

**APPLICATION FOR ISSUE OF 'NO OBJECTION CERTIFICATE'  
FOR GOING ABROAD FOR SANCTION OF LEAVE TO BE  
AVAILABLE OF OUTSIDE INDIA**

To,

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.....  
.....

(Through proper channel)

Sir,

Sub:- Request for issue of 'No Objection Certificate' and sanctioned of leave to be availed of outside India.

I am in possession of passport No. .... issued by .... The passport is valid upto .....

I wish to proceed to ..... for the purpose of .....

My application for sanction of ex-India leave from ..... to ..... in continuation of Training is enclosed herewith.

My service particulars and other details are given below:

1. Name : .....
2. Father's Name : .....
3. Designation : .....
4. Date of Birth : .....
5. Date of appointment in Railways : .....
6. Grade and Rate of pay : .....
7. Division/Branch in which working : .....
8. Station of posting : .....

Note: 1. I am nominated for PHOD Training ..... by Railway Board vide letter attached.

2. Training is from ..... to .....

3. Request for ..... days ex-India leave from ..... to ..... and .....days in continuation of training is attached.

4. Official passport will be given by protocol Officer, Railway Board, NDLS before leaving India.

9. Present residential address :

10. Permanent address :

11. Place of residence during :  
the last 2 years

12. Place of visit abroad with :  
names of the countries.

13. Duration of the visit :



14. Address while abroad :  
15. Estimated expenditure :  
16. Source of funds :  
17. If the transaction for the source of :  
funds requires the prior sanction of  
the competent authority as per the  
Railway Service (Conduct) rules,  
1966 (rule 18), sanction particulars  
of the same.

**I declare that:**

1. I will not request for release of foreign exchange from Railways and will make my own arrangements for foreign exchange required for the trip.
2. I will not over-stay abroad except with the prior approval of the competent authority.
3. I will make my own arrangements to get my leave salary and other allowances while abroad. I understand that these amounts will be paid only in Indian Rupees.
4. I will not seek any financial assistance from any foreign country/institution/agency for my itinerary.
5. I will not pursue any study or training while abroad without prior permission of the administration.
6. I will not take up any employment or activity of profit while abroad.
7. I will not indulge in any activity which might be prejudicial to the interests of India or any other foreign country and that his activities during my stay abroad will not affect the friendly relations between India and any other country/countries.
8. I will inform of any change in address, which may take place during my stay abroad, to the Railway Administration.
9. I will not enter into any contract or marriage with a person other than of Indian nationality without prior permission of the Government.
10. I will adhere to the provisions of Rule 18 of the Railway Services (Conduct) Rules, 1966 in regard to any transaction of movable property.
11. I clearly understand that I am liable for action under D&A Rules in case. I violate any of the above provisions or any conduct unbecoming of a Railway servant while I am abroad.

Your faithfully

( )

Signature of the Applicant

With name below the signature

Station: .....

Date: .....



उ. म. रेलवे  
N.C.Railway

फार्म नं. जीएल II  
Form No. GL II

छुट्टी का आवेदन पत्र  
Leave Application Form

विभाग / Department .....  
कार्यालय / Office .....  
स्टेशन / Station .....  
नाम / Name .....  
पदनाम / Designation .....  
नियुक्ति तिथि / Date of Engagement .....  
वेतन दर / Rate of Pay (रु./ ₹.) .....  
छुट्टी का प्रकार/अवधि Nature of Leave/Period .....  
से / From .....  
तक / To .....  
बिमारी की अवधि में परिवर्तन / Conversion of sick Period:  
से / From ..... तक / To .....  
दिनों की सं. / No. of Days .....  
छुट्टी का प्रायोजन / Purpose of Leave .....  
.....  
Medical Certificate (if any) .....  
छुट्टी बिताने के स्थान का पता Address while on leave .....  
.....  
वेतन भुगतान के लिए प्रार्थना (यदि हो) /Request for Payment of salary (if any) .....  
दिनांक / Date .....

.....  
आवेदक का हस्ताक्षर / Signature of Applicant

C.R.P.No.074a/20,000-5-99