**FORM – I**

**(See rule 24 – A)**

**APPLICATION FOR “ IDENTITY CERTIFICATE “ FOR APPLYING FOR GRANT / RENEWAL OF PASSPORT AND “ NO OBJECTION CERTIFICATE “ TO UNDERTAKE FOREIGN TRIP**

(To be filled by the applicant )

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name , Designation , Office address and scale of pay (if Selection grade or Special grade indicate respective ordinary grade scale of pay) | : |  |
| 2. | Date of Retirement | : |  |
| 3. | Name of Countries proposed to visit and duration (need not be filled up to obtain passport to seek employment abroad) | : |  |
| 4. | Purpose of Visit | : |  |
| 5. | Source of funds to meet the cost of the proposed foreign travel | : |  |
| 6. | 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)**

|  |  |  |  |
| --- | --- | --- | --- |
| 7. | Are the particulars furnished by the applicant correct as per information available with the department? | : |  |
| 8. | Whether the presence of the applicant outside India, may or likely to prejudice the friendly relations of India with any foreign country. | : |  |
| 9. | 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 ? | : |  |
| 10. | Whether any proceedings in respect of an offence alleged to have been committed by the applicant is pending before a criminal court in India. | : |  |
| 11. | Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by a 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. | : |  |
| 12. | Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation. |  |  |
| 13. | Whether any Government dues are pending recovery, if so, the details thereof. |  |  |
| 14. | Whether any disciplinary action is pending under rule 17(b) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules. |  |  |
| 15. | Whether a certificate has been obtained from Special Branch C.I.D (Security) that the applicant does not figure adversely on the security records of the Government. |  |  |
| 16. | Whether any corruption charges or Vigilance enquiry is pending against the applicant. |  |  |
| 17. | Is there any contractual obligation to be discharged by the applicant (applicable in the case of travel for employment only) |  |  |
| 18. | Recommendation of the Head of the Department. |  |  |

 **SIGNATURE OF THE**

**HEAD OF THE DEPARTMENT**

**FORM – II**

**IDENTITY CERTIFICATE AND NO OBJECTION CERTIFICATE TO APPLY FOR GRANT / RENEWAL OF PASSPORT**

**(**see rule 24- A)

(**To be given in Duplicate)**

 Under rule 24-A of the Tamil Nadu Government Servants Conduct Rules, 1973, it is certified that Thiru/Tmt/Selvi....................................................................................

son /wife/daughter of Thiru........................................................................who is an Indian National , is a temporary/permanent employee of this ..........................................................

..................................................................................................(office address) from ....................

(date) and is at present holding the post of ................................................................................

Thiru/Tmt/Selvi...........................................................................who is also an Indian National, is /are a dependent family member of Thiru/Tmt .................................................

and his/her identity is certified. This department has no objection to his/her acquiring/renewal of Indian Passport, subject to the following conditions, namely:-

1. that the individual should not take up any appointment or undergo any training other than the one specified, if any or study Programme during his/her stay abroad without prior approval of the Government/ Head of the Department;
2. that the Government /Head of the Department will not be made liable for any expenditure including traveling expenditure etc., in connection with his/her trip abroad;
3. that he/she should not tender resignation of the post held by him/her under this Government while abroad and his/her resignation of appointment will not be accepted on any account;
4. that he/she should not canvass or seek any business while abroad;
5. that before proceeding abroad, he/she should apply to the Government/ Head of the Department for the sanction of leave to which he/she is eligible and get it sanctioned for the entire period of his/her absence.
6. that he/she shall not use the passport obtained on the basis of the “Identity Certificate “ for any subsequent trip abroad for any purpose without the prior sanction of the competent authority; and
7. that the “Identity Certificate” will be valid only for a period of six months from the date of issue.

The undersigned is authorized to sign this “ Identity Certificate and No Objection Certificate”. I have read the provisions of sub section (2) of section 6 of the Passports Act, 1967 and certify that these are not attracted in the case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this department is a State Government Department. The Identity Card Number of Thiru/Tmt.(employee).......................................................................is ........................................

Reference No. and Date

 Name Designation and Address

 Telephone No.

 THIRU.

 Chief Internal Auditor and

Chief Auditor of Statutory Boards

 Chengalvarayan Building 7th Floor,

 807, Anna Salai, Chennai – 600 002.

 Phone No. 044 – 2851 0605

Applicant’s Photo to be attested by the Certifying Authority

**Form – III**

**NO OBJECTION CERTIFICATE TO UNDERTAKE FOREIGN TRIP**

**(See rule 24 – A)**

Under rule 24-A of the Tamil Nadu Government Servants Conduct Rules, 1973, Thiru/Tmt/Selvi........................................................................................ working as ............................................................................. (specify designation) in the department of **INTERNAL AUDIT AND STAUTORY BOARDS AUDIT** is permitted to visit .................................................................................... (specify the country / countries) from ............................ to ............................. (specify the dates) to see his / her son/ daughter/ other relatives / friends or as a tourist or on pilgrimage or to attend a training / seminar / workshop / conference (strike out which is not applicable) subject to the following conditions :-

1. He/she should not take up any appointment or undergo any training seminar / workshop / conference other than the one specified, during his/her stay abroad without prior approval of the Government/ Head of the Department;
2. that the Government /Head of the Department will not be made liable for any expenditure including traveling expenditure etc., in connection with his/her trip abroad;
3. He/she should not tender resignation of the post held by him/her under this Government while abroad and his/her resignation of appointment will not be accepted on any account;
4. He/she should not canvass or seek any business while abroad;
5. This “ No Objection Certificate “ is valid only for a period of six months from the date of issue and it is issued only in connection with the purpose indicated above and should not be used for any other purpose.

**BIO –DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name and Designation | : |  |
| 2. | Father’s Name | : |  |
| 3. | Age & Date of Birth | : |  |
| 4. | Temporary Address | : |  |
| 5. | Permanent Address | : |  |
| 6. | Marital Status | : |  |
| 7. | Date of Joining in Government Service | : |  |
| 8. | How long she is residing in the Address | : |  |
| 9. | Place worked and Post held for the past 3 years. | : | Post held | Worked at |
|  |  |
| 10. | Whether any Vigilance case is pending/ contemplated against the individual | : |  |
| 11. | Proposed visit to foreign country | : |  |

 I hereby declare that the above statements are true to my knowledge and I acknowledge the same.

Station :

 Date : Signature of the Applicant.