DEPARTMENT OF TELECOMMUNICATIONS (STG-I Section)

NOC for going abroad

Check List

		Yes	No
1.	Duly filled Proforma (Part-I & II)		
2.	Undertaking		
3.	Two Surety Certificate		
4.	Proforma (See O&M No.11013/7/2004- Estt(A) dated 5 th Oct. 2004)		
5.	Sanctioned Leave Application		
6.	Copy of Annual Immovable Property Return (Latest)	•	
7.	Photo Copy of Passport		
8.	Photo Copy of I-Card		
9.	No Dues Certificate (From Head of Officer/DDO)		
10.	Bank Statement (for source of fund)		
	NAME OF THE OFFICER		(Signature of Applicant)
		TEL NO	

DEPARTMENT OF TELECOMMUNICATIONS/ BHARAT SANCHAR NIGAM LIMITED/MTNL

Form for obtaining NO OBJECTION CERTIFIATE for going abroad/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 of place to be visited and address while stay abroad	
13.	Purpose of visit	
14.	Date of Journey	
15.	Period of stay in foreign	
16.	Likely Expenditure on journey (indicating Fare and say abroad)	
17.	Source from which the journey in question will be financed.	
18.	Whether any departmental 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).

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1.	I will arrange to draw my pay and allowances	in India.
2.	I will not take up any profitable job while abro	pad.
3.	I agree with all the Rules and Regulations.	
4.	I have no connection with any Organisation/	Association.
5.	Two sureties from Permanent Government Se	rvant furnished.
Dated		e of the applicant Designation Unit of working
	FOR OFFICE USE	ONLY
PART	P-II	
1.	Whether the official is handling any Government 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 of Fraud/ Disciplinary case is pendin g/contemplated against the official	
5.	The General conduct and manner of the official	
6.	Details of Government dues to be recovered from the official, if any	· · · · · · · · · · · · · · · · · · ·
7.	Whether there is any object for the issue of No Objection Certificate	
8.	Recommendation by the Head of office	

Signature of the Head of Office

SURETY CERTIFICATE

Son of Shri

in the office of			(Design.)
hereby stand surety for all Government dues which may be found outstanding against Shri	in the office of		
outstanding against Shri son of Shri who is holding the post of in and from which he wants to go abroad. SIGNATURE NAME IN FULL DESIGNATION STAFF NUMBER OFFICE is holding the permanent post in this office and he has signed the above documents in my presence. Signature of the Gazetted Officer Designation	hereby stand surety fo	r all Government dues which m	nay be found
Shri who is holding the post of in and from which he wants to go abroad. SIGNATURE NAME IN FULL DESIGNATION STAFF NUMBER OFFICE is holding the permanent post in this office and he has signed the above documents in my presence. Signature of the Gazetted Officer Designation	outstanding against Shri		son of
and from which he wants to go abroad. SIGNATURE NAME IN FULL DESIGNATION STAFF NUMBER OFFICE Certified that Shri is is holding the permanent post in this office and he has signed the above documents in my presence. Signature of the Gazetted Officer Designation	Shri	who is hold	ing the post of
SIGNATURE NAME IN FULL DESIGNATION STAFF NUMBER OFFICE Certified that Shri	Dill1	in	
SIGNATURE NAME IN FULL DESIGNATION STAFF NUMBER OFFICE Certified that Shri		and from which he want	s to go abroad.
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Certified that Shri		DESIGNATION	
Certified that Shri			
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Signature of the Gazetted Officer Designation			ic
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SURETY CERTIFICATE

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	in the office of		
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	outstanding against Shri		son of
	Shri who is		post of
	in		,
	and from which he	wants to go	abroad.
	SIGNATURE		
	NAME IN FULL		
	DESIGNATION		
	STAFF NUMBER		
	OFFICE		
	Certified that Shri		is.
	holding the permanent post in this office and he has	signed the	above
	documents in my presence.		
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UNDERTAKING

____(Staff No.____

working as	hereb	y undertake that I w	ill
not overstay abroad	unauthorizedly in excess of the	eave granted to me.	1
	at I will not tender resignation		
employment etc. whil	e my stay abroad. In case of an	y deviation of the rule	S
	dertaking given, I shall be liable		
in accordance with the	e rules of the Government of Ind	lia.	
	Signature		
	Name in full		
Date:	Office		
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PROFORMA

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

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

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

7. Details of previous private foreign travel, if any undertaken during the last one year (as under item No. 6)

Name:

Designation:

Date: