

MAHANAGAR TELEPHONE NIGAM LIMITED
OFFICE OF EXECUTIVE DIRECTOR TELEPHONES, K.L.BHAWAN, NEW DELHI-50.

FORM FOR OBTAINING " NO OBJECTION CERTIFICATE" FOR GOING ABROAD
(TO BE FILLED BY THE APPLICANT)

PART-I

1. Name (in block letters) _____
2. Designation _____
3. Date of Birth _____
4. Father's/Husband's Name _____
5. Office to which attached _____
6. Length of service _____
7. Whether Permanent/Temporary _____
8. Present Pay _____
9. Permanent Address _____
10. Present Address _____
11. Name Of Country Indicating Particulars Places
To Be Visited And Address _____
12. Purpose of visit _____
13. Details of person(I)Name _____
Person to be visited (II) Address _____
Relationship (III) with the official _____
14. Date of journey _____
15. Period of stay in foreign country _____
16. Actual transport charges to and fro _____
17. Likely expenditure for staying abroad (based
on correct estimate) _____
18. Source of finance for the expenditure against
item No.16&17 _____
- I If it is to be met through personal savings (full
or partial) the statement of Bank, annual
income statement etc. should be attached. _____
- II If it is to be borne by the host at abroad or any other person (fully or partially) a certificate to
this effect from him along with necessary permission under rule-13 of the CCS(Conduct)
Rules-1964 by the competent authority should be attached.
19. Whether any Deppt. Dues are outstanding
against him, if so the details thereof. _____
20. Whether gone abroad earlier if so full details
thereof _____

CERTIFICATES : -

1. I will arrange to draw my pay and allowances in India.
2. I will not take any profitable job while abroad.
3. I agree with all the rules and regulations.
4. I have no connection with any organization/association.
5. Two sureties from permanent Govt. employees are furnished.

Unit of working _____ Signature of the Applicant _____

Dated _____ Designation _____

FOR OFFICE USE ONLY

PART-II

1. Whether the official is handling any Govt. cash _____
2. Whether the official is dealing with important papers. _____
3. Whether the official is dealing with secret/top secret matters _____
4. Whether any case of loss or fraud Disc./Vig. case is pending/ contemplated against the official _____
5. The general conduct and matter of the official is _____
6. Details of govt. dues to be recovered from the official if any (to be certificated by concerned A.O.(P&A) _____
7. Whether he has any objection for issue of NOC _____
8. Recommendation _____
 - (I) In case of Gazette staff recommendation of the respective GM . _____
 - (II) In case of NGO's recommendation of the respective DGM/GM _____

MAHANAGAR TELEPHONE NIGAM LIMITED
O/O EXECUTIVE DIRECTOR TELEPHONES, K.L.BHAWAN, NEW DELHI-50.

I Sh./Smt./Ms. _____ son/daughter of Sh.
_____ working as permanent
_____ in the office of _____ hereby
stand surety for all Govt. dues which may be found outstanding against
_____ son/daughter of Sh.
_____ who is holding the post of
_____ in MTNL and from which he/she has resigned/wants
to go abroad.

Signature _____
Name in full block letters _____

Designation _____
Staff No. _____
Office _____

Certified that _____ is holding permanent
post in this office and he/she signed the above documents in my presence.

Signature of
the Gazatted Officer _____
Designation _____
Rubber Stamp _____
/Office Seal _____

MAHANAGAR TELEPHONE NIGAM LIMITED
O/O EXECUTIVE DIRECTOR TELEPHONES, K.L.BHAWAN, NEW DELHI-50.

I Sh./Smt./Ms. _____ son/daughter of
Sh. _____ working as permanent
_____ in the office of _____ hereby
stand surety for all Govt. dues which may be found outstanding against
_____ son/daughter of
Sh. _____ who is holding the post of
_____ in MTNL and from which he/she has resigned/wants
to go abroad.

Signature _____
Name in full block letters _____

Designation _____
Staff No. _____
Office _____

Certified that _____ is holding permanent
post in this office and he/she signed the above documents in my presence.

Signature of
the Gazatted Officer _____
Designation _____
Rubber Stamp _____
/Office Seal _____

UNDERTAKING

I _____ (Name of the Official/Officer) Staff No. _____ working as _____ (Designation of the official) undertake that I will not overstay abroad unauthorizely in excess of the leave granted to me. I further undertake that I will not tender resignation/ negotiate for any employment etc. while my stay abroad, in case of any deviation for disciplinary action in accordance with the rules of the Govt. of India.

Date _____
Place _____

Signature of the Official/Officer

MAHANAGAR TELEPHONE NIGAM LIMITED
O/O THE EXECUTIVE DIRECTOR, DELHI TELEPHONES, JANPATH, ND-50

(VIGILANCE CLEARANCE FOR PVT. VISITS ABROAD)

Part-I (TO BE FILLED IN BY THE OFFICIAL)

1. Name S/Sh./Smt		2. Design	
3. Staff No		4. Date of Birth	
5 Pay scale		6. Date since wkg in present post	
7. Kind of Leave applied for/sanctioned			
8. Purpose of visit duration, and name of foreign country/countries to be visited			
9. source of Funds to be spent on the visit alongwith estimated expenditure			
10. Name of the Persons/Organizations to be visited and the relationship with applicant. Complete Address and contact numbers(including e-mail) of the host, if any may be specified			
11. Attach sponsorship documents(s) if applicable			
12. Indicate names of family members if any accompanying the official.			
13. Passport number, its validity and place of issue			
15. Details of private foreign travel during last five years if any(enclose a seprate sheet, if necessary)			

(i) The particulars furnished by the applicant at S.No. 1 to 6 above have been verified to be as per the service records of the official.

(ii) Purpose of seeking Vigilance clearance

SDE / AGM / DGM

Part-II (TO BE FILLED IN BY THE VIGILANCE UNITS)

(i) The Vigilance/Disciplinatory status of the above named officer/offical has been verified with the vigilance records maintained in this unit and is as under:

Date:

GM(Vig)/DGM(Vig)