

Tel : 23012789

Integrated Headquarters
Min of Defence[Navy]
New Delhi – 110 011

CP(SC)/6222/Instruction

Sep 03

The Flag Officer Commanding –in- Chief
[for SSO(CP)]
Headquarters,
Eastern Naval Command
Vbisakhapatnam – 530 014

NO OBJECTION CERTIFICATE GRANT OF PASSPORT

1. Refer to Headquarters , Eastern Naval Command letter CE/2000/23 dated 15 Sep 03.
2. The issue of NOC for passport/NOC for proceeding abroad has been considered at Naval Headquarters and it has been decided that present statusquo of issuing NOC for passport and NOC for proceeding abroad to be maintained.

(YS Sarawat)
Commander
Jt Dir of Civilian Personnel[Admin]

Tele: 23010509

Integrated Headquarters
Ministry of Defence (Navy)
New Delhi – 110011

CP(SC)/6222

Feb 07

The Flag Officer Commanding-in-Chief
Headquarters [for CSO(P&A)]
Western Naval Command
Mumbai

The Flag Officer Commanding-in-Chief
Headquarters [for CSO(P&A)]
Eastern Naval Command
Visakhapatnam

The Flag Officer Commanding-in-Chief
Headquarters [for CSO(P&A)]
Southern Naval Command
Kochi

The Commanding-in-Chief
Headquarters [for CSO(LA&P)]
Andaman & Nicobar Command
Port Blair

ISSUE OF NO OBJECTION CERTIFICATE FOR PASSPORT

1. Govt of India , Ministry of External Affairs vide letter No. VA/401/1/2006 dated 31 Oct 06 has revised the Annexure 'E' to Annexure 'B' i.e the certificate for issue of NOC for passport to civilian employees. This will require following additional information for issue NOC for passport :-

(a) Individual's Identity card number.

(b) One recent passport size photograph of the applicant duly attested on the back side with his full name.

2. Accordingly an amended format , for seeking NOC for passport is enclosed herewith for information and immediate compliance.

3.. It is requested that the contents of this letter may be given wide publicity.

(K Narayanan)
Cmde
PDCP

Copy to :-

All Dte of IHQ MOD(N)

RESTRICTED**APPLICATION FOR OBTAINING A “NO OBJECTION CERTIFICATE”
FOR A PASSPORT ONLY****(NOT TO BE REFERRED TO SECURITY OFFICE VIGILANCE CELL)****PART –I**

1. Name.....
2. Son / Wife / Husband of
3. Designation.....
4. Identity Card Number.....
5. Date of initial appointment.....
6. Date of posting to present Estt
Present Office [office address]

7. Whether Ty. / Pmt. employee
8. Have you Attached a recent passport size photograph duly attested by concerned officer
at back side of the photo indicating applicant’s name written thereon ? Yes/No

9. Applicant’s Residential Address
 - (a) Present
 - (b) Permanent
10. Details of employment in Defence
Hqrs. offices or any Govt. office during
last ten years.
11. Details of any type of passport held previously
12. Details of passport lost if any
13. Type of Passport required viz.
(Ordinary/Official/Diplomatic)
14. I certify that :
 - a) My application for the above passport is not for proceeding to a foreign country. I shall separately seek the No
Objection Certificate before proceeding to a foreign country
 - b) I am not involved in any court/police/vigilance case and there is no restriction placed by any authority.

Dated : _____

Signature of the Applicant

PART – II

TO BE COMPLETED BY THE SUPERIOR OFFICER OR THE SECTION IN WHICH THE INDIVIDUAL IS DIRECTLY EMPLOYED

1. Applicant's Name -----Designation-----
2. Is the applicant handling any classified work, divulgence of which may affect the security of the service ?
3. Is individual's visit recommended even if the answer of the Sl. No 1(Part –II) above in the affirmative?
4. Is any departmental inquiry pending against him?
5. It is confirmed that no disciplinary / vigilance cases are pending / contemplated against the above individual.

Signature:

(Name in Block Letters)

Designation:

Dated:

PART – III

(TO BE COMPLETED BY THE CONCERN ESTABLISHMENT/ADMINISTRATIVE SECTION)

1. a) Are the entries given by the applicant in para 1-12 in part –I correct?
b) If not, mention variations.
2. a) Was the individual involved in any departmental inquiry or other case?
b) If so, nature of inquiry and its results.
3. a) Are any financial dues outstanding against the applicant?
b) Any comment on Part – I

Signature of the Officer/Commanding Officer

**APPLICATION FOR OBTAINING 'NO OBJECTION CERTIFICATE' FOR
PASSPORT-CUM-PROCEEDING ABROAD.**

PART -I

1. Name (in Block letters)
2. Designation
3. Present Office
4. Applicant's Residential Address (a) Present
(b) Permanent
5. Detail of Father/Husband/Guardian
(Delete whichever is not applicable)
 - i) Name
 - ii) Occupation
 - iii) Address
6. Details of blood/close relations working in foreign Embassy/Firms in India/Abroad.
7. Details of employment in Defence HQ offices or any Government/other offices during last ten years.
8. Are you involved in any court/Police/Vigilance case for which your presence is required.
9. Details of passport held :-
 - (a) Type : Ordinary/Official/Diplomatic
 - (b) Passport No.
 - (c) Date of issue
 - (d) Validity
10. Details of Passport lost, if any.
11. Have you visited any foreign country before ?
If so, give details of such visits to include
Countries visited with details of dates.
12. Countries to be visited
13. Date of Departure
14. Purpose of visit
15. Probable duration of stay at each country
16. Probable date of return
17. Approximate amount expected to be spent for
the trip including journey and stay abroad
18. Is the trip abroad financed by self if so, the source of amount being spent.

19. (a) Is the trip being financed by any other person.
(b) If so, the name/nationality of the person indicating relationship and address.
(c) Are you likely to accept any foreign hospitality?

Note : If answer to para 19(c) is in the affirmative, then it is required to adhere to Foreign Contribution (Regulation)- 1976 and seek permission of the Govt.

20. I certify that I am not involved in any court/police/vigilance case and there is no restriction placed by any authority.
21. I undertake that I will return my Identity Card before proceeding abroad.

Date :

Signature of applicant
Office

PART – II

(TO BE COMPLETED BY THE SUPERIOR OFFICER OF THE SECTION IN WHICH THE INDIVIDUAL IS DIRECTLY EMPLOYED A-T PRESENT).

1. Is the applicant handling any classified work, divulgence of which may affect the security of service and the country?
2. Is the individual's visit recommended even if the answer to SI No. 1 (Part. II) above is in the affirmative?
3. Is any Departmental or other enquiry pending against the individuals?

Signature _____
(In case of non-gazetted staff, Class I officer

In case of gazetted Officer, the next superior Officer

Designation _____
(Name in block letters)

Dated : (OFFICE SEAL)

No. _____

Date _____

(To concerned Establishment/Administrative Section)

.....3/-

PART -III

(TO BE COMPLETED BY THE CONCERNED ESTABLISHMENT/ADMINISTRATIVE SECTIONS).

1. (a) Are the entries given by the applicant in para 1 to 11 in Part – I correct?
(b) If not, mention variations.
2. (a) Was the individual ever involved in any departmental enquiry or other case?
(b) If so, nature of enquiry and its results.
3. Are any financial dues outstanding against the applicant?

Signature of the Officer
(Gp. 'A' Officer of EST/Admn. Officer)

Forwarding to Security Officer, Ministry of Defence/Vigilance Cell

SECURITY BOND

We, (i) _____

(ii) _____ of Department etc. do hereby declare ourselves sureties for Shri/Smt. _____ (Hereinafter referred to as 'the Bounden') and do hereby guarantee that the Bounden shall do and perform all that he has undertaken to do and perform under the Bond dated the _____ day of _____ 2004 executed by him in favour of the President of India and do hereby bind ourselves our respective heirs; executors and administrators to pay to the President of India (Hereinafter referred to as 'the Government') a sum of Rs. _____/- (Rupees _____) being the amount due and payable by the Bounden under the said bond or such sum as the Government may have sustained by reason of default of the Bounden, whichever is the least. And we do hereby further agree that the Government, may without prejudice of any other rights and remedies recover from us the said sum as arrears of land revenue and we do hereby further agree that any other indulgence granted to the Bounden or any variation of their terms of the said Bond or any time given to the Bounden or any other conditions or circumstances under which in law a surety would be discharged will not discharge us from our liability to pay the said sum and for the purpose of enforcement of this Bond our liability under this Bond will be as principal debtors and joint and several with that of the Bounden.

Dated this _____ day of _____ 2004

Signed by Surety

In the presence of

- 1.
- 2.

- 1.
- 2.

: 2 :

HEAD OF THE DEPARTMENT

Surety No. 1 Shri / Smt. _____

Designation _____ is a permanent Government employee and his date of Superannuation is

_____ Surety No. 2 Shri / Smt. _____

_____ Designation _____ is a permanent Government employee and his date of Superannuation is _____.

(Signature of Gp. 'A' Officer)

Note : Following documents extra attach

- 1. CERTIFICATE FROM INDIVIDUAL JUST BELOW COUNTERSIGNED OF GROUP 'A' OFFICER.**
- 2. CERTIFICATE FROM GROUP 'A' OFFICER REGARDING DISCIPLINARY , YES/NO**
- 3. UNDERTAKING FROM INDIVIDUAL JUST BELOW COUNTERSIGNED OF GROUP 'A' OFFICER.**
- 4. A PHOTOCOPY OF PASSPORT WITH ATTESTED.**
- 5. LEAVE APPLICATION – RECOMMENDED / NOT RECOMMENDED.**

Tele: 23010509

Integrated Headquarters
Ministry of Defence (Navy)
New Delhi – 110011

CP(SC)/6222

Jun 07

The Flag Officer Commanding-in-Chief
Headquarters [for CSO(P&A)]
Western Naval Command
Mumbai

The Flag Officer Commanding-in-Chief
Headquarters [for CSO(P&A)]
Southern Naval Command
Kochi

The Flag Officer Commanding-in-Chief
Headquarters [for CSO(P&A)]
Eastern Naval Command
Visakhapatnam

The Commanding-in-Chief
Headquarters [for CSO(LA&P)]
Andaman & Nicobar Command
Port Blair

ISSUE OF NO OBJECTION CERTIFICATE FOR PASSPORT

1. Refer to IHQ MOD(N) letter of even number dated 20 Feb 07.
2. It is requested that para 1(b) of the above quoted letter be amended to read as follows:-

(b) “ Two in number recent passport size coloured photographs of the applicants duly attested on back side with his full name”
3. This is as per recent orders on the subject.

(K Narayanan)
Cmde
PDCP

Copy to :-

All Dte of IHQ MOD(N)

DTE OF CIVILIAN PERSONNEL
ADMIN SECTION]

ISSUE OF NO OBJECTION CERTIFICATE FOR PASSPORT

1. Refer to your letter No. _____ dated _____ 07.
2. The observations of the case have been tick marked below which may be furnished to this Headquarters to process the case further.
 - a) Revised format be got filled by the applicant, which was forwarded to all command Headquarters and directorates of this Headquarters vide IHQ MoD(N) letter No CP(SC)/6222 dated 20 Feb 07.
 - b) Two passport size coloured photographs of the applicant duly attested at the back side of the photos be enclosed with application form.
 - c) Part III of the application form is to be completed by the DCPS(P&P) thereafter, the case may be sent to this Directorate for further action.
 - d) If an applicant is a fresher and has not cleared the Assessment period i.e 2 years furnished to this Headquarters to process the case further
3. Enclosures received vide your letter *ibid* are returned in original for

(VK Jamwal)
Cdr
JDCP(Adm)