

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

To

(Through proper Channel)

Sir,

Sub: Issue of No Objection Certificate' and sanction of leave to be availed of
outside India.

I am in possession of passport No. _____
issued by _____ which I have obtained on the basis of
the 'No Objection Certificate' issued by you vide No. _____
dated _____. The passport is valid upto _____

I wish to proceed to _____ for the
purpose of _____
I request that I may kindly be granted permission for the same.

My application for sanction of leave from _____ to _____ 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.
9. Present residential address.
10. Permanent address.
11. Places of residence during the last 2 years.
12. Places of visit abroad with names of the countries.
13. Duration of the visit from _____ to _____
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.
18. Any vigilance/departmental enquiries pending against
19. Any case pending in the court of law
20. Any license of weapon

I declare that:-

1. I will not request for release of foreign exchange from Railways and will make my own arrangements for the 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 may be prejudicial to the interests of my own country or any other foreign country and my activities during my visit/stay abroad will not affect the friendly relations between my country and any other country/countries.
8. I will inform any change of 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 Indian nationality without prior permission of the Government.
10. I will adhere to the provisions of Rule 18 of the Railway Service (Conduct) Rules, 1966 in case I enter into any transaction for 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.

Station:

Date:

Yours faithfully,
Signature of applicant
with name below the
signature

**PERFORMA FOR TAKING PRIOR PERMISSION BY
RAILWAY SERVANTS FOR PRIVATE VISITS ABROAD**

Part A – To be filed by the Railway servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/Department
4. Passport No.
5. Details of Private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries to be visited	Purpose

Signature

Date:

Name and Designation

Part B – To be filled by the Administration

1. Whether the Railway servant is handling large amounts of railway cash.
2. Whether the Railway servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Railway servant is under investigation (Details).
4. Whether the Railway servant is under suspension.
5. Whether any disciplinary proceeding/criminal case is pending against the Railway servant (Details).

Signature

Date:

Name and Designation

TO BE GIVEN TO INTELLIGENCE BRANCH OF RPF

Signature
of
person
concerned

1. Name.
2. Father/Husband Name.
3. Designation.
4. Scale & Rate of pay.
5. Branch.
6. Station of Posting.
7. Date of Birth.
8. Date of Appointment.
9. Place of Residence.
10. Permanent Address.
11. Country of which Passport is required going abroad.
12. Place of Visit
13. Purpose of Which Passport is required going abroad.
14. Duration of stay in.
15. Postal Address where the Applicant intends to stay in that Country.
16. Estimated Expenditure required.
17. Source of Availability of fund.
18. Any Vigilance/departmental Enquiries pending against.
19. Any case in the Court of Law is pending.
20. Any Licence of Weapons.
21. Contact No. /Railway Mobile:

घोषणा-मैं इस विदेश यात्रा के दौरान किसी भी एन्टीनेशनल व्यक्ति या संस्था से कोई सम्पर्क नहीं करूंगा/करुंगी या किसी प्रकार का कोई सम्बन्ध स्थापित नहीं करूंगा/करुंगी। ऐसी शिकायत होने पर मैं स्वयं दण्ड भुगतने हेतु जिम्मेदार रहूंगा/रहूंगी।

Signature of person concerned