

**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: \_\_\_\_\_

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**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 objection for the issue of **No Objection Certificate** \_\_\_\_\_
8. Recommendation by the Head of office \_\_\_\_\_

Signature of the Head of Office

# PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5<sup>th</sup> October, 2004)  
and dated 15<sup>th</sup> December, 2004.

1. Name
2. Designation
3. Pay
4. Ministry/Department (Speciality  
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 four years (as under item No. 6)

Name :  
Designation :  
Date :



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: \_\_\_\_\_