

Sub: **No Objection Certificate for obtaining passport.**

Part -I (To be filled by Employee)

1.	Employee code No.		2.	Name of the employee	
3.	Father's / Husband's name				
4.	Date of Birth		5.	Designation	
6.	D.O.J. IRCON		7.	Status	* Regular / Adhoc / Contract / Deputation
8.	Scale of Pay		9.	Date since working in present scale	
10.	Present official Communication Address, Telephone & fax no.				
11.	If on deputation, Fill→				
	A.	Name of Parent Organization			
	B.	Date of Joining Service			
	C.	Address of the parent organization			
	D.	Post in parent organization			
12.	Purpose for obtaining passport				

* Strikeout whichever is not applicable.

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.

Signature of Controlling Officer:

Date:

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.

AM/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

AGM/Vigilance

CVO

Submitted for Administrative Approval, please.

AM/HRM

JGM/HRM

AGM/HRM

M.D.