

Proforma for obtaining "No Objection Certificate" for obtaining passport/going abroad
(To be filled up by the applicant)

Part - I

1. Name (In Block letters)
2. Designation
3. Date of Birth
4. Father's Name
5. Office to which attached
6. Length of Service
7. Permanent/Temporary
8. Present Pay
9. Present Address
10. Permanent Address
11. Name of Country indicating particular place to be visited & Address while there
12. Purpose of Visit
13. Date of journey
14. Period of stay in Foreign Country
15. Likely Expenditure on journey (including fare & stay abroad)
16. Source from which the journey in question will be financed
17. Whether any departmental dues are outstanding against him, if so, the details thereof

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 agree with all the Rules & Regulations.
4. I have no connection with any organization/Association.

5. Two sureties from Permanent Government Servants are furnished.

Signature of the applicant
Designation
Staff No.
Unit of working

Dated :

FOR OFFICE USE ONLY

Part II

1. Whether the official is handling any Government Cash
2. Whether the official is dealing with important papers
3. Whether the official is dealing with secret/Top secret matters
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 any objection for the issue of 'No Objection' Certificate
8. Recommendation by the Head of the office

Col. No. 1 to 3, 5 & 7 are to be certified by the Branch Officer concerned.

Signature : _____

Designation : _____

Signature of the Head of the office