

INTIMATION/UNDERTAKING TO BE FURNISHED BY THE
GOVERNMENT SERVANT REQUESTING FOR 'NO OBJECTION
CERTIFICATES' FOR GOING ABROAD

1. Name of Govt. servant
2. Present designation
3. Countries proposed to be visited by him/her
4. Purpose of visit abroad
5. Likely date of visit, Country-wise
6. In case he intends to visit friends/relatives, their name and full address
7. Since when the friends/relatives named in Col.6 have been residing at the address given
8. The period for which the Govt. servant intends to stay abroad
9. What is the total estimated expenditure on the visit including air fare and foreign-exchange
10. i) How does he/she proposed to meet the foreign exchange requirements
ii) How does he/she intend to meet the total expenditure including foreign exchange
11. i) Is the Govt. servant married? Yes/No
ii) Is the spouse working? Yes/No
iii) If yes, full address and place of working of spouse
iv) Gross emoluments of spouse
v) education
vi) Net carry home salary of spouse
12. Present place of posting of Govt. servant
13. Is the present posting sensitive
14. i) Was he/she ever in the post posted to a sensitive posting
ii) If yes, then the periods

Contd.2/-

15. i) Date on which he/she joined Government service for the first time
- ii) Period of total Government service rendered since then _____ years _____ months
16. i) Did he/she ever apply for 'No Objection Certificate' for the private passport in the past
- ii) If so, when (Date)
- ~~iii) If so did he/she actually visit the countries for which the NOC was obtained~~
17. Name of the countries he/she has visited and when since joining the Government service as per Col.15(i)

U N D E R T A K I N G

- i) I undertake to return to my own country after the expiry of the stipulated period of my stay in the foreign country.
- ii) I also undertake to apply to the competent authority for grant of leave and have sanctioned before I proceed abroad.
- iii) I also undertake to produce a 'No Demand Certificate' from all concerned before I am allowed to proceed abroad on leave.
- iv) I undertake not to approach any foreign agency for financial assistance without prior approval of Government of India.
- v) I undertake not to enter into any kind of correspondence with any foreign agency except through CWC.
- vi) I undertake not to take any employment whatsoever while abroad including from any foreign employer.
- vii) I understand that a grant of premission by itself does not involve any commitment on the part of the Govt. of India to release any foreign exchange to me and I will have to make my own arrangements for foreign exchange required for the visit, if any.
- iii) I also understand that the grant of No Objection Certificate will be subject to any general or specific conditions that the Govt. of India may impose from time to time.
- ix) I also understand that the grant of leave for which I will apply in due course will be subject to the exigencies of office work, and request from me for grant of extension of leave while abroad beyond the period initially applied for and sanctioned will not be entertained under any circumstances.
- x) I however understand that no payment of leave salary will be made to mein foreign exchange.
- xi) I undertake not to take part in any activity while abroad which would contrevene the provisions of CCS Conduct Rules 1964 as amended from time to time.

Place : _____ Signature _____

Dated : _____ Name _____

Place of posting _____

Telephone No. _____

Forwarded to Estt.I Section, CWC

