

## FORM A

### APPLICATION FOR ISSUE OF NO OBJECTION CERTIFICATE FOR VARIOUS PURPOSES UNDER IHRD

1. Name of applicant :
2. Date of Birth :
3. Present Home Address :
4. Designation with Department  
    a) Pay and scale of pay  
    b) Whether Substantive/Officiating :
5. Date of commencement of continuous Service :
6. Purpose for which NOC is applied for  
    6 (a) In the case of obtaining passport attach form B also :
7. Place proposed to visit :
8. Period of absence from duty in case visit to abroad :
9. Purpose of visit to abroad :
10. Address& Place of visit :
11. Address for communication during the period and absence on leave/deputation :
12. How the period of absence is to be Considered and period of leave required for :
13. How the expenditure will be met while You are in abroad :
14. Declaration acceptance of job while you are in abroad :
15. In the case of applying of employment under other establishment furnish  
    a) The details of the other establishment :  
    b) Post to which applied :  
    c) Details of notification inviting application :
16. Whether the incumbent is willing to resign from IHRD in the event acceptance appointment under other establishment :

**Signature of Applicant**

## PROFORMA REPORT

1. **Whether any liabilities are pending/  
outstanding against the applicant :**
  
2. **Whether any service disciplinary  
proceeding pending against the applicant :**
  
3. **Whether any Crime/ Vigilance cases  
are pending against the applicant :**
  
4. **Whether the incumbent has any bonded  
obligation with IHRD :**
  
5. **Recommendation/remarks of the Head  
of institution regarding institution the  
granting of the request of the incumbent :**

I have verified the above said details with the relevant records and certify that they are true to the best of my knowledge.

Head of Institution

Place:

Date :