

ANNEXURE –I

APPLICATION FOR IDENTITY CERTIFICATE FOR GRANT/RENEWAL OF APPLYING
VISA AND NO OBJECTION CERTIFICATE TO UNDERTAKE FOREIGN TRIP
(To be filled by the Applicant)

01.	Name and Designation, Office	:	
(a)	Address and Scale of pay (If Selection Grade or Special Grade indicate respective ordinary grade scale of pay)		
(b)	Date of Birth	:	
(c)	Father's Name (as the case may be)	:	
(d)	Date of First Appointment	:	
(e)	Service particulars (i.e. the details of the posts held by the official duly specifying the period)	:	
(f)	Permanent Address	:	
(g)	Present Address	:	
02.	Date of Retirement	:	
03.	Name of Countries proposed to visit (need not be filled up to obtain passport to seek employment abroad)	:	
04.	a) Purpose of Visit/Duration of stay b) Date of issue of NOC to visit/employment abroad previously, if any,	:	
05.	Source of funds to meet the cost of the proposed foreign travel		
06.	State whether any Criminal Prosecution is contemplated or pending against you and whether your presence as witness would be needed in any criminal case under investigation or trial		

CERTIFICATE

I undertake that I will uphold the honour and dignity of our nation and will not indulge in any act prejudicial to the integrity and sovereignty of our country during my travel and stay abroad.

Signature of the Applicant

(TO BE FILLED BY THE HEAD OF DEPARTMENT)

01.	Are the particulars furnished by the applicant correct as per the information available with the department	:	
02.	Whether the presence of the applicant outside India may or likely to prejudice the friendly relations of India with any foreign country	:	
03.	Whether the applicant 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?)	:	
04.	Whether any proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India.	:	
05.	Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by court under any law for the time being in force or whether an order prohibiting the departure from India of the applicant has been made by any such court?	:	
06.	Whether the applicant has been repatriated and has not reimbursed expenditure incurred in connection with such repatriation?	:	
07.	Whether any Board dues are pending recovery? If so, the details thereof	:	
08.	Whether any disciplinary action is pending under regulation 8(b) of the TNEB Employees D & A Regulations relevant standing Orders?	:	
09.	Whether a certificate has been obtained from special Branch CID (Security) that the applicant does not figure adversely on the security records of the Government?	:	
10.	Whether any corruption charges or Vigilance Enquiry is pending against the applicant	:	
11.	Is there any contractual obligation to be discharged by the applicant? (applicable in case of travel for employment only)	:	
12.	Recommendation of the Head of the Department	:	

**C.E./Distn./.....Region/
S.E/.....E.D.C.**

PERSONAL PROFORMA

1.	Name	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Date of joining into service	:	
5.	(i) GPF/CPS No. (ii) Passport No. (iii) Validity of the Passport	:	
6.	Permanent Address	:	
7.	Present Address	:	
8.	Last 5 years D.P. & Vigilance enquiry pending, if any	:	
9.	Service Particulars (Separate sheet should be furnished)	:	
10.	Date of issue of NOC to visit/ employment abroad previously, if any,		
11.	Purpose of applying NOC	:	
12.	Name of the Country proposed to visit	:	
13.	Probable Duration of stay (from.....to.....)	:	
			Signature of the Officer with Seal

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD

UNDERTAKING6

(For issue of No-Objection Certificate for applying **VIST ABROAD**)

I hereby undertake :

(1)	That I will not take up any employment or undergo any training or study programme abroad without permission of the TANGEDCO.
(2)	That I will not tender resignation of the post held under the TANGEDCO while abroad.
(3)	That the expenditure for my travel to and fro and for my stay abroad will be met by _____and that the TANGEDCO will not be made liable for any expenditure.
(4)	That I will not canvass or seek any business while abroad.
(5)	That before proceeding abroad, I should apply for the leave to which I am entitled and get it sanctioned for entire period of my absence which will not exceed six months.
(6)	That I shall execute a bond prescribed for the purpose along with the leave application for the grant of leave out of India.
(7)	That I shall not use this NOC issued now for any subsequent trip without any prior permission of the Tamil Nadu Generation and Distribution Corporation Limited;
(8)	That the TANGEDCO will not be responsible for any of the activities while abroad ; and
(9)	That no payment will be made to me by the TANGEDCO through Government channel during my stay abroad.

PLACE :

DATE :

SIGNATURE OF THE EMPLOYEE