## DEPARTMENT OF TELECOMMUNICATIONS
(StG-I Section)

### NOC for going abroad

#### Check List

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Duly filled Proforma (Part-I &amp; II)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Undertaking</td>
<td></td>
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<tr>
<td>3.</td>
<td>Two Surety Certificate</td>
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<tr>
<td>5.</td>
<td>Sanctioned Leave Application</td>
<td></td>
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<tr>
<td>6.</td>
<td>Copy of Annual Immovable Property Return (Latest)</td>
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<tr>
<td>7.</td>
<td>Photo Copy of Passport</td>
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<tr>
<td>8.</td>
<td>Photo Copy of I-Card</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>No Dues Certificate (From Head of Officer/DDO)</td>
<td></td>
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<tr>
<td>10.</td>
<td>Bank Statement (for source of fund)</td>
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</table>

(Signature of Applicant)

NAME OF THE OFFICER

DESG

STAFF NO

TEL. NO
### 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 __________________________

Date: __________________________

Office __________________________
(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

<table>
<thead>
<tr>
<th>Period of abroad</th>
<th>Names of Foreign Countries to be visited</th>
<th>Purpose</th>
<th>Estimated Expenditure (Travel; board/ lodging, visa, misc. etc.)</th>
<th>Source of Funds</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
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7. Details of previous private foreign travel, if any undertaken during the last one year (as under item No. 6)

Name :
Designation :
Date :