



बैंक ऑफ बड़ौदा Bank of Baroda

BCC: BR: 99/ 265

3<sup>rd</sup> September, 2007

**CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA**

Re:- **Sanction of Leave and permission to go abroad and Issue of "No Objection Certificate" for obtaining / renewing passport.**

This has reference to Circular No.CO: BR: 88/40 dated 16.02.1996 regarding sanction of leave and permission to go abroad.

During last decade or so it is observed that immigration norms in many countries have been liberalized. Now-a-days, many of our employees are procuring immigration rights for themselves or for their children requiring them to travel abroad on immigration visa or stay in foreign countries for certain duration at periodical intervals to maintain their immigration rights. Traveling abroad has become more common than before. However, the guidelines of Bank decided a decade before had certain norms which needed re-look. Therefore, it was imperative to review the guidelines.

The Executive Management Committee (EMC) in its meeting dated 02.06.2007 reviewed the present norms and decided certain modification in the guidelines for sanction of leave and permission to go abroad. The modified norms are as under:-

1. Subject to administrative exigencies, leave and permission for going abroad can be granted to employees on maximum 5 occasions in the entire service.
2. The condition to sanction leave and permission to go abroad only once in 3 years; is abolished.
3. Under normal circumstances, the number of days of leave shall not exceed 30 days in case of officers & executives and 45 days in case of Award Staff, in one occasion. However, in case of exigencies, matter may be referred to HRM Dept., BCC, Mumbai, for sanction of leave over and above the said number of days.
4. The Bank shall not insist for undertaking from employees while granting permission and sanction of leave for going abroad.
5. The employees visiting abroad for first and second occasion would not be required to execute any Guarantee. However, employees visiting abroad for third occasion and onwards are required to execute Guarantee & Power of Attorney as provided in circular No.CO: BR: 88/40 dated 16.02.1996.
6. Employees whose track record is not good, against whom disciplinary action is initiated / contemplated or who is under suspension or against whom criminal proceedings are pending shall not be sanctioned leave / permission for visiting abroad.
7. All other terms & conditions for the purpose of sanction of leave for going abroad as mentioned in circular No. CO:BR:88/40 dated 16.02.1996 shall remain unchanged.

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बड़ौदा कार्पोरेट सेन्टर, सी-26, जी-ब्लॉक, बान्द्रा कुर्ला कॉम्प्लेक्स, मुंबई 400 051, भारत

Baroda Corporate Centre, C-26, G-Block, Bandra Kuria Complex Mumbai 400 051, India

फोन / Phone : 91 22 5698 5000, फैक्स / Fax : 91 22 2652 3514, वेब / Web : www.bankofbaroda.com



**बैंक ऑफ़ बड़ोदा Bank of Baroda**

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Competent Authority for sanction of leave / permission for visiting abroad under normal circumstances are as under:

Category of Staff	Competent Authority
Award Staff & Officers upto MMG/S-III	Zonal Head
Award Staff & Officers upto MMG/S-III at HO / BCC	AGM / DGM in charge of Administration at HO, Baroda / BCC, Mumbai.
All executives in SMG/S-IV	GM in-charge of HR Dept.
All executives in SMG/-V, TEG/S-VI & TEG/S-VII	Executive Director.

**Procedure for sanction of leave and permission to go abroad:**

1. Application for sanction of leave and permission to go abroad should be as per proforma in Annexure-A. The application should be routed through proper channel to Competent Authority.
2. Vigilance clearance should be obtained from Zonal Vigilance Dept. and the Reporting Authority should forward the application to the Competent Authority through Regional Office after due certification of the contents therein.
3. Regional Authorities are required to verify the details of past leave / permission sanctioned to the employee concerned for visiting abroad. As per the modified guidelines, employee visiting abroad for the first and second time is not required to execute Guarantee in stamp paper for liquidation of outstanding liabilities. However, employee visiting for third time and onwards is required to execute Power of Attorney and Guarantee in stamp paper as per Annexure-B & Annexure-C.

**Procedure for issuance of "No Objection Certificate" for obtaining Passport / Visa:**

1. Application for "No Objection Certificate" / "Identity Certificate" for obtaining / renewal of passport / Visa, should be routed through the reporting authority, as per proforma prescribed in Circular No. BCC: BR: 99:63 dated 02.03.2007. The applicant is required to submit application as per proforma mentioned in the said circular and the Issuing Authority is required to issue Identity Certificate and 'No Objection' as per proforma circulated with the same (Annexure-D & Annexure-E).
2. Vigilance clearance should be obtained from Zonal Vigilance Dept. The Reporting Authority should forward the application to the Competent Authority after due verification of contents of application.
3. At the time of issuing Identity Certificate, the issuing Authority is required to verify details of the dependents' identity, scrupulously.

Please display a copy of this circular on the Notice Board of the branch / office for information of all staff members.

Yours faithfully,

(DIPANKAR MOOKERJEE)  
GENERAL MANAGER  
(HR & MARKETING)

encl: a/a.

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**ANNEXURE-A**

**APPLICATION FOR SANCTION OF LEAVE & PERMISSION TO GO ABROAD**

Re:- Request for P/L for going abroad from \_\_\_\_\_ to \_\_\_\_\_  
for \_\_\_\_\_ days.

I request for permission / sanction of Privilege Leave for going abroad and I give below required information for the same:

1. Full Name :
2. Designation Grade / Scale :
3. E.C. No. :
4. Branch / Region :
5. Date of Birth :
6. Date of Joining :
7. Date of Promotion :
8. Countries likely to be visited :
9. Period of P/L required : No. of days \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_
10. Reasons for going abroad :
11. Whether such leave was availed : No. of occasions :  
in the past? If Yes  
From To  
1)  
2)  
3)  
4)
12. Whether reported in time on expiry  
of sanctioned leave?
13. Details of Bank Loan : Loans availed  
1) Housing Loan  
2) Vehicle Loan  
3) Personal Loan  
4) P/F Loan



5) Festival Advance

6) Any other. Pl. specify.

14. P.F. Balance as on \_\_\_\_\_ : Rs. \_\_\_\_\_

15. Details of passport (Photocopy of Passport should be attached)

16. Whether No Objection Certificate was granted by the Bank for obtaining Passport.

17. State clearly whether going on (photocopy of Visa should be attached)

- 1) Immigration
- 2) Student Visa
- 3) Tourist Visa
- 4) Multiple Visa
- 5) Any other. Pl. specify.

18. Present Residential Address in India. :

19. Name and residential address in India of the relative to whom communication to be sent during my absence. :

20. Name and residential address of the relative abroad to whom the letter to be addressed during my absence from India. :

Please grant me \_\_\_\_\_ days leave and oblige. Further, I undertake to execute following documents:

1. Power of Attorney on stamp paper
2. Letter of Guarantee on a stamp paper
3. Any other as required by the Bank.

I also undertake to deposit the deficit amount towards my loan liabilities in my SB A/c. \_\_\_\_\_ with \_\_\_\_\_ branch and the authority letter to the Bank to appropriate the same.

Yours faithfully,

PLACE :

DATE :

\_\_\_\_\_



**Certification by Branch / Staff Dept. / Office Admn. Dept.**

1. The information given in above application is verified and found correct.

2. Leave Balance as on \_\_\_\_\_ (Pl. specify the date)]

- a) Privilege Leave :
- b) Sick Leave :
- c) Casual Leave :

3. Details of Bank Loan : Availed Outstanding

- Housing Loan :
- Vehicle Loan :
- Personal Loan :
- P.F. Loan :
- Any other :

4. Adverse features, if any.

5. Disciplinary proceedings if any, initiated in past or are pending/ contemplated.

6. Recommendations of the Branch / Office regarding granting of leave for going abroad.

NOTE : Recommendation should be without attaching Stipulation such as provided / subject to etc.

Br. Head / Staff Dept. / Office Admn. Dept.

PLACE :

DATE :

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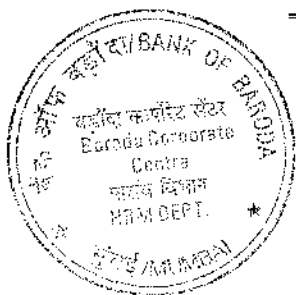
**(Recommendation of Regional Authority)**

The information given in above application is verified and found correct. Necessary vigilance clearance has been obtained. We recommend for sanction of the leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.

**REGIONAL AUTHORITY**

PLACE :

DATE :



(Sanction by Competent Authority)

The recommendation of Regional Authority is noted.

Mrs. / Mr. \_\_\_\_\_ is sanctioned P/L of \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ and be permitted to go abroad during the said leave period.

Competent Authority:

Designation :

PLACE :

DATE :

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ANNEXURE -B

DOCUMENTS TO BE EXECUTED BEFORE LEAVING FOR FOREIGN VISIT

IRREVOCABLE POWER OF ATTORNEY

(ON STAMP PAPER OF APPROPRIATE VALUE / DUTY AS PREVAILING IN CONCERNED STATE)

I \_\_\_\_\_, the Indian inhabitant send greeting:

WHEREAS Bank of Baroda, Address:- \_\_\_\_\_,  
my employer having its Head Office at MANDVI, Baroda has agreed to permit me to go  
to \_\_\_\_\_ for a period of \_\_\_\_\_ days on \_\_\_\_\_,

AND WHEREAS Bank of Baroda has granted me the necessary leave for \_\_\_\_\_ days  
with a stipulation that in the event of my non-return to India and joining / reporting  
for duty from where I got relieved for my visit or any such other place, if so advised by  
the Bank after \_\_\_\_\_ days commencing from \_\_\_\_\_ my services may be  
terminated on sending me a notice to the address hereunder:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS in such event the termination benefits such as provident fund, gratuity,  
etc. be due and payable to me for my services in the Bank for a period of my service,  
may be credited to my \_\_\_\_\_ account maintained with \_\_\_\_\_ branch  
of the Bank.

AND WHEREAS for the purpose of appropriating my debts due and payable to the Bank  
and or to the trustees of the provident fund trust or to such other person, I desire to  
appoint Bank of Baroda acting through any of its officials, Managers, accountants or  
officers to be my true and lawful attorney and they are at liberty to appropriate all my  
dues, of whatever nature from the funds available in the account mentioned above.

NOW KNOW ME AND THESE PRESENT WITNESS THAT I, \_\_\_\_\_,  
hereby nominate, constitute and appoint Bank of Baroda acting through any of its  
officials in India or any other place or places in any part of the world including  
\_\_\_\_\_ as my true and lawful attorney for the following acts, deeds,  
matters and things that is to say; in the event of my ceasing to be in service by way of  
termination, death, operation of law or for any other reasons whatsoever to  
appropriate and set off the amounts or a part of the amounts due to me from the  
trustees of the provident fund of Bank of Baroda employees provident fund and or  
from gratuity payable to me under the scheme of gratuity, payable to me or my  
nominee, heirs or legal representatives as also any amount that may be standing to my  
credit in respect of any other account first and foremost towards repayment of the  
entire balance of the loans and or interest payable by me to Bank of Baroda  
irrespective of any nominations made by me earlier. AND I the said \_\_\_\_\_  
hereby authorize Bank of Baroda to do and execute all acts, deeds, matters and things



for the purpose of carrying out the objects and authorities granted by me under this power of attorney.

And I \_\_\_\_\_ do hereby declare that this power of attorney shall be irrevocable until I rejoin my service as an employee of Bank of Baroda in India.

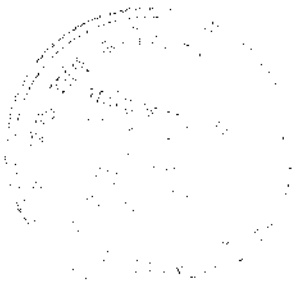
In witness whereof I \_\_\_\_\_ have hereunto set and subscribed by hand at \_\_\_\_\_ this \_\_\_\_\_

Signed and delivered by the withinnamed:

1. \_\_\_\_\_

2. \_\_\_\_\_

in the presence of \_\_\_\_\_





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ANNEXURE -C

GUARANTEE LETTER

The Dy. General Manager / Asst. General Manager,  
Bank of Baroda,

Dear Sir / Madam,

WHEREAS Mr. / Mrs. \_\_\_\_\_ (full address of the employee), an employee of Bank of Baroda (hereinafter called the Bank) attached to its \_\_\_\_\_ Branch / Office at \_\_\_\_\_ has applied to the Bank for permitting him to visit \_\_\_\_\_ and to issue him / her "No Objection Certificate" which he / she requires for issuing him / her Passport for going abroad for the purpose of \_\_\_\_\_.

AND WHEREAS the Bank has issued to Mr. / Mrs. \_\_\_\_\_ permission and "No Objection Certificate" at his / her request with a view to enabling him / her to obtain the Passport for going abroad to visit such place/s as he / she has desired.

Now in consideration of the Bank granting permission and issuing "No Objection Certificate" to Mr. / Mrs. \_\_\_\_\_, I/We \_\_\_\_\_ and \_\_\_\_\_ jointly and severally hereby agree with and guarantee due payment and discharge on demand, of all amount of debt / Loans or any dues payable to Bank or to the trustees of Bank of Baroda Provident Fund Trust, in the event of Mr. / Mrs. \_\_\_\_\_ going abroad but not returning to India and joining the duty where he / she is required to report / join or in the event of termination of his / her service by the Bank on account of his / her failure to return to India and join the duty, where he / she is required to report / join within the stipulated period.

I / We also bind myself / ourselves and further agree and undertake to indemnify, to reimburse and to make good, all and every cost, charges and expenses that may be payable by Mr. / Mrs. \_\_\_\_\_ to the Bank by reason of the Bank being taken action / proceeded against him / her for his / her failure to return to India and join duty, where he / she is expected to do so and thereby crystallise his / her dues, if any, in respect of loan debt or any dues outstanding on account of such action payable by Mr. / Mrs. \_\_\_\_\_ to the Bank. This is without prejudice to the right of the Bank to claim such dues, amount of debts from Mr. / Mrs. \_\_\_\_\_.

This guarantee is without prejudice to any other securities or obligation which the Bank may or hereafter have taken from me / us or from Mr. / Mrs. \_\_\_\_\_ in respect of any indebtedness, dues, liabilities hereby guaranteed and all rights and remedies in respect thereof are reserved.



**ANNEXURE-D**

**REVISED APPLICATION FOR ISSUANCE OF "IDENTITY CERTIFICATE"**  
**FOR OBTAINING / RENEWAL OF PASSPORT**

To

The \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

Re: - **Identity Certificate / No Objection Certificate for obtaining / renewal of Passport.**

I, the undersigned, request you to issue me a Identity Certificate /\_No Objection Certificate (in duplicate) to enable to obtain / renew Passport for going abroad. Following are the necessary details: -

1. Name :
2. Employee Code No. :
3. Dept. / Office / Branch :
4. Date of Birth :
5. Date of Joining :
6. Present Scale / Designation :
7. Present Basic :
8. Outstanding dues:
  - a. Housing Loan
  - b. Vehicle Loan
  - c. Personal Loan
  - d. Staff Overdraft
  - e. Festival Advance
  - f. Any other Loan (pl. specify)

**TOTAL**
9. PF balance as on \_\_\_\_\_ :  
(Attach copy of PF statement)
10. Purpose of Visit :

..2..



This Guarantee shall be enforceable notwithstanding any change in the name of the Bank and it shall ensure for the benefit of any Banking Company which may become amalgamated with or to which the Bank shall assign it.

I / We understand that this Guarantee is valid for 5 years from the date hereof and I / We undertake that this Guarantee is in respect of any of the visits by Mr. / Mrs. \_\_\_\_\_ during the period of the abovesaid 5 years.

Name & Address:

(1) Mr. / Mrs. \_\_\_\_\_

1. \_\_\_\_\_

P.F. Balance \_\_\_\_\_  
(including Bank's contribution)

(2) Mr. / Mrs. \_\_\_\_\_

2. \_\_\_\_\_

P.F. Balance \_\_\_\_\_  
(including Bank's contribution)

Signature (s) of the guarantors (s)

Place :

Date :



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11. Countries likely to visit :
12. Residential Address :
13. The details of my dependents are as under:

Sr. No.	Name	Age	Relationship with the employee	Occupation	Income per month (Rs.)

I undertake:

- a) That I have read and gone through Sec. 6 (2) of Passport Act, 1967 and none of the provisions stated therein is applicable to me.
- b) To submit details of Passport, such as Passport Number, Date and Office of Issue etc. alongwith photocopy of Passport.
- c) To obtain specific sanction and leave from the Bank before leaving for any overseas country.
- d) To make provision to liquidate all my outstanding loans with the Bank before leaving the country.
- e) To execute necessary Power of Attorney Undertaking and Guarantee on stamp paper as required.

Yours faithfully,

\_\_\_\_\_  
(Signature)

Place :

Date :

The Particulars submitted by Mr. / Ms. \_\_\_\_\_ EC No \_\_\_\_\_ Is verified and the same is found to be in order.

We recommend for issuance of Identity Certificate.

Place

Branch Head / Dept. Head \_\_\_\_\_

Date

Seal of the Branch \_\_\_\_\_



**ANNEXURE-E**

**PROFORMA OF IDENTITY CERTIFICATE**

(To be given in Duplicate on Original Stationery)

Certified that SHRI/ SHRIMATI/ KUM \_\_\_\_\_ Son/ Wife of  
Shri \_\_\_\_\_ is a permanent employee of Bank of  
Baroda, \_\_\_\_\_ Branch / Office (address to be given in detail)  
from \_\_\_\_\_ (date) and is at present holding the post of  
\_\_\_\_\_. Shri / Smt./ Miss/ Mst.  
\_\_\_\_\_ is/ are dependent family member(s) of  
Shri / Smt. \_\_\_\_\_ and his/ her identity is certified. Bank of  
Baroda has no objection to his/ her acquiring Indian Passport. The undersigned is  
duly authorized to sign this Identity certificate. I have read the provision of Section  
6(2) of the Passports Act, 1967 and certify that these are not attracted in case of this  
applicant. I recommend issue of an Indian Passport to him / her. It is certified that  
Bank of Baroda is a Public Sector Undertaking. The Identity card Number of Shri /  
Smt (employee) \_\_\_\_\_ is \_\_\_\_\_ (write EC No).

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Ref. No. : \_\_\_\_\_

Date : \_\_\_\_\_

Address & Tel No. \_\_\_\_\_

Applicant's  
photo to be  
attested by  
Certifying  
Authority

