



EAST COAST RAILWAY

मुख्य कार्मिक अधिकारी का कार्यालय/

Office of the Pr.Chief Personnel Officer

द्वितीय तल, - 751 017

Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापना क्रमांक/ Estt. Srl. No. 19/2018

पूतरे/कार्मिक/आर/ECOR/Pers/R/Misc.

Date: 21.02.2018

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर

मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,

मु:कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,

व.का अधिकारी(नि)/भुवनेश्वर

महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,

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.

पूतरे के विषय क्रमांक/ECOR's Subject Serial No.MISC-04/2018

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 तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र, अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.-1),सहा.कार्मिक अधि.(कल्याण), सहा.कार्मिक अधि.(बिल), सहा.कार्मिक अधि.(भर्ती)

ECOR/Estt.SRL-19/2018 EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan
Chandrasekharpur, Bhubaneswar.
Date: 16.02.2018

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.

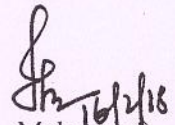
WPO/CRW/MCS.

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. Mahanand)
Sr. Personnel Officer (Engg)
for Pr. Chief Personnel Officer

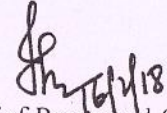
Encl: Annexure-I to V.

No. ECoR/Pers/NG(Admn)/02/NOC/Passport

Date: 16.02.2018

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.


for Pr. Chief Personnel Officer

ANNEXURE-I

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

Sl. No	Name	Relationship	Date of Birth	Marks of Identification	Aadhar No.
1					
2					
3					
4					

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

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

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.

ANNEXURE-IV

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: