



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

[An Institute of National Importance under Ministry of Education, Govt. of India]

Sector 1, Rourkela, Sundergarh Dist., Odisha 769 008

**ESTABLISHMENT OFFICE**

NITR/XX / 2026 / M /

dt.

FTS

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Form ES / 17

## Form for: Request for Miscellaneous Certificates

1. Name		2. EC	
3. Designation		4. Pay Level	
5. Dept.		6. DOJ.	

### Request Category

A.	Fresh application for Passport Annexure "A", & "H" (for employees – kindly enclose one [01] Passport size Photograph)	B.	Renewal application for Passport Annexure "G" & "H" (for employees – kindly enclose one [01] Passport size Photograph)
C.	BH Registration (enclose filled Form 60 as per MoRTH format)	D.	Certificate (Service Particulars) for Employees on various purposes (except ES-09)
E.	NOC for Visa (Employee and / or Dependents on Personal Tour) – Reference to Clause 31(b) of Institute Leave Rules.	F.	Certificate (Address Proof) for Employees / dependents issue / update of details with Govt. Authorities (e.g. Passport / Gas / PAN / Aadhaar / Bank Passbook etc.)

For (D.), (E.) & (F.) – Kindly fill in the details below as applicable for employees / dependents						
Employee / Dependent Name	DoB	Relationship with Employee	Passport No.	Country of Visit	Duration	Purpose



Signature of Employee

Forwarded by HoD

To: <b>Asst. / Dy. / Jt. Registrar (ES)</b>						
No Disciplinary / Vigilance proceedings are pending as per our records; hence recommended to CVO for vigilance clearance.					<i>(Applications with Option 'A' &amp; 'B', clearance from CVO is mandatory; for all employees)</i>	
Disciplinary / Vigilance proceedings are pending as per our records; Placed to CVO for kind perusal & decision thereof accordingly.						
Verified Particulars		Returned for compliance (overleaf)		Recommended		Returned for compliance (overleaf)
<b>Dealing Seat (ES)</b>			<b>Asst. / Dy. / Jt. Registrar (ES)</b>			
Approved / Not approved		Recommended / Approved / Not approved			Approved / Not approved	
<b>Chief Vigilance Officer (CVO)</b>		<b>Registrar</b>			<b>Director</b>	
<i>Applications with Option 'E', requires 'Form ES-17A' &amp; approval of Director is mandatory.</i>						
To:	Prof.				Original Certificate issued.	
CC:	Personal File			<b>Dealing Seat (ES)</b>		

### NB:

- The details may kindly be kept precise & Kindly enclose a copy of the Passport for Options 'A', 'B' & 'E' (first & last page).
- For Options (E.) & (F.); kindly fill appropriate rows / columns & the remaining may be left as -NA- (default value).



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**ESTABLISHMENT OFFICE**

Form ES/17A

## **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 (Private Visit)**

1. Name:		2. EC:	
<i>This is a mandatory Annexure for Option 'E' of Form ES-17. NO separate FTS is required for this form</i>			

3. Details for private foreign travels to be undertaken:	
<b>Estimated Expenditure for the proposed trip (Travel, Boarding, Lodging, VISA, Misc., etc.,)</b>	<b>Source of Funds</b>

4. Details of <b><u>private foreign travel</u></b> undertaken during the last four (04) years.			
<b>Period of Travel</b>		<b>Name of Foreign Countries visited</b>	<b>Purpose</b>
<b>From</b>	<b>To</b>		

\_\_\_\_\_  
Signature of Employee

### **Part B- To be filled by the Administration**

1. Whether the Government servant is handing large amounts of government cash.	Yes / No	
2. Whether the Government servant is dealing with secret / top secret matters.	Yes / No	
3. Whether any case involving serious charges against the Government servant is under investigation (Details, if any to be mentioned overleaf).	Yes / No	
4. Whether the Government servant is under suspension.	Yes / No	
5. Whether any disciplinary proceeding / criminal case is pending against the Government servant (Details, if any to be mentioned overleaf).	Yes / No	
<b>Dealing Seat (ES)</b>	<b>Jt. / Dy. / Asst. Registrar</b>	<b>Registrar</b>