

To,

The General Manager (E.E.)  
NCL HQ. Singrauli.

**Sub:- Application of 'No Objection Certificate' for obtaining Passport.**

**PART-A**

Dear Sir,

01. Full Name of the employee :
02. Father's name :
03. Present Designation & Grade :
04. Project/Unit/Department :
05. Employee No. :
06. Date of first appointment in CIL :
07. Place of Visit :
08. Date(tentative) of Visit :
09. Purpose of Visit: (a) Tourist :
- (b) Religious Place :
- (c) Relative :
- (d) Any other reasons : .....
10. Duration of Stay :
11. Approximate expenditure of Visit/Stay :
12. Expenditure to be borne by (a) Employee self :
- (b) Relative :.....
- (c) Sponsor :.....
- (d) Any other:.....
13. If expenses are borne by Relative/Sponsored by company a declaration by the relative/company ..... that they will bear the expenses and also information that the employee is visiting particular place.:
14. Full address of the place/relative :..... where the employee is visiting. ....

- Encl: i) Affidavit on non-judicial stamp paper of Rs. 10/- duly certified by Notary as per format.  
 ii) Three passport size photograoh

Yours faithfully,

Signature of Applicant

**PART-B**

(To be certified by Controlling Officer/Staff Officer(Pers.))

01. Outstanding advances (a) House Building Advance :... ..  
in name of employee.  
(b) Bank Loan/advance :... ..  
(c) Other Major advance, if any :... ..
- 02 As per the available Records :
- (i) The applicant has, at any time during the period of five : .....  
years immediately preceding the date of application, has  
not been convicted by a court of India for any offence  
involving moral turpitude and sentenced in respect thereof  
imprisonment for not less than two years.
- (ii) That no criminal and departmental proceedings in respect :  
of an offence alleged to have been committed by the  
applicant are pending.
03. Photograph duly attested is pasted in the application. :

Signature .....

Name of Controlling Officer

OFFICE OF THE .....

**Staff Officer (Pers.)**

ENCLOSURES: 1. ONE AFFIDAVIT ON RS. 50/-  
NON JUDICIAL STAMP PAPER  
2. 3 PASSPORT SIZE PHOTOS FOR  
PASTING IN THE NOC TO  
BE ISSUED.