

From

Through

To

Respected Sir,

Sub: Application for no objection certificate from the Government of Tamil Nadu for

With reference to the above subject, I am herewith enclosing the following documents in duplicate for your kind perusal and for issue of NO Objection Certificate to visit the U.S.A.

1. Prescribed Application for the issue of N .O. C
2. Annexure
3. Declaration
4. Certificate for the Security
5. Declaration
6. Application for N.O.C. for applying Visa
7. Check memo for No. Objection certificate

I request you to kindly issue me the N.O.C. at the earliest to enable me to travel to the U.S.A.

Thanking you

Place:

Yours faithfully

Date :

APPLICATION FOR ISSUE OF N.O.C

1. Name and Designation :

2. Husband's Name and Occupation :

3. Native place with Taluk and District :

4. Present Address :

5. Permanent Address :

6. Present College (or) Office address :

7. Address of the College (or)
Last Worked :

8. Age and date of Birth :

9. Married (or) Unmarried :
 (A) Name of Husband :
 (b) His Occupation :

 (C) Number of Children :

Principal

Signature of the Candidate

ANNEXURE

1. The date of closure of the College for summer vacation and date of re-opening of Colleges. :

2. It may be stated whether or not any allegations or Disciplinary proceedings are pending against him/her :

3. It may be made clear that whether the absence of from the head quarters will effect the legitimate duties in the college (Viz) Correction of answer papers, work connection with the publication or results admission of pupils etc., :

4. If there are any dues relating to the cost of missing and broken Laboratory articles outstanding amount of advances etc., Full particulars should be furnished. :

5. It may be ascertained and reported whether the applicant will apply for any kind of leave after leaving the head quarters and whether he/she would rejoin duty on the expiry of his /her leave. :

6. It should be made clear whether the petitioner has been given any financial assistance for by a Foreign Government or Organization and if not how she will meet the expenditure towards the cost of passage and stay abroad. :

7. If she has due intention of resignations her present job after going abroad - it should be indicated. :

8. Full details of Foreign Countries which :
she proposes to travel and the period during
which each country will be visited. :
9. Purpose of Visit :
10. Is the petitioner having any contractual
obligation with the Government :

DECLARATION

I, Thiru /Tmt / Selvi

hereby declare that my absence from the head quarters during the period from
will not interfere with the discharge of my legitimate official duties. No financial
assistance from any Foreign Government of Foreign Organization in India or
abroad, directly or indirectly has been received for my visit to the Foreign
Country and it is purely my private affair and that I will rejoin duty after the expiry
of nay vacation.

Principal

Signature of the applicant

**CERTIFICATE FOR THE SECURITY OR REPUTATION OF GOVERNMENT OF
INDIA AND STATES.**

I, Tmt.

here by certify that I will not do things against the reputation of security of the
Government of India or Tamil Nadu or other States.

Signature of the Applicant

Place :

Date :

DECLARATION

I am to state that I have given a declaration that I will work for the
Government of Tamil Nadu till my superannuation.

signature of the Applicant

Place :

Date

CHECK MEMO FOR NO OBJECTION CERTIFICATE

1. Name
2. Designation
3. Name of the Institution
4. Residential Address
5. Whether he/she approved
probationer or not
6. Date of retirement
7. Whether he/she has any contractual
obligation to work under Government
of Tamil Nadu under CIP/FIP
8. Whether any dues are pending
against the individual
9. Place / places of visit
10. Purpose of visit
11. Period of stay abroad
12. Whether having passport
13. Source of funds to meet
14. Whether any disciplinary action
is pending in Dept.
15. Whether a certificate has been
obtained from Special Branch
CID (Security) That the applicant
does not figure adversely on the
security records of the Government.

- 16 Whether any criminal prosecution is contemplated or pending against him / her and whether his/her presence as witness would be needed in any criminal case under investigation or trial.
17. Whether any DVAC inquiry is pending against the individual.
18. Whether the Principal of the College has recommended the case.
19. Recommendation of the Head of the Department.