Application Form (Annex-I).
  6. No Pakistan Mission abroad shall issue ETD to the deportee or verify his nationality or Passport or issue visa to the escorting team unless nationality of the said deportee is duly verified through the prescribed verification process and clearance given by Ministry of Interior.
  7. The verified Pakistanis may be deported through normal flights or chartered flights and their itinerary details shall be communicated to MoI, by requesting country through concerned Pakistan Missions abroad (electronically/E-mail), at least 15 days before departure.
  8. In case of deportation through normal flights, the persons to be deported will preferably be dispatched in groups and size of each group should be at least 10 persons;

9. FIA will deal with the readmitted or deported Pakistanis, on their arrival, as per their own SOPs **(Annex-IV)**.
10. FIA shall not accept any deportee until duly verified/cleared by Ministry of Interior in the manner as described above.
11. NADRA shall be the data repository of all returnees and the data shall be accessed by only authorized officers of NADRA and MoI. The data may be shared with the MoFA as and when requested. Monthly return of deportees may also be conveyed to MoFA.
12. NADRA will develop an Online Application Form, and all deportation applications will be submitted through the said online application form.
13. Re-admission applications filed under EURA, which is dealt separately under an Agreement with EU, will be processed by Law Wing of MoI and general deportation applications worked in this policy will be processed by FIA Wing of MoI.
14. Concerned Pakistan Missions abroad will ensure that:
  - a) Only verified Pakistanis are allowed boarding for deportation to Pakistan.
  - b) Deportation will be effectuated on the basis of ETD issued by IMPASS / MoI.
  - c) Deportation will not be allowed on the basis of traveling documents issued by an authority other than IMPASS or MoI.

Sd/-  
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Deputy Secretary (FIA)

Secretary,  
Ministry of Foreign Affairs,  
Islamabad

Director General,  
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Chairman,  
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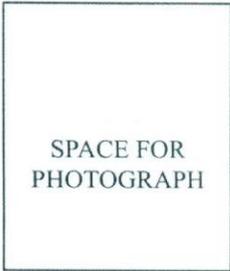


Serial No. (auto-generated)

Dated \_\_\_\_\_

**GOVERNMENT OF PAKISTAN  
EMERGENCY PASSPORT**

This emergency passport is issued in pursuance of Para 33 of Passport & Visa Manual 2006 for repatriation to Pakistan from abroad and in no circumstances it should be endorsed for any other country.



- 1. Bearer Name: \_\_\_\_\_
- 2. Maiden name: \_\_\_\_\_
- 3. Father's/Husband's name: \_\_\_\_\_
- 4. Marital Status:  Married  Un-married
- 5. Date & Place of birth: \_\_\_\_\_
- 6. Physical description (height, colour of eyes, distinguishing marks etc.)  
\_\_\_\_\_
- 7. National Status:
  - (i) Passport No..... verified by (Name of Officer) .....ID.....
  - (ii) CNIC No.....verified by (Name of Officer) .....ID.....
  - (iii) National Status verified by DPO..... vide their letter No..... dated .....
- 8. Reason for deportation: \_\_\_\_\_
- 9. Number, date and place of issue of passport, if it has expired or has been confiscated/cancelled/lost:  
\_\_\_\_\_
- 10. Permanent address in Pakistan: \_\_\_\_\_
- 11. Name of agency incurring the amount: \_\_\_\_\_
- 12. Date of Departure: \_\_\_\_\_
- 13. This emergency passport shall be valid for a single travel to Pakistan, and shall be surrendered to the Airport Immigration authorities on arrival of its holder in Pakistan.

(Signature/Thumb Impression of bearer)

Date & Place of Issue \_\_\_\_\_

Signature of the issuing authority

**READMISSION APPLICATION**

**A. MEANS OF EVIDENCE ATTACHED:**

- 1. ....  
(Passport No.) (date and place of issue)  
.....  
(Issuing authority) (expiry date)
- 2. ....  
(Identification Card No.) (date and place of issue)  
.....  
(Issuing authority) (expiry date)
  
- 3. ....  
(Birth Certificate) (date and place of issue)  
.....  
(Issuing authority) (expiry date)
- 4. ....  
(Other official document No.) (date and place of issue)  
.....  
(Issuing authority) (expiry date)

**B. OBSERVATIONS:**

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.....  
(Signature) (Seal/stamp)

Note:

- 1. This emergency passport should be surrendered to the Immigration authorities by its holder in Pakistan.
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**C. PERSONAL DETAILS:**

14. Full name (underline surname):  
.....
15. Maiden name:  
.....
16. Date and place of birth:  
.....
17. Sex and physical description(height, colour of eyes, distinguishing marks etc.)  
.....
18. Also known as (earlier names, other names used/by which known or aliases):  
.....
19. Nationality and language:  
.....
20. Civil status:     married     single     divorced     widowed  
    If married: Name of spouse .....  
    Name and age of children (if any) .....
- .....
- .....
- .....
21. Last address in the  
    (a) Requesting Party:  
    (b) Requested Party:  
.....

**D. SPECIAL CIRCUMSTANCES RELATING TO THE TRANSFEREE**

1. State of health  
    (e.g. possible reference to special medical care: Latin name of contagious disease):  
.....
2. Indication of particularly dangerous person  
    (e.g. suspected of serious offence, aggressive behavior):  
.....

**E. MEANS OF EVIDENCE ATTACHED:**

5. ....  
    (Passport No.) ..... (date and place of issue)  
    .....  
    (Issuing authority) ..... (expiry date)
6. ....  
    (Identification Card No.) ..... (date and place of issue)  
    .....  
    (Issuing authority) ..... (expiry date)
-

7. ....  
(Birth Certificate) (date and place of issue)  
.....  
(Issuing authority) (expiry date)
8. ....  
(Other official document No.) (date and place of issue)  
.....  
(Issuing authority) (expiry date)

**F. OBSERVATIONS:**

.....  
.....  
.....

.....  
(Signature) (Seal/stamp)

Note:

2. This emergency passport should be surrendered to the Immigration authorities by its holder in Pakistan.
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**Procedure for verification of nationality**

- 1) In cases where the person/s to be deported are in possession of valid CNICs and Passports, or any such document, all offices of NADRA based in Pakistan Missions abroad are authorized to make verification of nationality in respect of a person to be deported, on the basis of available CNIC or "B" Form, through their own integrated systems.
- 2) In cases where the person/s to be deported are not in possession of valid CNICs and Passports, or any such document, Mol will verify the status of nationality of such person/s through NADRA and provincial home departments (*in case, no CNIC is available*), in the following manner:
  - a) The concerned Pakistan Missions will share the available proof of nationality or biometrics of the person/s to be deported through prescribed Application Form, with Mol through MoFA, immediately after receipt of the same, electronically (electronic details to be mentioned) and by diplomatic bags.
  - b) MOI will transmit the above-mentioned information to NADRA and IMPASS for verification, after doing the initial scrutiny, within two days of its receipt from MoFA/Pakistan Missions abroad.
  - c) NADRA and IMPASS will complete their process of verification within 2 days and transmit the verification reports to Mol, electronically and by dispatch.
  - d) Mol will transmit the verification reports to the concerned Pakistan Missions abroad, after approval by the Competent Authority, for issuance of Emergency Travel Documents (ETD) to the person/s verified by Mol, under intimation to FIA and IMPASS for their record;
  - e) The IMPASS offices located at concerned Pakistan Missions abroad will issue one-page ETD to the verified person/s within 5 days of receipt of verification report, under intimation to Mol, FIA and IMPASS;
  - f) Mol, MoFA, NADRA, FIA and IMPASS will nominate their focal persons for swift coordination in this regard;

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**Standing Order No \_\_\_\_\_**  
**Handling of Deportees**

**1. Purpose**

In order to streamline the working of FIA Immigration Check-posts for handling of persons arriving on Emergency Passports, deportees and inadmissible passengers following SOP is issued for compliance by all concerned. Hence Standing Order No. 29/2015 stands repealed.

**2. Deportation/Inadmissibility of Passenger**

- a. Deportation means arrival of any passenger who has been refused entry or made to leave the country on account of violation of any law of the host country on fake /forged travel documents or suspecting the same to be fake/forged.
- b. "Inadmissibility" means declaration of host country of any person as invalid on account of violation of any law of the host country, on fake /forged travel documents, or suspecting the same to be fake/forged or without travel documents, irrespective of fact whether deported back or otherwise.

**3. Procedure on Arrival of Deportee**

On arrival, the counter official shall refer the deportee to Group Incharge / Shift Incharge. They will examine the documents of deportee thoroughly. The Shift Incharge will prepare an enquiry report and put it before AD/Arrival along with deportee for further scrutiny and verification. The matter shall then be brought to the knowledge of Additional Director / Deputy Director of that respective airport. If the Additional Director / Deputy Director is of opinion that deportee requires detailed interview/interrogation due to suspicion would be referred to AHTC for further enquiry/legal action.

**4. Action by Anti Human Trafficking Circles (AHTCs)**

On receipt of a deportee in AHTC following procedure shall be adopted:

- a. The deportee shall be interrogated immediately and his documents thoroughly examined by the Deputy Director, or in his absence, by the Assistant Director, AHTC.
- b. In case the nationality is doubtful of any person returning on Emergency Passport, his last departure/travel history shall be checked.
- c. In case last departure is not available or he has travelled before 2002 (PISCES) the case will be referred to concerned special branch for verification.
- d. If the facts and disclosures of the deportee prima-facie constitute commission of an offence, a case shall be registered immediately without loss of time.
- e. In case the matter requires further enquiry/verification, an enquiry shall be registered and finalized as early as possible. In such cases the deportee shall immediately be released after obtaining necessary surety.
- e. The AHTC shall submit weekly progress report of every deportee received in the Circle either on fake/forged or suspected to be fake/forged documents, indicating his complete particulars facts of the case, gist of the interrogation, complete details of the agents/traffickers involved and any arrest made thereof in this regard. The said report shall be sent to the Director Zone and ADG/I&AHS latest by 2nd of every month for perusal of the DG/FIA.
- f. The Additional /Deputy Director AHTC shall also ensure submission of periodical reports etc, regularly to FIA Hqrs.
- g. The Emergency Passports along with the deportees received at AHTC shall be sent to the respective Directorate of Immigration and Passports, when no longer required.

**5. Action against Deportee**

Sr.No	CATEGORY	Action required
1.	Deported on Fake Documents "A"	AHTC for enquiry / legal action
2.	Deported on Fake Documents "B"	AHTC for enquiry / legal action

<b>GENERAL DEPORTEES</b>		
1.	Entry refused because of security reasons/shortage of funds/failure in interview/termination of marriage etc.	Release.
2.	Pakistani Citizen deported for reason of revoking of foreign nationality/passport due to misdeclaration.	AHTC for enquiry / legal action
3.	Foreigners arriving on forged documents	Repatriation to their own country
4.	Pakistani arriving on forged documents	AHTC for enquiry / legal action
5.	Deportee who have gone abroad illegally without any travel documents.	AHTC for enquiry / legal action
6.	Illegal entry if marked on EP.	AHTC for enquiry / legal action
7.	Drug conviction	AHTC for JIT
8.	Over stay	Release (subject to confirmation of travel event.)
9.	Deportee on emergency passport who is not in possession of NIC, previous passport, IBMS record and his national status can not be ascertained.	AHTC for enquiry / legal action
10.	Umra/Hajj over stay	Release.
11.	Iris Scan	Released after verification that the person has not committed any illegality in Pakistan
12.	Pax traveled prior to PISCES	Release/AHTC with approval from DD (Mandatory)
<b>Offloaded on Forged Documents</b>		
1.	Forged documents	AHTC for enquiry / legal action
2.	Suspected documents	Released( if on spot verification is available /AHTC
3.	Expired visa/passport without protector	Release.
4.	Insufficient show money/without hotel booking/return ticket etc	Release.
<b>HIT CASES</b>		
1.	Lost Passport	Passport of the passenger shall be taken into possession and sent to DD/Immigration Office, who should write to DG/Immigration and Passports for necessary action and disposal of the passport. The passenger will be sent to AHTC.
2.	Multiple Passport	AHTC for enquiry / legal action
3.	Stolen Passport	The passenger shall be treated like holding fake/forged travel document
4.	Exit Control List (ECL)	Despite knowing being on <b>ECL</b> , if the passenger had gone abroad, legal action may be initiated against him. In case of departing passenger his Passport shall be taken into possession and he/she be advised to get his/her name removed from the <b>ECL</b> . This would be done keeping in view of the directions given in "Stop Person List". The matter of each individual may also be taken into consideration as to whether his

		name of enlisted / borne on ECL after his departure from the country and to take action accordingly as per directions found on "Stop Person List".
5.	Voluntary Return by International Organization of Migration (IOM) / self-payment / host country etc.	Prior information / clearance from Ministry of Interior required in case of IOM cases. The person may be checked for illegal exit from Pakistan, Illegal entry into foreign country. If found to have used illegal means/routes to travel abroad, they shall be sent to AHTC for further action. If no illegality has been committed they may be released.

## 6. **Emergency Passport:**

### **Handling of Persons Returning on Emergency Passports (EP's)**

According to Passport and visa Manual 1974, single sheet Emergency Passports, valid only for return to Pakistan, are issued by Pakistan Missions abroad to the following categories:

- (a) Undesirable Pakistani nationals residing abroad.
- (b) Persons who are rendered destitute abroad.
- (c) Persons to be deported by foreign Government.
- (d) Pakistani Citizens who lost their Passports abroad.

The Pakistan Missions abroad will be required to make necessary verification from Ministry of Interior in Pakistan before issuance of such EP.

Ministry of Interior while verifying the national status of a person on request of Pakistan mission will issue a verification number which will be provided on EP. Further MOI will upload all details of verified person on IBMS.

- a. The Shift In charge or an Upper subordinate shall interview the passenger and crosscheck the verification number of MOI on the EP through IBMS. If the verification by MOI is positive then the Shift In charge or an Upper subordinate shall produce the deportee along with statement recorded by him, before In-charge for further decision on the basis criteria in section 5
- b. In case a person arrive on EP without verification from MOI or his credential not available in IBMS following procedure will be adopted.
  1. His ID, Birth Certificate, CNIC and other documents will be checked.
  2. If possible his departure details from Pakistan through IBMS will be checked.
  3. If proved that he is a Pakistani citizen he will be released, if not referred to AHTC for further action.
  4. Areport of person arriving on EP without verification from MOI will be generated and sent to MOI, indicating all details of the person, action taken and place of issuance of EP.

## 7. **General Instructions**

- a. No lower rank staff (HC/Constable) shall deal with the deportee except to escort them to AHTC, even that under the supervision of Assistant Sub Inspector or Sub Inspector.
- b. All Emergency Passports shall be collected by the Immigration Authorities and further dispatched to the respective Directorate of Immigration and Passports.
- c. In case a person is referred to AHTC, a copy of the Emergency Passport shall be retained and original sent to the said Circle.
- d. In case of deportation on invalid documents necessary clarification / explanation of Counter officer, Re-checking officers, may also be sought where a person has been

entry refused to contain / eliminate such deportations in future, as to how the pax was allowed to proceed abroad. The Additional / Deputy Director of FIA Immigration if satisfied with the reply of the officers who allowed departure the matter may be filed and in case of unsatisfactory reply the matter may be referred to concerned Director, FIA of Zone to initiate departmental action.

- e. **Ministry of Interior will be requested to establish a round the clock system to verify on query whether a deportee has been provided clearance from Ministry of Interior or not. In case the clearance is not provided the deportee shall not be allowed into the country.**

#### **8. Record Keeping**

The record of deportee passenger shall be maintained as follows:-

- a. The counter operator shall enter reason of deportation in the IBMS Notepad of the passenger's profile.
- b. Entry in the Daily Dairy by the Shift In-charge.
- c. Entry in the Deportee Register by the Shift In-charge.
- d. In case of legal action, Original Report shall be referred to concerned AHTC (Police Station) while Duplicate be sent to DD's Office.
- e. At DD's Office an entry shall be recorded in the Deportee Register of all the cases referred to Passport Circle.
- f. Detail of all deportees shall be sent in the Morning report to Director Zone and ADG/I & AHS on prescribed Performa already circulated. In the column action taken, the enquiry/case FIR No shall also be indicated after ascertaining from the Passport Circle.
- g. A data base of all deportee passengers shall be maintained at the DD's Office.

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