

## Application for issue of 'NOC' FOR GOING ABROAD

1. Name of applicant
2. Husband's Name
3. Father's Name)if unmarried or male)
4. Nationality
5. Name of Kendriya Vidyalaya
6. Designation
7. Date of appointment in the KVS
8. Whether temporary/Substantive capacity
9. If permanent, date of conformation
10. Name of country to visit
11. Specific period for which he/she intends to be abroad

### UNDERTAKING

I, undersigned hereby undertake:

1. that I will not seek any gainful employment during my stay abroad.
2. that I will return my duty after expiry of leave.
3. that I will visit \_\_\_\_\_ in my personal capacity.
4. that I will maintain the decent standard of conduct and integrity during my stay abroad.

Signature of applicant

### Certificate

1. that he/she will not enter into any business/contract/employment etc. for gainful purpose abroad during her/his stay
2. that she/he will maintain the decent standard of conduct and integrity during her stay abroad.
3. that she/he will not be paid in foreign exchange and her/his dues shall be paid in Indian rupee
4. that her/his action/activities/movements abroad in no case be the course of defamation to India
5. that she/her will return to her duty immediately after expiry of his/her leave he case of his/her extended leave/ overstay shall be deided on merit/circumstances of the case strictly in accordance with the CCs (Leave) rules.

Signature of Principal

**APPLICATION FOR GOING ABROAD**

- 1 Name
- 2 Designation
- 3 Pay
- 4 Name of Office/KV
- 5 Passport No.
- 6 Detail of Private foreign travel to the undertaken

| Period of abroad<br>From to | Name of Foreign<br>Countries<br>to be<br>visited | Purpose | Estimated<br>expenditure<br>(Travel<br>Board/<br>lodging,<br>visa, misc,<br>etc.) | Source<br>of Funds | Remarks |
|-----------------------------|--|---------|---|--------------------|---------|
|                             |  |         |   |                    |         |

- 7 Details of previous foreign travel, if any undertaken during the last one year( as under item No.6 )

Signature  
Name  
Designation

Date:

1. Certified that the particulars mentioned in the application are verified from service record are found correct.
2. The employee is bearing good moral character.
3. There is no disciplinary/Vigilance case pending or contemplated against Mr./Mrs./Ms\_\_\_\_\_.
4. It is recommended that necessary permission may be accorded to obtain passport for going abroad.
5. The leave as mentioned in the application is due and will be sanctioned if permission is accorded. The services of employee can be spared during the said period and the vidyalaya work will be managed without substitute.

Signature of the Principal

P.T.D