



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.

5. Two sureties from permanent Government Servants are furnished.

Signature of 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 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.)