

PERSONAL PASSPORT

1. Name in Full :
2. Designation :
3. Employee Code. :
4. Whether Permanent/temporary :
5. Purpose of foreign Visit :
6. Date/period of visit :
7. Name of the Countries
Proposed to Visit :
8. Name(s) and address(es) of
relative / friends in foreign
countries proposed to visit :
9. Address in the foreign countries :
10. Source of financial assistance
of expenditure of foreign trip :
11. **Undertaking**

I hereby undertake that

1. The passport to be issued to me will be used only for the purpose mentioned above.
2. I shall submit a photo copy of the personal passport to the office immediately on receipt of the same from the passport office but not later than ten days.
3. I am aware that the No Objection Certificate to be issued to me does not entail automatic sanction of leave to visit any country and the grant of leave will depend on the exigency of the service.
4. I shall not leave the Country without obtaining prior approval and prior sanction of leave in writing of the Competent Authority.
5. In the event of my violation of any of the above, I am fully aware I am liable for disciplinary action under rules.

Signature

Signature of Controlling
Officer with Rubber Stamp