

## APPLICATION FOR ISSUE OF NO OBJECTION CERTIFICATE FOR OBTAINING INDIAN PASSPORT

1. Name of applicant :
2. Designation with name of Office :
3. Permanent address :
4. Pay and scale of pay :  
(a) Date of Birth :
5. Date of commencement of continuous service under Government :
6. Place proposed to be visit :
7. Purpose of visit :
8. If it is for seeking employment, whether a declaration to the effect that he will either resign this job or will take prior permission abroad has been attached :
9. Expected period of absence from duty :
10. Address of the place of visit if available :
11. How the expenditure for journey and stay abroad :
12. Mode of disbursement of leave salary :
13. Whether any disciplinary case is pending against the applicant :
14. Whether any liability is outstanding against the applicant :
15. Whether applicant is under any contractual obligation bonded or non bonded with Government is so detailed :

I Solemnly affirm that the information given are correct.

Signature of the applicant

I, ..... hereby declare that I will obtain prior permission from the Government before leaving India to abroad.

Signature of the applicant.

**PROFORMA REPORT**  
*(To be filled in by the Head of Office)*

1. Whether any disciplinary proceedings are pending or contemplated against individual :
  
2. Whether any Vigilance case is pending or contemplated against him :
  
3. Whether there are grounds to believe that the applicant could figure adversely on the security records of the Govt. :

Certified that the information given above and that given by the applicant Sl. No. 1 to 15 are verified and found correct. His application is recommended.

Signature:

Name:

Designation of the Officer:

Station:

Date:

**DECLARATION TO ACCOMPANY THE APPLICATION FOR  
OBTAINING NO OBJECTION CERTIFICATE TO TRAVEL  
ABROAD**

1. I do hereby declare that I will not enjoy the stay abroad beyond the period of leave shown in my application
  
2. I do hereby declare that I will not indulge in my any work of propoganda which will be determental to the interest of nationality.
  
3. I do hereby declare that only such job which will not effect my status as a .....(post) of Kerala Government will be taken under the foreign employment.
  
4. I do hereby declare that I will abide by the rules and conditions as per G. O. (P) No. 274/70/Fin. dated, 24-9-1970 & G. O. (P) No. 65/76 /Fin. dated, 25-2-1976.
  
5. I do hereby declare that I have no bonded obligation to serve the Department.
  
6. I do hereby declare that no vigilence or disciplinary action against me.
  
7. I do hereby declare that I have not taken any leave for the same purpose previously.

Signature

Counter signature of the Head of Office

**ANNEXURE B**

**All Central Government employees, State Government employees, Employees of Statutory Bodies and Public Sector Undertakings and their dependent family members are required to produce an Identity Certificate**

*(Strike out portion not applicable)*

*(To be given in Duplicate on Original Stationary)*

Certified that Sri./Smt./Kum.....

Son / Wife of Shri .....

of is a temporary/permanent employee of this (office address) .....

from ..... (date) ..... and is at present holding the post of

..... Shri / Smt./Miss/Mst.....

is / are a dependent family member(s) of Shri / Smt. ....

and his / her identity is certified. This Ministry/Department / Organisation has no objection to his/her acquiring Indian Passport. The undersigned is duly authorised to sign this Identity Certificate. I have read the provisions of Section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this organization is a central / State Government / Public Sector / undertaking / Statutory body. The Identity Card Number of Shri / Smt. (employee) ..... is

Ref. No & Date:

Applicant's photo to be attested by certifying authority

Name and Designation, Address & Telephone No. ....

**ANNEXURE C**

**INTIMATION BY AN EMPLOYEE TO HIS EMPLOYER OF HIS INTENTION TO APPLY FOR A PASSPORT**

*(For All Central Government employees, State Government employees, Employees of Statutory Bodies and Public Sector Undertakings who are not producing a No Objection Certificate)*

*(on Official Stationary)*

Certified that I Sri./Smt./Kum.....  
am a temporary/permanent employee of this (office address) .....  
.....  
from ..... (date) and am at present holding the post of  
..... I have intimated my employer of  
my intention to apply for a passport.

Name and Designation, Address &  
Telephone No. ....  
Date:.....

Signature & Seal  
The Head of Office  
(in acknowledgement of the  
receipt of the said intimation)