

Proforma for the issue of “NO OBJECTION CERTIFICATE” and sanction of Leave for visiting Foreign Countries on private account (At the time of leaving the Country) (Form – II)

1(a) NAME OF THE EMPLOYEE		2(c) EMAIL ID:	
1(b) EMP. NO.:		3(a) PASSPORT NUMBER:	
1(c) DESIGNATION:		3(b) DATE AND PLACE OF ISSUE:	
1(d) SHOP / OFFICE / T.NO.		3(d) DATE OF EXPIRY (PHOTOCOPY TO BE ENCLOSED) :	
2(a) RESIDENTIAL ADDRESS		4(a) PERIOD OF LEAVE APPLIED:	
2(b) CONTACT NUMBERS	1)	4(b) NATURE OF LEAVE:	
	2)		

**5. DETAILS OF PRIVATE FOREIGN TRAVEL TO BE UNDERTAKEN:**

5(a) PERIOD OUT OF INDIA		5(b) NAME OF FOREIGN COUNTRIES TO BE VISITED	5(c) PURPOSE 5(d) ESTIMATED EXPENDITURE (TRAVEL, BOARDING / LODGING, VISA, MISC, ETC.)	5(e) SOURCE OF FUNDS	5(f) ADDRESS IN FOREIGN COUNTRY
DATE OF DEPARTURE FROM INDIA	DATE OF ARRIVAL IN INDIA				

**6. DETAILS OF PREVIOUS PRIVATE FOREIGN TRAVEL IF ANY, UNDERTAKEN DURING THE LAST FOUR YEARS:**

6(a) PERIOD OF TRAVEL		6(b) NAME OF FOREIGN COUNTRIES VISITED	6(c) PURPOSE, 6(d) ESTIMATED EXPENDITURE (TRAVEL, BOARDING / LODGING, VISA, MISC, ETC)	6(e) SOURCE OF FUNDS	6(f) REMARKS
FROM	TO				

## **DECLARATION**

1. I certify that the particulars furnished above are correct to best of my knowledge.
2. I hereby give an undertaking to vacate the Railway Quarters occupied by me in case the period of leave exceed six months (180 days).
3. I hereby declare that I will not seek any employment during my stay abroad and also return to India within the leave period.
4. I hereby undertake to advise ICF administration any changes in my address given above and also the changed address.

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**SELF DECLARATION:** - In terms of Railway Board Letter No.E(O)II-2007/PL/03 dated.19.06.2007.

1. I, the undersigned hereby declare that I am aware that as per the provisions of Indian Railway Medical Manual relating to reimbursement of medical expenses incurred abroad, I am not entitled for reimbursement of medical expenses for treatment in emergency or otherwise while on Ex-India leave.
2. I have/will purchase adequate insurance coverage for the medical emergency while on Ex-India leave.
3. I have enclosed my visa copy or I will submit my visa copy after receiving it (strike out whichever is not applicable).

**UNDERTAKING U/S 6 (2) (C) OF THE PASSPORT ACT, 1967 FOR OBTAINING NO OBJECTION CERTIFICATE FOR OBTAINING PASSPORT / VISITING FOREIGN COUNTRIES ON PRIVATE ACCOUNT.**

I, \_\_\_\_\_, DESIGNATION \_\_\_\_\_  
of Shop / Office \_\_\_\_\_, hereby declare and undertake the following in connection with seeking NOC for obtaining Passport / Visiting Foreign Countries on private account, U/s 6(2)(C) of the Passport Act, 1967.

**State the following YES or NO :**

1.	I am a citizen of India	
2.	I will not engage outside India in activities prejudicial to the sovereignty and integrity of India.	
3.	My departure from India will not be detrimental to the security of India.	
4.	My presence outside India will not prejudice the friendly relations of India with any foreign country.	
5.	During the past five years I have not been convicted by a court of India for any offence involving moral turpitude.	
6.	No criminal proceedings against me are pending before a court in India.	
7.	No warrant or summons for the appearance, of warrant for the arrest, have been issued by a court under any law for the time being in force or that no order prohibiting the departure from India has been made by any such court, against me. I shall abide by Railway Services (Conduct) Rules, 1966.	

Place:

Signature of the applicant:

Date:

Name &amp; Emp.No. :

Forwarded to Personnel Branch for further necessary action please.

Controlling Officer  
(Office Seal)

SSE/Ch.OS/Shop-  
(Office Seal)