



નગર પ્રાથમિક શિક્ષણ સમિતિ

વિદેશ જવા માટે/ વિઝા મેળવવા અંગેનું લિસ્ટ

૧.	કર્મચારી અધિકારીનું નામ	:	
૨.	કર્મચારી નંબર	:	
૩.	હોદ્દો	:	
૪.	શાળાનું નામ	:	
૫.	છેલ્લે ભોગવેલ રજાની તારીખ	:	તા.....થી તા.....
૬.	છેલ્લે ભોગવેલ રજાના દિવસોની સંખ્યા	:	
૭.	છેલ્લો વિદેશ પ્રવાસની તારીખ	:	
૮.	પાસપોર્ટની નકલ જોડેલ છે?	:	હા/ના
૯.	વિઝા નકલ જોડેલ છે?	:	હા/ના

શિક્ષકની સહી:.....

No Objection Certificate for going abroad (Foreign Visit)

- 1) Case of Shri/Smt/Kum: _____
- 2) Designation: _____
- 3) Tel. No.: _____
- 4) Mobile No.: _____

Check List of documents for NOC for going abroad(Foreign Visit)

CHECK BOX

- Document No.1 Check List
- Document No.2 (Performa for NOC with recommendation of Head of the SSA)
- Document No.3(Undertaking & Declaration)
- Document No.4(Two sureties of equal or above cadre)
- Document No.5 (Sufficient proof of Source of finance for expenditure of fare & stay) Xerox copy of Passbook of Bank statement is expected. , If expenditure is sponsored, Sponsorship letter (affidavit letter from the foreign country) is to be provided.GPF/EPF statement is not allowed.
- Document No.6 (Vigilance Clearance Performa)
- Document No.7 (Officer's Passport's Xerox Copy)
- Document No.8 (Officer's Identity card Xerox Copy)

(Name- _____)
Signature of Applicant

**Before sending the proposal, the concern officer should check all the documents.

**Forward the application with the recommendation of the Head.

Checked by _____

checked by _____

(_____)

PRINCIPAL
Municipal School Board

Municipal School Board

Proforma for 'NO OBJECTION CERTIFICATE'for Obtaining Passport
(to be filled up by the applicant)

PART-1

1. Name(In Block Letters) : _____
2. Designation : _____
3. HRMS Number : _____
4. Date of Birth : _____
5. Father's Name : _____
6. Office to which attached : _____

7. Length of Service : _____
8. Permanent/ Temporary : _____
9. Present Pay : _____
10. Present Address : _____

11. Permanent Address : _____

12. Name of the Country : _____
Indicating particulars _____
place to be visited & _____
address while there _____
13. Purpose of visit : _____

14. Date of journey : _____
15. Period of Stay in abroad : _____
16. Likely Expenditure on : _____
Journey (Indicating _____
fare & stay abroad) _____
17. Source from which the : _____
Journey in question will _____
be financed _____
18. Whether any : _____
departmental dues are _____
outstanding against him _____
If so the details thereof _____

CERTIFICATE :

1. I will arrange to draw my pay and allowances in India.
2. I will not take up any profitable job while aboard.
3. I agree with all the rules and Regulation.
4. I have no connection with Organisation/Association.
5. Two sureties from Permanent government Servant are furnished(Not Applicable)

Signature of applicant _____

Designation _____

Unit of working _____

Dated : _____

(FOR OFFICE USE ONLY)

PART- II

1. Whether the official is handling :
any Government Cash. _____
2. Whether the official is dealing :
with secret/Top secret matters. _____
3. Whether the official is dealing :
with important papers. _____
4. Whether any case of Loss or :
Fraud/Disciplinary/Case is
pending contemplated against
the official. _____
5. The General conduct and :
manner of the official is. _____
6. Details of Government dues :
to be recovered from the
official , If any. _____
7. Whether this has objection :
for the issue No Objection
Certificate. _____
8. Recommendations by the :
head of the office. _____

Signature & Seal of the Principal of th
Municipal School Board

UNDERTAKING

I _____ name of the official (Emp
 No. _____) working as _____ (Designation of th
 official) hereby undertaking that I will not overstay aboard unauthorised in excess of the leave grante
 to me. I will not tender resignation/negotiate for any employment etc. While my stay aboard. In case c
 any deviation of the rules of violation of the undertaking given. I shall be liable for disciplinary action in
 accordance with the rules of the government of India.

(Name- _____)

Signature of Applicant

Date : _____

Place : _____

DECLARATION

I _____ also declare that I will not accept
 any other job before resigning from my present post and resignation is accepted after completion of
 necessary Documentalities.

I understand the issue of NOC (No Objection Certificate) by the head of Department (Competent
 Authority) does not entitle me to the granting of leave which is to be decided by the appropriate leave
 authority.

Date : _____

Place : _____

Signature of Applicant : _____

Name : _____

Designation : _____

SURITY 1

I _____ Son of/ Daughter of/ Wife
Shri _____ presently working
_____ (Designation) in Surat Municipal School Board, hereby stand for surity for
all dues which may be found outstanding against Shri/ Smt / Kum
_____ (Name of Applicant) Son of/ Daughter of/ Wife of Sh
_____ who is working
_____ in the office of Municipal School Board, from the date
he wants to go abroad.

Date : _____

Signature of Surity : _____

Name : _____

Designation : _____

Certificate that Shri/ Smt / Kum _____ (Name of Surity) Son
of/ Daughter of/ Wife of Shri _____, is a permanent
employee of this office and he has signed the above document in my presence.

Date : _____

Signature of Controlling Officer: _____

Name : _____

Designation : _____

SURITY 2

I _____ Son of/ Daughter of/ Wife of
 Shri _____ presently working a
 _____ (Designation) in Surat Municipal School Board, hereby stand for surity fo
 all dues which may be found outstanding against Shri/ Smt / Kum
 _____ (Name of Applicant) Son of/ Daughter of/ Wife of Shri
 _____ who is working a
 _____ in the office of Municipal School Board, from the dat
 he wants to go abroad.

Date : _____

Signature of Surity : _____

Name : _____

Designation : _____

Certificate that Shri/ Smt / Kum _____ (Name of Surity) Son
 of/ Daughter of/ Wife of Shri _____, is a permanen
 employee of this office and he has signed the above document in my presence.

Date : _____

Signature of Controlling Officer: _____

Name : _____

Designation : _____

Document No.5

- Sufficient proof of Source of finance for expenditure of fare & stay (If finance is taken from any financial institute for foreign trip than proof of that should be provided)
- Xerox copy of Passbook of Bank statement is expected.
- If expenditure is sponsorship letter (affidavit letter from the foreign country) is to be provided.
- GPF/EPF Statement is not allowed.

Municipal School Board
(Vigilance clearance proforma)

Part - 1

1. Name		2. Design.	
3.HRMS No.		4. Scale of Pay	5. Date of Birth
6. Date of Posting in present circle		7. Whether Absorbed(Y/N)	8. Status (Regular/ Adhoc /Officiating)
9. Kind of leave applied for /Sanctioned			
10. Purpose of visit, duration & name of foreign country/ countries to be visited			
11. Sources of funds to be spent on the visit along with estimated expenditure			
12. Name of person (s)/Organisation to be visited and its relationship with the applicant. complete address and contact nos (including E-mail)of the host, if any ,may be specified.			
13. Atteched sponsorship documents(s), if applicable			
14. Indicate names of family members, if any, accompanying the officer			
15. Passport No. Its validity and place of issue			
16. Status of visa			
17. Details of private foreign travel during last 6 years, if any (enclose a separate sheet, if necessary)			

(Name-

Signature of Applicant

18. (i) Ending date of currency of minor punishment falling in last 3 years or minor penalty imposed in last 3 years _____
- (ii) Ending date of currency of minor punishment falling in last 5 years or minor penalty imposed in last 5 years _____
- (iii) Any disciplinary case contemplated /pending as per records _____
- (iv) Any complaint under investigation as per records. If yes,(Date of receipt of complaint) _____
- (v) Case forwarded for according vigilance clearance for the purpose of **Obtaining No Objection Certificate for Going abroad**
- (vi) the particulars furnished above are as per the service records.

Admn/HR

Controlling Officer
Seal.

Part - 2

(for use by Vigilance Units)

- I. Vigilance clearance is granted/ withheld due to _____
OR
- II. (a) There is no adverse vigilance record in respect of the above with the unit.
OR
- (b) Vigilance clearance may be withheld due to _____

Officer(vig)

Principal of Vig,
Seal

Vigilance clearance is granted/ withheld due to _____

Principal of Vig.,MSB

Document No.7

****Officers Passport Xerox Copy**

Xerox copy of valid
passport of Officer