

CHECK LIST FOR NOC FOR GOING ABROAD

Sl. No.	Details of Requirement	Page No.
01	Application for NOC for going abroad in prescribed proforma	
02	The declaration regarding purpose of Visit	
03	Performa of Leave/ Leave Application (EOL) duly recommended by HOS	
04	Vigilance Clearance up to District/HQ/DOV as the case may be	
05	Copy of the valid Passport	
06	Details of alternative arrangements	
07	Details of previous foreign visits (within prescribed performa)	
08	The performa showing Estimated / Tentative expenditure to be incurred on account of foreign travel	
09	Statement regarding Source of Expenditure	
10	Bank Statement showing balance in the account	
11	Affidavit submitted by the employee	
12	Copy of first page of the Service Book	

Signature & Seal of HOS