

## NO OBJECTION CERTIFICATE FOR OBTAINING PASSPORT & PROCEEDING ABROAD

**Authority** In supersession of all previous orders vide circular  
*PC No 64/92* No.BDL/04/58/E, dated 31.03.1982 on the subject, the  
*Dt.05-06-1992* following procedure/instructions are issued for strict  
 compliance.

I “No objection Certificate” will ordinarily be issued to the confirmed and permanent/regular employees, provided the intended visit is :-

- a) to see their relatives settled down abroad:
- b) to perform pilgrimage or for sight seeing:
- c) to pursue higher studies or to attend course/training, provided the Company has granted study leave or the employee was sponsored by the Company/ Government agency:
- d) On deputation:
- e) As a member of Delegation/Mission/Cultural & Sports Team recognised by the Company / Government / National Body: and
- f) For medical and health reasons.

### Explanation

- 1) In the case of (a) and (b) above, the period of stay should not exceed 90 days.
- 2) In all other cases, the period of stay should, however, ordinarily not to exceed the actual period of study / course / training / conference / seminar / workshop / deputation / medical treatment etc., and / or as permitted by the competent authority.

3) All employees are advised to obtained No Objection  
**Authority** Certificate from the management before applying for passport  
*PC No.29/2000* otherwise it may attract provision of CDA Rules/Stranding  
*Dt. 15-12-2000* Orders.

II Following kinds of No Objection Certificate may be issued for the purpose of visiting abroad :

- a) Obtaining of “No Objection Certificate” for passport only:

To obtain a No Objection Certificate the employee should apply on the prescribed proforma as per Appendix 'A'. Mere obtaining the NOC for passport does not authorise an individual to proceed abroad. He/She is required to obtain required to obtain specific NOC prior to proceeding abroad.

- b) Obtaining of “No Objection Certificate” for passport cum- Proceeding abroad

If the individual desires to proceed abroad, he/she should apply to obtain a No Objection Certificate on the prescribed proforma , as per Appendix 'B'. In case the individual is not in possession of a passport and is desirous of proceeding abroad, he should apply on the prescribed proforma, as per Appendix 'B', to obtain NOC for passport-cum-proceeding abroad.

- c) Authority :

Heads of Personnel and Administration are authorised to issue NOC to respective divisional employees, subject to approval of Divisional Heads/Directors/CMD.

### III Leave :

- i) Mere possession of a passport does not authorise an individual to proceed abroad. Leave ex-India is required to be sanctioned by the competent authority.
- ii) Employee desirous of proceeding on leave at their own expenses on termination of course/conference/seminar etc., while abroad must obtain prior sanction of the competent authority.
- iii) An employee may, subject to the exigencies of work, be granted leave while in abroad for a period not exceeding 50% of the actual period of duty abroad (excluding to and fro transit time and enforced halt) or a fortnight whichever is less, for personal reasons. The case involving grant of leave in excess of limits indicated above would be decided in consultation with the concerned Department. Management reserves the right to refuse / cancel leave if already sanctioned.

- iv) The employee has to furnish an undertaking in the proforma as per Appendix 'E', prior to issue of NOC.

IV Application for obtaining NOC, as per Appendix 'B' is required to be submitted in triplicate. Part – I of the application form is to be completed by the individual and Part – II by his immediate superior officer. The Divisional P&A department will complete the Part – III and after obtaining the approval of the competent authority, issue the NOC as per Appendix 'C' for a specified period which should be stated therein. Before obtaining approval of the competent authority, Divisional P&A Department will obtain necessary security and vigilance clearance. It is clarified that the NOC issued to an individual is for one time visit for a particular purpose and will not be valid for subsequent visits / extensions of the period unless granted in advance for which the NOC has been initially granted.

V NOC for visiting friendly countries, like Nepal, Bhutan etc., where passports and visas are not required, is also required to be obtained.

VI Other Obligations :

- a) It is obligatory for all employees while on official visit to report their arrival to the Indian Embassy/High Commission / Consulate/Legation located in the country concerned in person, by post or over telephone by giving complete details of the visit/stay and they should, similarly, establish contact in need/difficulty and intimate their departure from the country.
- b) It is desirable that the employee seeking NOC for proceeding abroad on personal visit should clear his/her dues to the Company before proceeding abroad.
- c) All employees are required to submit, within ten days of their return from abroad, on official visit, a written report in duplicate, relating to their visit, to Divisional P&A Department through their head of department. Including official passport, if any, held by him/her.

VII NO OBJECTION CERTIFICATE will not ordinarily be issued to the employees belonging to the following categories :-

- a) Employees who are on probation or deputation from other Government/PSU organisation:

- b) Employees on Contract Service:
- c) Casual/Temporary employees:
- d) Those who are Trainees/Apprentices under the Apprentice Act, 1961, or undergoing training program : and
- e) Those employees against whom any disciplinary/vigilance/criminal/court proceedings are pending.

VIII Rendering Certificate :

All employees are required to read these instructions prior to their proceedings abroad and render a certificate to their office that the contents of these instructions have read, understood and would be complied with.

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APPENDIX - A  
(Para II (a))

RESTRICTED

**APPLICATION FOR OBTAINING  
'NO OBJECTION CERTIFICATE'  
FOR A PASSPORT ONLY**

(NOT TO BE REFERRED TO SECURITY OFFICE/VIGILANCE CELL)  
PART-I

1. Name (in block letters) : Staff No.
2. Group/Grade/Designation :
3. Division/Dept/Sec. :
4. Applicants Residential Address :
  - a) Present :
  - b) Permanent :
5. Father/Husband/Guardian's Name :  
(delete whatever is not applicable)
6. Occupation and address of above:
7. Details of employment during last :  
ten years
8. Details of passport held :
  - a) Type : Ordinary / Official / Diplomatic
  - b) Passport No. :
  - c) Date of Issue :
  - d) Validity :
9. Details of passport lost, if any :
10. Type of passport required viz. : Ordinary / Official / Diplomatic
11. I certify that
  - a) After obtaining passport, 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 on my movement to any place outside the country.

Date:

Signature of the Applicant  
Designation :  
Div/Dept/Sec

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PART – II  
TO BE COMPLETED BY THE SUPERIOR OF THE DEPARTMENT IN WHICH  
THE INDIVIDUAL IS DIRECTLY EMPLOYED AT PRESENT

1. Is the applicant handling any classified work, divulgence of which may effect the security of organisation and the country ?
2. Is the individual's visit recommended even If the answer to Sl.No.I (part-II) above is in the affirmative ?
3. Is any department or other enquiry pending against the individual ?

Signature  
(In case of Non-executives  
-The Departmental Head)  
(In case of Executives  
-The Divisional Head)

Name:  
(IN BLOCK LETTERS)

Designation:

No.

Dated :  
(Office Seal)

Date \_\_\_\_\_ ( to concerned P&A Department)

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PART – III  
TO BE COMPLETED BY THE CONCERNED P & A DEPARTMENT

1. (a) Are the entries given by the applicant in paras 1 to 9  
in PART –I correct. ?  
(b) If not, mention variations.
2. (a) Was the individual ever involved in any departmental  
enquiry or other cases ?  
b) If so, nature of enquiry and its results.
3. Are any financial dues outstanding against the applicants ?
4. Any comment on PART – I

SIGNATURE OF THE OFFICER  
(HEAD OF P&A DEPTT.)

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APPENDIX – B  
(Para II (b))

APPLICATION FOR OBTAINING 'NO OBJECTION CERTIFICATE'  
FOR PASSPORT CUM PROCEEDING ABROAD  
(TO BE SUBMITTED IN TRIPLICATE)

PART - I

1. Name (in block letters) : St.No.
2. Group/Grade/Designation :
3. Division/Dept./Section :
4. Applicants Residential address :  
a)Present b)Permanent
5. Details of Father/Husband/Guardian :  
(delete whichever is not applicable)  
i) Name :  
ii) Occupation :  
iii) Address :
6. Details of blood/close/relations in :  
foreign Embassy/Firms in India/Abroad.
7. Details of Employment during last:  
ten years
8. Are you involved in any Court/police/ :  
Vigilance case for which your  
Presence 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 :

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before? If so, give details indicating the countries visited with 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 financing indicating relationship and address. :  
(c) Are you likely to accept any foreign hospitality? :

NOTE: If the 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. (Appendix – 'D' for Application).

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 and will clear my dues, if any.

Date:

Signature of the applicant

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## PART – II

TO BE COMPLETED BY THE SUPERIOR OFFICER OF THE DEPARTMENT  
IN WHICH THE INDIVIDUAL IS DIRECTLY EMPLOYED AT PRESENT

1. Is the applicant handling any classified :  
work, divulgence of which may effect the  
security of organisation and the country ?
2. Is the individual's visit recommended even :  
if the answer to Sl.No.I (PART-II) above is  
in the affirmative ?
3. Is any departmental or other enquiry pending :  
against the individual ?

Signature  
(In case of Non-executives  
-The Departmental Head)  
(In case of Executives  
-The Divisional Head)

Name:  
(IN BLOCK LETTERS)  
Designation:

No.

Dated :

(office Seal)

Date----- ( to concerned Establishment/Administration)

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PART – III  
(TO BE COMPLETED BY THE CONCERNED P&A DEPARTMENT)

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 cases ?  
(b) If so, nature of enquiry and its results.
3. Are any financial dues outstanding against the applicant ?
4. Any comment on PART-I.

Forwarded to: 1.Security Officer  
2.Vigilance Officer

Signature  
(Head of P&A Deptt.)

APPENDIX – C  
(Para IV)

BHARAT DYNAMICS LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
KANCHANBAGH, HYDERABAD-500058

Date :

## ISSUE OF NO OBJECTION CERTIFICATE FOR PASSPORT

Reference is made to application of Shri-----  
-----dated-----

2. We have nothing adverse in our records against  
Shri/Smt-----. He/She is permitted to apply for  
a passport.

Office Stamp

Signature  
(Head of the P&A Deptt.)  
Phone:24340081 Extn:

Telex: 0425-6471 Grams:Dynamics  
Fax No.040 - 24340284

OR

Ref:

Date:

## ISSUE OF NO OBJECTION CERTIFICATE FOR GOING ABROAD

Reference is made to application of Shri-----  
-----dated-----

2. We have nothing adverse in our records against Shri/Smt-----  
-----He/She is permitted to visit \_\_\_\_\_ (Name of the  
countries) from ----- to ----- for -----  
----- (purpose).

Office Stamp

Signature  
(Head of the P&A Deptt.)  
Phone: 24340081 Extn:

Telex: 425-6471 Grams: Dynamics  
Fax : 040 -24340284

OR

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Ref:

Date:

ISSUE OF NO OBJECTION CERTIFICATE FOR PASSPORT-CUM-  
PROCEEDING ABROAD

Reference is made to application of Shri-----  
-----dated-----

2. We have nothing adverse in our records against Shri/Smt-----  
-----He/She is permitted to apply for  
passport and to visit----- (Name of the countries) -----from-----  
-----to-----for----- (purpose)

Office Stamp

Signature  
(Head of the P&A) Deptt.)

Telex: 425-6471    Grams: Dynamics    Phone: 24340081 Extn:  
Fax : 040 -24340284

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APPENDIX – D  
(Para 19 (c) Note of  
Appendix B)

FOREIGN CONTRIBUTION (REGULATION) 1976  
(In lieu of Form FC-2)

APPLICATIONS FOR SEEKING PRIOR PERMISSION OF CENTRAL  
GOVERNMENT TO ACCEPT FOREIGN HOSPITALITY

1. Name(in block letters) & St.No. :
2. Date of birth :
3. Name of father :
4. Present Address :
5. Permanent Address :
6. Passport particulars :  
(If already in possession of)
7. Status : Employee of  
M/s. Bharat Dynamics Ltd  
A Govt. of India Enterprise.
8. Names of Countries/places to be :  
visited with duration of stay
9. The countries and places where :  
foreign hospitality is to be accepted
10. Duration and purpose of visit to the :  
country(ies)/place(s) mentioned  
in column 9.
11. Particulars of host(s) :  
a) If an individual  
Name :  
Present address :  
  
Permanent address :  
  
Nationality :  
Profession :

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b) If an organisation/institution/  
Association/trust/foundation/  
Trade union etc., full particulars  
there of including:-  
Full Name & complete address :

Address of Head Office/ :  
Principal Office

Aims and objects :

Particulars of important office :  
Bearers.

12. Full Particulars as in Serial Nos. 11(a) &(b) :  
of the foreign sources in case the actual  
source extending the hospitality is located  
in a country other than actually proposed  
to be visited.
13. Nature and duration of hospitality :  
proposed to be accepted  
(give specific details)
14. Nature of connection/dealings with :  
the host and/or foreign sources extending  
the hospitality by the host.
15. Approximate expenditure to be incurred on :  
hospitality.
16. Any other information of significance which :  
the applicant may like to furnish.

### DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Signature of the applicant

Name :

St.No. :

Design :

Deptt. :

Division:

Place:

Date :

- Note: 1. This form dully filled in will be sent to FCRA section of the Ministry of Home Affairs through proper channel.
2. The information of Foreign National should not be given sketchy and vague but should be clear and correct specially with regard to nationality, business/ profession.

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APPENDIX –E  
(Para \_\_\_\_\_)

### SECURITY BOND

We, (i)-----St.No.----- (ii)-----  
-----St.No.----- 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 -----,20\_\_\_\_ executed by him in  
favour of Bharat Dynamics Limited and do hereby bind ourselves, our  
respective heirs, executors and administrators to pay to the Company a sum of  
Rs.----- (Rupees-----  
-----only) being the amount due and payable by the Bounden  
under the said bond or such sum as the Company may have sustained by  
reason of default of the Bounden. And we do hereby further agree that the  
Company, 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  
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 principal debtors  
and joint and several with that of the Bounden.

Dated this -----day of -----20\_\_

Signed by surety

In the presence of

1.

1.

2.

2.



## HEAD OF THE P&amp;A DEPARTMENT

Surety No.1 Shri/Smt. -----St.No. -----  
Designation -----is a permanent employee  
of Bharat Dynamics Limited ( a Government of India Enterprise) and his date of  
superannuation is -----  
(Present Basic Rs.----- in Grade-----)

Surety No.2 Shri/Smt. -----St.No. -----  
Designation -----is a permanent employee of Bharat Dynamics  
Limited (a Government of India Enterprise) and his date of superannuation is ---  
----- (Present Basic Rs.-----in Grade-----)

(Signature of Head of (P&A Department)

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