

**ANNEXURE-D**

No.

Name of Office:

.....  
.....

Date:

To,

Sh. ....  
.....  
.....

*Sub: Issue of 'No Objection Certificate' for visit abroad and sanction of leave to be availed out side India.*

*Ref: Application dt. .... of Shri .....  
Received under your letter No. .... dt. ....*

*With reference to the application of Sh/Smt./Km. ....  
received under your letter referred to above ..... has  
granted permission to Sh./Smt./Km. .... for going to  
..... has also sanctioned ..... as applied  
for by him/her vide application sent with your above letter.*

*This permission is subject to the conditions overleaf:*

*Signature of the officer dealing with  
Establishment matter.*

*Condition attached to the letter No. .... dated .....*

**North Central Railway**

**APPLICATION FOR EX. INDIA LEAVE**

S.N	PARTICULARS		TO BE FILLED BY AN EMPLOYEE
1.	Name of the employee	:	
1(A)	Designation	:	
2.	Date of appointment to Railway	:	
3.	Date of marriage	:	
4.	Whether spouse is working or studying abroad	:	
5.	Details of children studying/working abroad	:	
6.	Reason for asking Ex.India Leave eg. travel, attending to spouse, children etc.	:	
7.	Whether Ex.India leave has been availed on earlier occasion	:	
8.	Address during stay abroad	:	
8(A)	Details if Pass-Port and visa alongwith zerox copies.	:	

9. SR and Leave account should be duly updated and sent in the following format

Period of leave applied alongwith nature of leave	Balance leave	Leave taken in past			Reason for applying for Ex. India leave in the past
		Date	Period	Nature of leave	