

18. Applying for Passport:

Employees desiring to apply for passport are required to submit a “No Objection Certificate” as per the proforma prescribed by the passport authorities. “No Objection Certificate” would be issued by the bank on receipt of written application with one duly attested latest passport size photograph of the employees pasted on it, duly signed by the employee concerned along with his/her three more same photographs (all the photographs should of white background).

(Ref. - HRD Division Circular No. 382 dated 17-03-2007)

APPLICATION FOR ISSUANCE OF “NO OBJECTION CERTIFICATE” FOR PASSPORT

The Manager,

BO: _____

Sir,

Please issue me “No Objection Certificate” enabling me to apply for the passport for going abroad as a tourist.

In the event of the bank’s agreeing to give the same, I undertake that I shall not go abroad without prior approval of the competent authority and absence from duty will be debited to my Privilege Leave account, subject to admissibility and the bank shall have no liability whatsoever towards my passage, maintenance abroad, incidental expenses including repatriation. Further, I will not seek extension of my leave beyond what is sanctioned at the time of my departure. In the event of my not returning to join duties after the sanctioned leave, I shall be deemed to have voluntarily abandoned employment with the bank and the bank shall be at liberty to strike off my name from the rolls of the bank without any further reference to me. Any communication addressed to me by the bank may be sent to me under certificate of posting at the residential address given by me and such sending of letters shall be deemed to be sufficient service on me unless I furnish a fresh address in writing which is duly acknowledged by the bank, In the later event, any communication sent to me under certificate of posting at the address would be deemed to be sufficient service on me.

I have read the provisions of section 6(2) of the Passports Act, 1967, as contained in HRDD Circular No. 382 and certified that the provisions (a) to (i) of section 6(2) are not attracted in my case.

I certify that the following is/are my dependants:

(MENTION IN CAPITAL LETTERS ONLY)

S. No.	Name	Gender	Relationship with self	Age in years)

Please Tick whatever is applicable

- I hereby undertake that I have never been issued NOC to apply for the Passport.
- I was issued NOC earlier on date _____ (original letters are returned herewith).
- Now, NOC is required to apply for renewal of Passport.

SIGNATURE:

NAME:

ADDRESS:

Certified that the information provided by the applicant is correct and there is nothing to report under Section 6(2) of Passport Act, 1967.

INCUMBNT INCHARGE _____
GBPA NUMBER _____

PUNJAB NATIONAL BANK
B.O. _____

Date: _____

THE CHIEF MANAGER
HRD DEPTT.
CIRCLE OFFICE

REG.: Shri/Ms _____ (Full Name), Designation _____
P. F. No. _____ S/o / W/o _____
- NOC for issuance of Passport (IN CAPITAL LETTERS)

We give below the information for issuance of 'No Objection Certificate' for passport, to the captioned employee:

- 1. Countries to be visited:**
- 2. Purpose of visit:**
- 3. Period of stay:**
- 4. Period of leave due:**
- 5. Leave applied for and nature:**
- 6. Would you need a substitute in place of the subject:**
- 7. No Dues Certificate:**
- 8. No. of times the subject went abroad and date of last visit:**
- 9. P. F. No.:**
- 10. Residential Address:**
- 11. date of issuance of NOC, if any, at an earlier date:**
- 12. Date of joining the Bank:**
- 13. Three latest photographs be enclosed/stapled and one attested photograph (from GBPA holder) should be affixed on the box given below. The photographs should of white background as per the requirement of Passport Authorities.**
- 14. Duly Attested photocopy of Bank's Identity Card of the subject.**
- 15. Contact No.:**

The Passport Authority under the Provision of Section 6(2) of Passport Act, 1967 shall refuse to issue a passport or travel document for visiting any foreign country under clause (c) of sub-section (2) of section 5 on any one or more of the following grounds, and on no other ground, namely:

- (a) that the applicant is not a citizen of India;
- (b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty of India;
- (c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India;
- (d) that the presence of the applicant outside India may, or likely to, prejudice the friendly relations of India with any foreign country;
- (e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years;
- (f) that proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India;
- (g) that a warrant for summons for the appearance, or a warrant for the arrest, of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court;
- (h) that the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation;
- (i) that the opinion of Central Government the issue of a passport or travel document to the applicant will not be in the public interest;

Copy of undertaking as per Annexure-I is also sent herewith alongwith our recommendations with the request to issue 'No Objection Certificate' to the employee for passport.

It is recommended that the subject may be
issued NOC to apply for passport.

(RECOMMENDATIONS OF INCUMBENT INCHARGE)

EMPLOYEE'S SIGNATURE

SIGNATURE & SEAL INCUMBENT OF INCHARGE

DULY ATTESTED
PHOTOGRAPH OF
THE EMPLOYEE

Encl.: As above

**PROFORMA FOR ISSUANCE OF 'NO OBJECTION CERTIFICATE' BY THE BANK
(To be given in Duplicate on Original Stationery)**

Certified that Shri/Smt./Kum. _____
son/wife of Shri _____ is a
permanent employee of this office _____ (address)
from (date) _____ and is at present holding the post of _____.

Shri/Smt./Miss _____
is/are dependent family member(s) of Shri/Smt. _____ and his/her
identity is certified.

Punjab National Bank, _____ has no objection to his/her acquiring Indian Passport,
The undersigned is duly authorized to sign this identity Certificate. I have read the provisions of
section 6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant.

I recommend issue of an Indian Passport to him/her. It is certified that this organization is a
Central/State Government/Public Sector Undertaking/ Statutory Body.

The Identity Card Number of Shri/Smt. _____ (employee)
is _____.

Ref. No. & Date _____

Name, Designation, Address & Telephone No.

