

APPLICATION FOR 'NO OBJECTION CERTIFICATE FOR VISITING ABROAD

Part (A) to be filled by the Applicant

1.	Name & Designation of Applicant	
2.	Place of Posting	
3	Name and Address of spouse along with his work/profession	
4	Employee ID No.	
5	Date of Birth	
6	Date of regular Appointment	
7	Period and nature of leave	
8	Country to be visited and complete address of stay in abroad	
9	Purpose and duration of visit	
10	Contact No.	
11	Estimated expenditure and source of funds to meet the expenditure	
12	Name of family member who are travelling with applicant Along with source of funds to meet the expenditure	
13.	Self attested photocopy of first two and last two pages of passport	
14	Copy of Visa	

Dated:

Signature of Applicant

Part II: For office use only

(to be filled by head of institute and counter signed by the DEO/Director SCERT)

A.	Whether any case of embezzlements/loss/fraud is under investigation with Vigilance Department. If yes, give detail.	
B.	Whether any criminal case or departmental enquiry is pending against the employee. If yes, give details.	
C.	Details of Govt. dues to be recovered from the official, if any	
D.	Validity of passport should be at least of six months' balance is required at the end of foreign visit. Recommendation may be made accordingly	

Certified that the information given above from Sr. No. A to D are correct as per record and nothing has been concealed.

(Signature of the Head of Institution)

(Countersigned by DEO/Director,SCERT)

(alongwith Official seal)

(alongwith Official seal)

Name:

Name:

Designation:

Designation: