



**EMPLOYEES' STATE INSURANCE CORPORATION**

**PANCHDEEP BHAWAN, C.I.G. ROAD, NEW DELHI-2**

(AN ISO 9001-2000 QMS CERTIFIED ORGANISATION)

**E-mail: [jd-admin2@esic.nic.in](mailto:jd-admin2@esic.nic.in)**

**No. Z-16/12/3/2006-E II**

**Date: 10.11.2008**

To

The Regional Director,  
ESI Corporation,  
Regional Office,  
**Hyderabad.**

**Sub: Issue of No Objection Certificate to obtain Visa/Passport for visiting abroad.**

Sir,

I am directed to refer to your letter no. 52.A/47/13/2007-Estt-I dated 05.08.08 on the above subject and to request you to kindly ensure compliance of the following before forwarding NOC for Visa/Passport requests of the officials under your control to Hqrs. Office.

1. All applications should be forwarded in the prescribed Proformas only.
2. Source of finance should invariably be mentioned along with requisite necessary documents. The admissibility/acceptability of the 'source of finance' furnished by the employee should be examined first at the level of forwarding authority.
3. In case where the visit of Corporation employee is sponsored by his/her ward, a certificate with regard to bearing of expenditure by the ward should invariably be furnished along with the application.

Yours faithfully,

**(R. KESHAVADAS)**  
**JOINT DIRECTOR, E-II**

Copy to: All Regional Directors/Joint Director (I/C), SROs for favour of information and similar necessary action please.

**JOINT DIRECTOR, E-II**