

Sub: **NO OBJECTION CERTIFICATE FOR OBTAINING PASSPORT.**

Part –I (To be filled by Employee)

Note: Employee is required to send two passport size coloured photographs with white background alongwith application.					
1.	Emp. code No.		2.	Name of the employee	
3.	Mobile No.		4.	Father's / Husband's name	
5.	Date of Birth		6.	Designation	
7.	D.O.J. IRCON		8.	Status	* Regular / Adhoc / Contract / Deputation
9.	Whether NOC for Passport was obtained earlier from Ircon. If yes, when?				
10..	Present official Communication Address, Telephone & fax no.				
11.	If on deputation, Fill→				
	A.	Name of Parent Organization			
	B.	Date of Joining on deputation			
	C.	Address of the parent organization			
	D.	Post in parent organization			

* Strikeout whichever is not applicable.

Encl: Two passport size Photographs

Date:

Signature of employee: _____

Remarks of Controlling Officer - It is certified that there is no D&AR case pending or contemplated against the above mentioned employee.

Date:

Signature of Controlling Officer:

Name

Designation:

Part-II - For use by HRM Deptt., Corporate Office

Particulars of employee given above have been checked and are found to be correct. Forwarded to Vigilance department for necessary action.

(Jaman Singh)
Asst/HRM

(R.K.Arora)
JGM/HRM

Part III - For use of IRCON Vigilance department

As per available office records of Vigilance department, as on date, no Vigilance case is pending or contemplated against the above employee.

Special comments, if any

Signature of dealing Vigilance official

Name & Designation

JGM/Vigilance

CVO

Submitted for Administrative Approval, please.

Asstt./HRM

JGM/HRM

AGM/HRM

M.D.