

DEPARTMENT OF TELECOMMUNICATIONS

Form for obtaining NO OBJECTION CERTIFICATE for going aboard/obtaining passport

(To be filled up by the applicant)

PART-I

1. Name (In Block Letters) _____
2. Designation _____
3. Staff Number _____
4. Date of Birth _____
5. Father's Name _____
6. Office to which attached _____
7. Length of Service _____
8. Permanent/ Temporary _____
9. Present Pay _____
10. Present Address _____
11. Permanent Address _____
12. Name of country indicating particulars place to
be visited and address while there _____
13. Purpose of visit _____
14. Date of journey _____
15. Period of stay in Foreign _____
16. Likely Expenditure on journey (indicating fare
and stay abroad) _____
17. Source from which the journey in question
will be financed. _____
18. Whether any department dues are outstanding
Against him. If so, the details thereof. _____

(Note: for the purpose of obtaining private passport, only column Nos. 1-11 are required to be filled up).

CERTIFICATE :

1. I will arrange to draw my pay and allowances in India.
2. I will not take up any profitable job while abroad.
3. I will with all the Rules and Regulations.
4. I have no connection with any Organizations/ Association.
5. Two sureties from Permanent Govt. Servant are furnished.

Signature of the applicant _____

Designations _____

Unit of working _____

Dated: _____

FOR OFFICE USE ONLY

PART-II

1. Whether the official is handling any Govt. Cash. _____
2. Whether the official is dealing with Secret/Top Secret matters. _____
3. Whether the official is dealing with Important papers. _____
4. Whether any case of Loss or Fraud/ Disciplinary case is pending/ contemplated against the official. _____
5. The General conduct and manner of the official is _____
6. Details of Government dues to be recovered from the official, if any. _____
7. Whether this has objection for the issue of **No Objection Certificate**. _____
8. Recommendations by the Head of the office _____

Signature of the Head of the office

I _____ Son of/ Daughter of/ Wife of
Shri _____ Presently working as
_____ (Designation) in DoT. Hereby stand for surety for all government
Dues which may be found outstanding against Shri/ Smt./ Kum. _____
_____(Name of Applicant) Son of/Daughter of/Wife of
Shri _____ who is working as
_____ in the office of _____
from the date _____ he wants to go abroad.

Date:-

Signature of Surety:

Name:

Designation:

Certified that Shri/ Smt./ Kum. _____(Name of Surety)
Son of/ Daughter of/ Wife of Shri _____
_____ Is a permanent employee of this office he has signed the above
document in my presence.

Date:

UNDERTAKING

I _____ name of the official (Staff
No. _____) working as _____ (Designation of

the official) hereby undertaking that I will not overstay abroad unauthorisedly in excess of the leave granted to me. I further undertake that I will not tender resignation / negotiate for any employment etc. While my stay abroad. In case of any deviation of the rules of violation of the undertaking given. I shall be liable for disciplinary action in accordance with the rules of the government of India.

Dated: _____

Place: _____

(Name - _____)

Signature of Applicant

DECLARATION

I _____ also declare that I will not accept any other job before resigning from my present post and resignation is accepted after completion of necessary Documentalities.

I understand the issue of NOC (No Objection Certificate) by the head of the Department (Competent Authority) does not entitle me to the granting of leave which is to be decided by the appropriate leave authority.

Dated : _____

Place: _____

Signature of Applicant _____

Name _____

Designation _____

PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 2004)
and dated 15th December, 2004.

1. Name
2. Designation
3. Pay
4. Ministry/Department (Specify
Centre/State/PSU)
5. Passport No.
6. Details of private foreign travel to
be undertaken

| Period of abroad | | Names of Foreign Countries to be visited | Purpose | Estimated Expenditure (Travel; board/ lodging, visa, misc. etc.) | Source of Funds | Remarks |
|---------------------|----|---|---------|--|--------------------|---------|
| From | To | | | | | |
| | | | | | | |

7. Details of previous private foreign travel, if any
undertaken during the last four years (as under Item No. 6)

Name :
Designation :
Date :
