

General Manager,
Eastern Railway,
Kolkata.

Sub:- Declaration indicating name of father & dependent family members.

1. Name of father :
2. Name of wife :
3. Name of daughter :
4. Name of son :
5. Identity card No. :

Thanking you,

Yours faithfully,

Encl: 1. Attested Xerox copy of Identity Card.
2. Three copies of passport size photographs.

Photographs of wife

Photographs of son

Photographs of daughter

PROFORMA FOR APPLICATION FOR OBTAINING NO OBJECTION CERTIFICATE FOR
ISSUE OF PASSPORT.

1. I will not put the Railway Administration in an embarrassing position in any way if I am allowed to travel to a foreign country.
2. I will not cause the Administration to bear any expenditure on account of permit visa, passage and boarding charges for travel abroad. There will be no commitment on the part of Railway to arrange foreign exchange required by me for the trip.
3. No objection certificate to be issued in my favour will not be considering by me as an authority of the administration for leaving India.
4. On receipt of 'No Objection Certificate', I will submit an application for leave indicating therein the particulars of the permit and obtain sanction from the leave sanctioning authority before leaving.
5. I will make suitable arrangements to draw the leave salary to be paid to me in Indian Rupee. No expenditure on account of medical assistance in foreign country shall be claimed to be reimbursed and borne by the Railway Administration.
6. I will be prepared to report for duty immediately as and when required by the Administration.
7. I am not under order of suspension or discharge or involved in any departmental proceeding under DA Rules or in Vigilance cases.
8. No criminal proceedings have been launched against me or a civil suit in which I am involved is pending.
9. I have not at any time during the period of five years immediately preceding the date of my application been convicted by a court of India for any offence involving moral turpitude in respect thereof to imprisonment for not more than 2 years.
10. I am otherwise not deemed undesirable to undertake the proposed journey abroad.
11. I am aware of the provisions of Rule 18(3) of the Railway Service (Conduct) Rules as per which any transaction for movable property for value Govt. over Rs.10,000/- entered by me has to be informed to Government.
12. Any contravention of the above conditions will make me liable to be taken up under DAR 1968,

Signature :

Name :

Designation :

APPLICATION FOR INTERNATIONAL PASSPORT

“ISSUE OF NO OBJECTION CERTIFICATE”

1. Name :
2. Father's Name :
3. Designation :
4. Scale & rate of pay :
5. Branch :
6. Station of posting :
7. Date of appointment :
8. Date of birth :
9. Place of residence during last two years. :
10. Permanent residential Address :
11. Country to which passport is required :
12. Place of visit :
13. Purpose for which the passport is required :
14. Duration of stay in that country :
15. Postal address where the applicant intends to stay in that country: :
16. Estimated expenditure involved :
17. Source of availability of funds to meet with the expenditures :

Date

Signature of applicant.

CPO/E.Rly's Sl.Circular No.68(06)/2005 dated 14.06.2005

Sub: Requirement of taking permission by Govt.servants for leaving Station/
Headquarters.

P R O F O R M A

(Sec 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 From To	Names of Foreign countries to be visited	Purpose	Estimated Expenditure (Travel, Board, Lodging, Visa Misc. etc.	Source of funds	Remarks

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No.6)

Signature :

Name :

Designation :

Dated :

Sub: Maintenance of data bank for private foreign visits by
Government employees.

Ref: Railway Board1's letter No.2009/V-1/CVC/1/10 dated 03.09.2009

S.No	Name & Designation of the Rly.Employee	Name of the country to be visited	Duration of stay	Source of fund	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Signature :

Name :

Designation & Station :

Date :