

BHARAT SANCHAR NIGAM LIMITED  
( A Government of India Enterprise )

CORPORATE OFFICE  
PERSONNEL BRANCH

1st Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001.

[ No.413-3/2015 Pers ]

Dated: 22<sup>nd</sup> June, 2016

To,

All Head of Telecom Circle/  
Metro Districts/Maintenance Regions/  
Projects/Stores/Factories/ALTTC &  
All other Administrative Units.

Subject: Revised Proforma for taking prior permission for applying for NOC for private visits abroad

Under the initiative following the interaction of Hon' ble Prime Minister with all Secretaries to Govt. of India Citizen Services, action was required to identify and shorten forms that are in vogue to one page.

In this connection, with the direction of Competent Authority, the proforma for seeking prior permission for applying for NOC for private visits abroad has been revised and produced in one page, as applicable to BSNL employees. A proforma of the same is enclosed.

All concerned are required to use the revised proforma in any future request for grant of NOC for private visits abroad.

Encl:a/a

(Thakur Singh)  
Asstt. General Manager (Pers-I)  
Tel No 011-23037237

22.06.16

संख्या:ए/एसटीए/ईई-20/एसडीई/विदेश यात्रा/2015-16/III/14 मुंबई दिनांक 28/06/2016

C.O.BSNL New Delhi Ltr. No. 413-3/2015-Pers.I dated 22nd June 2016

प्रतिलिपि निम्नलिखितों को सूचना एवं आवश्यक कार्रवाई के लिए भेजी जा रही है .

- 1.सभी एस. एस. ए. प्रमुख/युनिट प्रमुख महाराष्ट्र दूरसंचार परिमंडल .
- 2.प्रधान महाप्रबंधक/ व. महाप्रबंधक / महाप्रबंधक / महाप्रबंधक (वित्त) महाराष्ट्र परिमंडल कार्यालय मुंबई -54.
3. अपर महाप्रबंधक (सर्तकता) , महाराष्ट्र परिमंडल कार्यालय मुंबई -54.
4. गार्ड फाइल.

( आर आर यादव )

सहायक महाप्रबंधक (अमला)  
महाराष्ट्र परिमंडल , मुंबई 400054.

  
**BHARAT SANCHAR NIGAM LIMITED**

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PROFORMA FOR TAKING PRIOR PERMISSION FOR APPLYING NOC FOR PRIVATE VISIT ABROAD  
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**PART 'A' – TO BE FILLED BY THE APPLICANT**

1. Name of the Officer
2. Designation
3. Pay
4. Ministry / Department
5. Passport No.
6. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose of visit	Estimated Expenditure (Travel, Boarding, Visa, Misc. etc.)	Source of fund

7. Details of private foreign travel undertaken during the last four years:

Period of travel	Name of foreign countries visited	Purpose

Signature

Name and Designation

**PART 'B' – TO BE FILLED BY THE ADMINISTRATION**

1. Whether the applicant is handling large amount of Government cash.
2. Whether the applicant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the applicant is under investigation (Details thereof)
4. Whether the applicant is under suspension.
5. Whether any disciplinary proceeding/criminal case is pending against applicant (Details thereof).

Signature

Name and Designation