

**Performa 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)**

<b>1(a) Name of the Employee</b>						
<b>1 (b) Emp.No.</b>		<b>1 (c) Designation</b>		<b>1 (d) Shop/Office/ T.No</b>		
<b>2(a) Residential Address</b>						
<b>2 (b) Contact Numbers.</b>		<b>2(c) Email ID:</b>				
<b>3 (a) Passport Number</b>		<b>3(b) Date and Place of Issue</b>		<b>3(c) Date of Expiry (Photocopy to be enclosed)</b>		
<b>4(a) Period of leave applied</b>				<b>4(b) Nature of leave:</b>		
<b>5 Details of private foreign travel to be undertaken</b>						
<b>5 (a) Period out of India</b>		<b>5(b) Name of foreign Countries to be visited</b>	<b>5(c) Purpose</b>	<b>5(d) Estimated Expenditure (travel, boarding/lodging, visa, misc, etc.)</b>	<b>5(e) Source of funds</b>	<b>5(f) Address in foreign country.</b>
<b>Date of departure from India</b>	<b>Date of arrival in India</b>					
<b>6. Details of previous private foreign travel if any, undertaken during the last four years</b>						
<b>6 (a) Period of Travel</b>		<b>6(b) Name of foreign Countries to be visited</b>	<b>6(c)Purpose 6(d) Estimated Expenditure (travel, boarding/lodging, visa, misc, etc.)</b>	<b>6(e) Source of funds</b>	<b>6(f) Remarks</b>	
<b>From</b>	<b>To</b>					

### 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 exceeds 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 aboard, 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 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 & Emp No. :

Forwarded to Personnel Branch for further necessary action please:

Controlling officer  
(Office seal)

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