



रक्षामंत्रालय
Ministry of Defence

रक्षालेखानियंत्रककार्यालयगुवाहाटी
उदयनविहार-गुवाहाटी, नारंगी, 781171
Office of the Controller of Defence Accounts Guwahati
Udayan Vihar, Narangi, Guwahati: 781171
प्रशासन - 1B अनुभाग / Admin 1B Section
ई-मेल/e-mail - cdaguwadmin1b.dad@hub.nic.in



No. AN/IB/881/Permission/PP/Vol-IX

Dated : 02.06.2026

Important Circular No. - 70

To,

The Officer(s)-in-Charge

- 1) All Sections of MO CDA Guwahati
- 2) All Sub-Offices under CDA Guwahati

Subject: Adherence to Instructions for Vigilance Clearance on proceeding abroad.

Reference: HQrs Office Important Circular No. AN/Vig/13136/NOC/Passport/Vol-III
dated 06.04.2026.

A copy of HQrs Office letter mentioned under reference on the subject matter is enclosed herewith for information, guidance and strict compliance please.

(J.B. B. IDAS)
DCDA (Admin)

	<p>रक्षा लेखा महानियंत्रक कार्यालय उलान बटार रोड, पालम, दिल्ली छावनी-110011 CONTROLLER GENERAL OF DEFENCE ACCOUNTS Ulan Batar Road, Palam, Delhi Cantt.- 110010 Phone: 011-25665-564/768 Fax: 011-25674806/25674821 email: cgdavigilance.dad@gov.in</p>	<p>विकसित भारत अभियान 1947-2047</p>
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No. AN/Vig/13136/NOC/Passport/Vol.III

Dated : 06.04.2026

Important Circular

To,

All PCsDA/CsDA & equivalent
(through WAN)

Subject : Adherence to Instructions for Vigilance Clearance on proceeding abroad.

It has been observed that proposals for Vigilance Clearance for private visits abroad are being forwarded by the some offices without enclosing requisite proforma (Part 'A' & Part 'B') notified vide DoP&T OM dated 27th July 2015 and undertaking in terms of Para 297 of O.M. Part-I.


2. In this regard, attention is invited to this office letter No. AN-I/1351/4/XXVI/NOC dated 28.04.2016, wherein detailed guidelines on the subject were issued. The following instructions are once again reiterated for strict compliance by all PCsDA/CsDA and equivalent offices:

- (i) Prior permission for private visits abroad must be obtained in the prescribed proforma as per DoP&T O.M. No. 11013/8/2015-Estt.(A-III) dated 27.07.2015 along with Annexure 'A' & 'B' therein duly forwarded. The timelines prescribed therein for processing such requests should be strictly adhered to.
- (ii) An undertaking, in terms of Para 297 of OM Part-I, to be furnished by the Government Servants who intend to proceed on PRIVATE VISITS abroad.
- (iii) Approval of leave for proceeding abroad by the Leave Sanctioning Authority must be in accordance with DoP&T O.M. No. 11013/7/2004-Estt.(A) dated 01.09.2008.

3. It is, therefore, requested that cases for Vigilance Clearance on account of proceeding abroad may be forwarded to HQrs office only after ensuring that the above requirements, along with instructions issued vide this office letter dated 28.04.2016 cited in para 2 above, are fully complied with.

4. Incomplete proposals or those not conforming to the prescribed guidelines are liable to be returned without processing.

This issues with the approval of Jt. CGDA & CVO.


(Umesh Kumar)
ACGDA (Vig.)

APPLICATION FOR OBTAINING A 'NO OBJECTION CERTIFICATE' FOR A PASSPORT ONLY
(NOT TO BE REFERED TO SECURITY OFFICE/VIGILANCE CELL)

1.	Name (IN BLOCK LETTERS)	
2.	Designation & A/C No.	
3.	Present Office	
4.	Applicant's Residential Address (a) Present (b) Permanent	
5.	Father/Husband/ Gurdian's Name (delete Whatever is not Applicable)	
6.	Occupation and address of above	
7.	Details of Employment in Defence HQrs Officer or any Government Offices during Last ten Year.	
8.	Detail of any Type of Passport if held Previously.	
9.	Detail of Passport lost, if any	
10.	Type of Passport required viz Ordinary/Official/Diplomatic	

11. I Certify that:

(a) My application for the above passport is not for proceeding to a foreign Country. I shall separately seek the 'No Objection Certificate' before proceeding to foreign Country.

(b) I am not involved in Court/Police/Vigilance case and there is no restriction placed by any authority.

Place:

Date:

Signature of the Applicant
Office:

Undertaking

(In terms of Para 297 of O.M. Part-I)

A) I undertake that: -

- a) I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of O.M. Part-I.
- b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.

B) Further, I understand that: -

- a) While I am abroad whether on an official duty or private affairs. I shall continue to be subject to all the provisions of Government Servants conduct Rules including those relating to the communication of official document or information, connections with the press and criticism of Government and expression of opinion on matters relating to foreign countries and
- b) Any breach of these provisions whether committed in India or abroad shall render me equally liable to disciplinary action.

Place:

Date:

(Signature of the Applicant)

Name:

Grade:

A/c No.:

Office:

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation

2. Pay

3. Ministry/ Department

4. Passport No.

5. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

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

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation



Part B – To be filled by the Administration

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

Date:

[Handwritten signature]

Signature

Name and Designation
