EAST COAST RAILWAY

Office of the Pr. Chief Personnel Officer
Rail Sadan, IInd Floor, Bhubaneswar-751 017

Date: 21.02.2018

स्थापना क्रमांक/Estt. Srl. No. 19/2018
पूर्तरे/कार्यालय/ECoR/Pers/R/Misc.

सेवा में,
सभी प्रमुख दिशारूपी/समन्वयक दिशारूपी, पूर्तरे/कार्यालय
मं.रे.प्र./सं.का.अधिकारी/मं.का.अधिकारी-खेतोरघारा,वालाशेखर, संबलपुर,
मुकाराखाना प्रबंधक/कार्यालय कार्यालय-मंचेश्वर, अतिरिक्त रजिस्ट्रेटरंगेल दाहा अधिकारण,
व.का.अधिकारी(नि)/भूमिंद्र
महाभरत/इकोर श्र. कां., महा सचिव/इकोर श्र. बू.,
महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ए आई एस सी एस टी आर ई ए

विषय/Sub: Proforma for issue of NOC for obtaining Passport, Family Identity Certificate and for sanction of Ex-India Leave.

पूर्तरे के विषय क्रमांक/ECoR’s Subject Serial No.MISC-04/2018

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A copy of this office Letter No-ECoR/Pers/NG(Admn)/02/NOC/Passport dated- 16.02.2018 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

(M.G.Bhawani)
Dy.Chief Personnel Officer(IR&W)
For Pr. Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to:

1) महाप्रबंधक के सचिव/पूर्व टट रेलवे, श्रीवेंद्र
2) मुक्तिपत्र/मुक्तिपत्र(प्रथा.), उप मं.प्र. अध्यक्ष(रेलवे अंतर व्रतवादी)
3) उप मुख्य प्रबंधक(सूची), उप मुक्तिपत्र(अधि.स.वि.कल्याण.), वकालती(इंजी.)
4) वकालती(मुख्यां.), वकालती(सम्मान.), वकालती(राज. एवं न्यायां.)
5) मुक्तिपत्र के लिए सचिव/सह.कार्यालय अधि.(मुख्या.-1), सह.कार्यालय अधि.(कल्याण.),
   सह.कार्यालय अधि.(दिल.), सह.कार्यालय अधि.(श्री.)
No. ECoR/Pers/NG(Admn)/02/NOC/Passport
All PHODs/CHODs/HODs- ECoR/BBS.
CAO(Con)/ECoR/BBS.
DRMs- KUR, SBP & WAT.
CWM/CRW/MCS.
Sr. DPOs- KUR, SBP & WAT.
Dy. CPO (Con)/ECoR/BBS.
WPO/CRW/MCS.

Sub: Proforma for issue of NOC for obtaining Passport, Family Identity Certificate and for sanction of ex-India leave.

In order to follow uniform procedure for granting “No Objection Certificate” and Family Identity Certificate to obtain Passport to Railway employees and their family members and for sanction of ex-India leave, common proformas are hereby prescribed as Annexure-I to V. Henceforth, all gazette and non-gazetted employees of ECoR may apply in the prescribed proforma for issue of NOC and Family Identity Certificate to obtain Passport and for sanction of ex-India leave.

This issues with approval of the competent authority.

(H.K. Mahesh)
Sr. Personnel Officer (Engg)
for Pr. Chief Personnel Officer

Encl: Annexure-I to V.

No. ECoR/Pers/NG(Admn)/02/NOC/Passport
Copy forwarded for kind information and necessary action to;
1. Secy. to GM for kind information of GM.
2. PS to AGM for kind information of AGM.
3. Dy. CPO(Gaz), Chairman(RRC), Dy. CPO(IR&W), SPO(Staff), SPO(Court), APO(Bills), APO(Wel), APO(HQ)/ECoR/BBS.

Date: 16.02.2018
for Pr. Chief Personnel Officer
Application for issue of NOC to obtain Indian Passport to Railway Employees.

Bio-Data of the Applicant

1. Name of the Applicant : 
2. Father’s Name : 
3. Designation : 
4. P.F. No. : 
5. Office/Deptt. : 
6. Date of Birth : 
7. Date of Appointment : 
8. Present Post held : 
9. Office Identity Card Number : 
10. Aadhar Card No. : 
11. Present Address : 
12. Permanent Address : 

Declaration: I hereby declare that section 6(2) of the passport Act, 1967 will not attract me to perform journey to any foreign country.

Date: 

Signature of the Applicant

Documents to be Attached: 02 Passport size photographs, Self attested Photocopies of ID card and Aadhar Card.
ANNEXURE-II

Application for issue of Family Identity Certificate to Railway Employees for issue of NOC to obtain Indian Passport.

1. Name of the Applicant: 
2. Designation: 
3. P.F. No.: 
4. Office/Deptt.: 
5. Date of Birth: 
6. Date of Appointment: 
7. Present Post held: 

Bio-Data of the Family Members

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name</th>
<th>Relationship</th>
<th>Date of Birth</th>
<th>Marks of Identification</th>
<th>Aadhar No.</th>
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Declaration: I do hereby declare that there is no Police/Criminal Case/ IT Case pending against my Wife/Son(s)/Daughter(s) named at Sl. No. 01/02/03/04.

Date: 

Signature of the Applicant

Name: 
Designation: 
Office: 

Documents to be Attached: 02 Passport size photographs of each, Self attested Photocopies of ID Proof and Aadhar Card.
ANNEXURE-III

Proforma for sanction of Ex-India Leave.
(DoPT’s O.M. No. 11013/7/2004-Estt (A), dated 5th October, 2004)

1. Name:
2. Designation:
3. Pay:
4. Deptt/Office:
5. Passport No:
6. Details of private foreign travel to be undertaken

<table>
<thead>
<tr>
<th>Period of Abroad From</th>
<th>To</th>
<th>Names of Foreign Countries to be visited</th>
<th>Purpose</th>
<th>Estimated Expenditure (Travel: Board/Lodging, Visa, Misc. etc.)</th>
<th>Source of Fund</th>
<th>Remarks</th>
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</table>

7. Details of previous private foreign travel, if any, undertaken during the last four years (as under item No. 6)

Signature of the Applicant

Name:
Designation:
Date:

Documents to be Attached: Declaration about Medical Insurance.
DECLARATION ABOUT MEDICAL INSURANCE

Sub: Declaration as per para 2.2 of Railway Board’s letter No. E(O) III-2007/PL/03, dated 19.06.2007 regarding expenditure on treatment abroad while on Ex-India Leave.

As required under para 2.2 of Railway Board’s letter No. E(O) III-2007/PL/03, dated 19.06.2007. I hereby declare the following :-

1) I am aware that as per the provision of Indian Railway Medical Manual relating to reimbursement of medical expenses incurred aboard, I am not entitled for reimbursement of medical expenses for treatment in emergency or otherwise while on ex-India leave.

2) I have/will purchase adequate insurance coverage for the medical emergency while I will be on ex-India leave.

Signature:
Name:
Date: