

DEPARTMENT OF TELECOMMUNICATIONS
(STG-I Section)

NOC for going abroad

Check List

	Yes	No
1. Duly filled Proforma (Part-I & II).....	<input type="checkbox"/>	<input type="checkbox"/>
2. Undertaking.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Two Surety Certificate.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Proforma (See O&M No.11013/7/2004- Estt(A) dated 5 th Oct. 2004).....	<input type="checkbox"/>	<input type="checkbox"/>
5. Sanctioned Leave Application.....	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of Annual Immovable Property Return (Latest).....	<input type="checkbox"/>	<input type="checkbox"/>
7. Photo Copy of Passport.....	<input type="checkbox"/>	<input type="checkbox"/>
8. Photo Copy of I-Card.....	<input type="checkbox"/>	<input type="checkbox"/>
9. No Dues Certificate (From Head of Officer/DDO).....	<input type="checkbox"/>	<input type="checkbox"/>
10. Bank Statement (for source of fund).....	<input type="checkbox"/>	<input type="checkbox"/>

(Signature of Applicant)

NAME OF THE OFFICER.....

DESG.....

STAFF NO.....

TEL. NO.....

**DEPARTMENT OF TELECOMMUNICATIONS/
BHARAT SANCHAR NIGAM LIMITED/MTNL**

Form for obtaining **NO OBJECTION CERTIFICATE** 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).

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 and Regulations.
4. I have no connection with any Organisation/Association.
5. Two sureties from Permanent Government Servant furnished.

Signature of the applicant _____
 Designation _____
 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 Secret/Top Secret matters. _____
3. Whether the official is dealing with Important papers _____
4. Whether any case of Loss of Fraud/ Disciplinary case is pending/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

I _____, Son of Shri
_____ working as _____ (Design.)
in the office of _____
hereby stand surety for all Government dues which may be found
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 _____

Certified that Shri _____ is
holding the permanent post in this office and he has signed the above
documents in my presence.

Signature of the Gazetted Officer

Designation _____

Office Seal _____

SURETY CERTIFICATE

I _____, Son of Shri _____
_____ working as _____ (Design.)
in the office of _____
hereby stand surety for all Government dues which may be found
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 _____

Certified that Shri _____ is
holding the permanent post in this office and he has signed the above
documents in my presence.

Signature of the Gazetted Officer

Designation

Office Seal

UNDERTAKING

I _____ (Staff No. _____)
working as _____ hereby undertake that I will
not overstay abroad unauthorizedly 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
or violation of the undertaking given, I shall be liable for disciplinary action
in accordance with the rules of the Government of India.

Signature _____

Name in full _____

Office _____

Date: _____

PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 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 one year (as under item No. 6)

Name :
Designation :
Date :