

**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**

*(Indian Council of Agricultural Research)*

**Kasaragod - 671 124, Kerala**

APPLICATION FOR ISSUE OF NO OBJECTION CERTIFICATE FOR APPLYING FOR PASSPORT/  
RENEWAL OF PASSPORT

1. Name of applicant :
2. Designation and Scale of pay :
3. Educational qualification :
4. Date of birth with place of birth :
5. Fathers/Husbands name :
6. Scale of pay and present pay :
7. Permanent Address :
8. Whether permanent/quasi-permanent/Temporary :
9. The date on which entered continuous service under ICAR :
10. Whether applied for and obtained a Passport )  
previously and if so, the reason for applying for)  
a second time ) :
11. Details of Passport held, if any :
12. Country or countries proposed to be visited :
13. Duration of stay :
14. How the absence from duty is proposed to be treated :
15. The source from which the travel expenses will be met :
16. If an outside agency is meeting the expenses of }  
travel and stay abroad, full particulars such as }  
address of the party, and the conditions on }  
which the expenses are met by them }:
17. Whether under bond obligation to serve the Govt. /ICAR and if so particulars :
18. Whether under obligation to repay loan or }  
advance sanctioned by the Govt/ICAR and, if }  
so, particulars } :
19. Whether the applicant is agreeable to abide by the conditions mentioned on reverse :

Place :  
Date :

Signature

Particulars of the applicant:-

I do hereby declare that I propose to maintain \_\_\_\_\_ /myself during my stay abroad and also to meet the expenditure on travel to and fro \_\_\_\_\_.

Signature of the applicant

Conditions to be satisfied by the applicant

- i) The employee will not approach any foreign agency for financial assistance without prior approval of ICAR.
- ii) He will not enter into any kind of correspondences with any foreign agency except through his employer, viz. the ICAR.
- iii) The permission so granted will not involve any commitment on the part of ICAR/Govt. of India, to release foreign exchange to him, in addition to what he is normally usually entitled.
- iv) He will not take part in any activity abroad which would contravene the provisions of CCS (Conduct) Rules, 1964, as amended from time to time and as made applicable to the employees of the ICAR.
- v) There will be no commitment regarding grant of leave to him/her at the time of his/her proceeding abroad and such grant of leave will depend upon exigencies of work. The employee will furnish an undertaking that he/she will return to duty in the ICAR, if the leave is sanction to him/her. Any request for grant of extension of leave while abroad, should not ordinarily be entertained and such grant of extension of leave will depend on exigency of work.
- vi) No payment of leave salary will be made in foreign exchange.
- vii) Grant of No Objection Certificate shall be further subject to such general or specified conditions as the ICAR may impose from time to time.

UNDERTAKING

I hereby agree to abide by the conditions mentioned above.

Date :

Signature: