

**DOCUMENTS TO BE SUBMITTED FOR OBTAINING NO OBJECTION
CERTIFICATE FOR RENEWAL OF PASSPORT**

1. Representation of the individual
2. Forwarding letter by the Principal of Medical College / Superintendent of Teaching General Hospital
3. Proforma for issue of NOC (enclosed)
4. No Dues / No Charges Certificate
5. Copy of the Service Regularization of the individual
6. Copy of the order of probation declaration of the individual
7. Copy of the old Passport including all pages which are stamped.
8. Three Passport Size Photos / One Photo should be pasted in the Annexure - B Form (Enclosed) with attestation of the Principal / Superintendent Concerned.

PROFORMA PARTICULARS TO BE FURNISHED FOR ISSUE OF N.O.C.

1	Name of the applicant with Designation	
2(a)	The Purpose of visit abroad	
(b)	Course of study and specialty he / she wants to study abroad.	
3	Name of the country proposed to visit	
4.	Date of Birth	
5.	Date of appointment	
6.	Duration of stay abroad.	
7.	Whether he / she has been selected by the APPSC, if so.	
(a)	The date of selection	
(b)	S.No. of selection	
(c)	If the post is not under purview of APPSC the mode of recruitment is to be specified.	
(d)	If services are regularized or probation declared, a copy of the order in which the services are regularized on probation declared is to be enclosed	
8.	Whether he / she is proceeding on employment voucher. If so give details	
(a)	Whether the employment in which he / she want to work is under Govt. or in a private Institution. If so, the appointment order of the Institution is to be enclosed.	
(b)	Whether he / she is willing to pay pension contribution and terminal gratuity for the entire period of employment during E.O.L. since Government servant cannot however claim service benefits from two sources in respect of the same service	
9.	Whether he / she has taken any leave earlier for prosecuting higher Studies abroad , Post-graduate course or Diploma Course in India, if so give details	
(a)	The Period of availment of leave with date is to be stated	
(b)	The Condition of the Bond so executed for the above purpose to be stated	
(c)	Whether the leave taken earlier has been regularized and if so, a copy of the order is to be furnished	
(d)	The date of rejoining duty after expiry of the above leave period	
(e)	Whether he / she has fulfilled the conditions of the Bond so executed	
10.	Whether he / she is willing to proceed abroad on EOL	
11.	Whether he / she is willing to execute a Bond to the effect that he / she will serve the Govt. for three years on return from abroad and in default, to pay Rs. 10,000/- to the Institute	
12	Whether any charges / dues are pending against him / her (certificate from the Head of the Institution is to be enclosed).	
13.	Whether he / she has drawn any interest free educational loans. If so, give details (Certificate from the Head of the Institute is to	

	be enclosed).	
(a)	Name of the Medical College in which he / she studied MBBS course and the period of study is to be mentioned. In case studied MBBS course in more than one Medical College, furnish the names of the colleges which years of study of course	
(b)	Whether the applicant has repaid the entire loan amount, if any taken by him / her and if not, how much amount is still outstanding.	
14	Whether he / she has drawn any kind of Govt. loans . If so , furnish details . If not, a certificate from the Head of Institute is to be enclosed.	
15	Whether he / she has served in the rural areas (PHC) as Civil Assistant Surgeon for a period of three years. If so , furnish details.	
16	Permanent Address in India	
17.	Address Abroad	
18.	Whether he / she has stood any surety to any person who went abroad for higher studies or staying in India.	

SIGNATURE OF THE APPLICANT

CERTIFICATE OF THE HEAD OF THE OFFICE/ INSTITUTION

I certify/enclose necessary certificates with regard to item No. 12, 13, 14 of the application.

SIGNATURE WITH SEAL OF HEAD OF INSTITUTION

ANNEXURE 'B'

ALL CENTRAL GOVERNMENT EMPLOYEES STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKING ARE REQUIRED TO PRODUCE A IDENTITY CERTIFICATE (STRIKE OUT PORTION NOT APPLICABLE) (To be given in Triplicate on Original Stationery) NO OBJECTION CERTIFICATE

Certified that Sri / Smt.....
..... is a permanent employee of this Department working since and he/she is at present holding the post of Sri Smt.
..... is/are a dependent family member(s) of Shri / Smt..... and his / her identity is certified. This Ministry / Department / Organization has no objection to his her acquiring Indian Passport. The undersigned is duty authorized to sign this Identity Certificate. I have read the provisions of Section 6 (2) of the Passport 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 Sri / Smt Employees is

The department has No Objection to him acquiring Indian Passport

The Undersigned is duly authorized to sign this No Objection Certificate

Rc. NO. & Date

Name

Designation

(1st form - Photo to be affixed with signature of Principal across the photo
2nd and 3rd forms only affix photo)