

**DOCUMENTS TO BE SUBMITTED FOR OBTAINING NO OBJECTION
CERTIFICATE TO TRAVEL ABROAD**

Any staff member who wishes to obtain NOC to travel abroad needs to submit his/her application with all the necessary documents through proper channel AT LEAST ONE MONTH BEFORE THE ACTUAL DATE OF TRAVEL. Applications received with LESS THAN A MONTH FROM ACTUAL DATE OF TRAVEL will be rejected and the applicant will not be issued a No Objection Certificate to travel abroad.

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 Passport including all pages which are stamped.
8. Rs. 100/- Bond with signature of two sureties. (Enclosed)

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 pursuing 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 with 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

The following matter should be typed on a Rs. 100// Non-Judicial bond paper and submitted (Pages 1-6)

100 RUPEES BOUND

Know all men by those present that Iresident of..... Hyderabad, working as ----- in the Department of ----- (Hereafter called the obligor) and

1. Dr. -----
S/o / W/o-----

2. Dr. -----
S/o/ W/o -----

(Hereinafter called the sureties) do hereby jointly and separately bond ourselves and over respective heirs, executors and administrators pay to the Government of Andhra Pradesh, his successors and assign (Hereinafter called the Government) on demand the sum or Rs. 50,0000 /- (Rupees Fifty Thousand only) together with interest thereon from the date of demand at Government rates for the time being in force of Government loans if the payment is made in Country other than India and together with all costs payable by the Government to the Attorney and all charges and expenses that shall or may have been incurred by the Government, and also to pay pension contribution and terminal gratuity, for the period of employment during extra ordinary leave / EOL eligible leave.

Whereas the Government has at the request of the above bounded (name)----- employed as ----- granted his/her extraordinary leave / eligible leave without pay allowance / earned leave for a period of ----- days/months any time between ----- to ----- in order to enable here to go to -----.

And whereas Government have appointed / will have to appoint a substitute to perform the duties of ----- during the period of absence -----
----- on extraordinary / earned leaves and whereas the later protection of the Government the obligor has agreed to execute this bond with two sureties with such conditions as here under written.

And whereas the said sureties have agreed to execute this bond as sureties on behalf of the obligor.

Now the condition of the above written obligation is that in the event of the above obligor -----
----- failing to join on the expiry of the period of EOL / EL to the post originally held by her and serve the Government after rejoining for such period not exceeding a period of 5 years as the Government may require of refusing to serve the Government in any other capacity as may be required by the Government on a salary to which he would be entitled under the rules the said -----
----- or his heirs, executors and administrators shall forthwith pay to the Government on demand the sum of Rs. 50,000/- (Rupees Fifty Thousand only) together with interest thereon from the date of demand at Government Rates for the time being in force on Government loans.

Name and signature of 1st Surety Name and signature of 2nd Surety Name and signature of Obligor
with official seal and date with official seal and date with official seal and date

**(Conditions of the G.O. to be Incorporated here)
And upon the Obligor**

Sri ----- and Sir ----- the Sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in form and virtue.

Provided always that the liabilities of the sureties here under shall not be impaired or discharged by reason of time being granted or by forbearance of commission of the Government or any person authorized by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to issue the obligor before using the sureties.

Sir _____ and Sri _____ any of them for amount due here under

The bond shall in all respects to be governed by the laws of India for the time being in force and the rights and liabilities here under shall were necessary to be accordingly determined by the appropriate courts in India.

Name and signature of 1st Surety
with official seal and date

Name and signature of 2nd Surety
with official seal and date

CERTIFICATE BY THE 1st SURETY

Mr. Dr. _____ in the office of the _____ am
permanent Government servant of Andhra Pradesh Medical and Health Services.

I have not stood as surety previously to any person who went abroad or staying in India.

My Scale of pay is Rs. -----

My Basic Pay is Rs.-----

My Regular date of appointment into Government Service is -----

My date of retirement is -----

My APPSC selection was in the year -----

My date of regularization is -----

My Present Address

My Permanent Address

CERTIFICATE BY THE 2nd SURETY

Mr. Dr. _____ in the office of the _____ am
permanent Government servant of Andhra Pradesh Medical and Health Services.

I have not stood as surety previously to any person who went abroad or staying in India.

My Scale of pay is Rs. -----

My Basic Pay is Rs.-----

My Regular date of appointment into Government Service is -----

My date of retirement is -----

My APPSC selection was in the year -----

My date of regularization is -----

My Present Address

My Permanent Address

CERTIFICATE TO BE PRODUCED BY BOTH SURETIES

I am not willing to go abroad till----- whom I
have stood as surety comes back to India and reports for duty.

The Stamp duty on this deed shall be borne and paid by the Government servant

Signed ----- and dated this -----Day of ---
----- Two Thousand Twelve (2012)

Signed and delivered by the sureties above named (Signature and seal)

1.-----

2.-----

Attested

**Accepted for and behalf of the
Government of Andhra Pradesh**