

To  
The General Manager  
Andhra Bank  
Head Office  
Hyderabad

Dear Sir,  
Reg : No Objection Certificate.

\* \* \*

I wish to go abroad for \_\_\_\_\_. In this connection, I request you to give a No Objection Certificate to obtain Indian Passport and Visa for \_\_\_\_\_.

I undertake that I furnish my address from time to time. I will not extend the leave sanctioned by you and I will not overstay the sanctioned leave abroad. Further, I voluntarily agree that in case, I overstay the sanctioned leave abroad and fail to report for duty at Office as soon as the leave sanctioned is over, my lien on the job in the Bank shall be treated as having been given up voluntarily and my name shall be struck off from the Bank's rolls treating that I have left the services voluntarily.

Yours faithfully

(SIGNATURE)

NAME :

STAFF CODE NO :

DESIGNATION :

BRANCH / OFFICE :

LOCAL ADDRESS (AT HEAD QUARTERS)

H. NO. \_\_\_\_\_, STREET NO \_\_\_\_\_,

LOCALITY \_\_\_\_\_,

MUNICIPALITY / VILLAGE \_\_\_\_\_,

DISTRICT \_\_\_\_\_,

STATE \_\_\_\_\_, PIN CODE NO \_\_\_\_\_.

**ANNEXURE – II**

**To  
The General Manager,  
Andhra Bank,  
Head Office,  
Hyderabad.**

**Dear Sir,**

**Reg: Request for Issue of No Objection Certificate to obtain/renew  
Indian  
Pass Port and Visa – Disclosure of sources/ funds.**

**\* \* \***

**In the event of the Bank permitting me to obtain /renew Pass Port and  
Visa to visit \_\_\_\_\_, I hereby declare that the total cost of  
the tour including passage, boarding lodging, baggage and other  
expenses will amount to Rs. \_\_\_\_\_.**

**Further, I hereby declare that the required funds for undertaking the  
tour will be met by me, out of my savings / by my parents / by my  
spouse (give complete details of the person, who is providing the funds  
for the tour including his occupation, full address, nature of relationship  
etc.,)**

**Yours faithfully,**

**(Signature)**

**Name :**

**Staff Code No. :**

**Designation :**

**Branch/ Office :**

To  
The General Manager,  
Andhra Bank,  
Head Office,  
HYDERABAD.

Dear Sir,

Reg: No Objection Certificate.

\* \* \*

I hereby declare that there are no pending Charge sheets, Domestic Enquiries, Vigilance or Police Cases against me either in the Bank or otherwise.

In case my declaration is found to be false at any time, you may advise the Pass Port / Visa Issuing Authority at \_\_\_\_\_ to withdraw / impound the Pass Port / Visa issued to me.

I further undertake that if any Domestic Enquiry / Vigilance or Police Case is initiated against me from the date of your issuing No Objection Certificate to the date of my undertaking the journey, I shall duly inform you of the details without fail.

Yours faithfully,

(Signature)

Name :

Staff Code No. :

Designation :

Branch/ Office :

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Certified that there are no pending Charge Sheets, Domestic Enquiries, Vigilance or Police cases against the captioned employee.

Branch Manager

Zonal Manager

**ANNEXURE – IV**

- 1. Name of the Employee :**
- 2. Staff Code No. :**
- 3. Designation :**
- 4. Branch/ Office :**
- 5. Zone :**
- 6. Date of Birth :**
- 7. Date of Joining :**
- 8. Last Basic Pay :**
- 9. Posting of the Employee for  
The last Five Years :**

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<b>Branch/Office</b>	<b>Designation</b>	<b>From</b>	<b>To</b>
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**Signature**