अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)

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**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 | Purposes 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.

Contd……..2/-

1. Two sureties from permanent Government Servants are furnished.

|  |  |
| --- | --- |
| Dated : \_\_\_\_\_\_\_\_\_\_\_\_ | Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Staff No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unit of Working \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 issues of ‘No Objection’ Certificate | --------------------------------------------------------- |
| 8 | Recommendation by the Head of Department. | --------------------------------------------------------- |

Col. No. 1 to 3, 5 &7 are to be certified by the HoD/Dean.

|  |  |
| --- | --- |
|  | Signature of HoD/Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Signature of the Deputy Director (Admin.)**