

**FOR APPLY OF N.O.C. FOR PASS PORT**

From :

To

The Senior Regional Manager,  
Food Corporation of India  
Regional Office, Hyderabad.

Sir,

I, Shri/Smt./Kum. \_\_\_\_\_  
S/o, W/o, Shri \_\_\_\_\_ working in  
the Corporation (Designation of the employee) as \_\_\_\_\_  
take this opportunity to request you to kindly issue me a "NO OBJECTION  
CERTIFICATE" for grant of passport facilities for visiting \_\_\_\_\_  
for \_\_\_\_\_.

In this connection, I may also assure you that I would leave the country only with the prior approval of the competent authority in the Food Corporation of India. However, in case, I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the Corporation and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the services of this Corporation.

Yours faithfully,

( )

PROFORMA FOR FURNISHING INFORMATION IN RESPECT OF  
OFFICIALS APPLYING FOR “NO OBJECTION CERTIFICATE” FOR  
OBTAINING PASSPORT

01. Name of the official :
02. Designation :
03. Date of appointment in the Corporation :
04. Specified Countries proposed to visit :
05. Purpose of visit :
06. Source of finance for visiting abroad :
07. 1. Whether the official has availed any conveyance/HBA :
2. If so, whether the conveyance/ House property has been duly Mortgaged to the Corporation :
08. Any other advance pending recovery :
09. Remarks :

Date:

Signature of Applicant

**FOR OFFICE USE**

Certified to the effect that the above particulars are correct.

Recommendations, if any.

## **UNDERTAKING**

I assure that I will leave the country only with prior approval of the competent authority of the FCI and return for duty immediately on expiry of such leave availed for the purpose of visiting the countries applied for, for social visit. However, in case, I proceed without the prior approval of the Management, the Management may treat that I have voluntarily abandoned my duties from the Food Corporation of India and it will be free to strike off my name from the rolls of the Corporation. I would have no claim or right on the services of this corporation.

**Signature**