

APPLICATION FOR NO OBJECTION CERTIFICATE FOR OBTAINING PASSPORT.

1. Name & Designation
2. Husband's Name/
3. Father Name(if Unmarried or Male)
4. Nationality
5. Date of joining the KVS
6. Date of joining the present post
7. Whether confirmed/Temporary If confirmed date & post in which confirmed
8. Purpose for obtaining passport
9. Countries to be visited
10. Purpose of visit
11. Period of stay abroad
12. Correspondence address
13. letter No. & date vide which permission was accorded to obtain passport if the application is for the permission to go abroad
14. Period of leave/vacation for the visit.
15. Photo : 04 (one attested on back side)

UNDERTAKING.

1. I will not enter into any business/contract/employment etc. for gainful purpose during stay in \_\_\_\_\_ in (name of the foreign country where employee wants to visit)
2. That I shall maintain the decent standard of conduct and integrity during my stay at \_\_\_\_\_
3. That I shall not be paid in for exchange and my dues shall be paid in Indian rupee.
4. That my action/activities/movement in \_\_\_\_\_ (Name of the foreign country) in no case shall be the cause of defamation to India.
5. That I shall return to my duty immediately after expiry of leave sanctioned to me and leave will not be extended on whatsoever conditions. In case I fail to report for duty on the expiry of my leave as mentioned above I may be deemed to have resigned from my present post and I will have any claim on the post I held.

**Signature of the employee with  
With Designation & date.**

CERTIFICATE

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/\_\_\_\_\_ within last 10 years.
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**