



7-39/2013-NVS (Pers.)/ 5060

Dated: 03.12.2014

To

The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices

**Sub:-Requests for NOC for obtaining Indian Passport and permission to visit abroad in respect of Vidyalaya Staff of NVS.**

Ref: F.No. 2-30/93-NVS(Estt.) dated 8.9.1993

Sir/Madam,

I am to invite your attention on the above subject and to observe that the applications i.r.o NOC for obtaining passport are being forwarded to Hqrs at present. With a view to streamline and to ensure quick disposal of such requests following guidelines are being issued.

In case of the employees in service of Government and autonomous bodies the NoC is required to be issued both at the stage of:

1. Application to passport authority for Obtaining a fresh passport/ renewal thereof and
2. Application to respective embassy for visa for visit to a particular country.

Following points shall also be verified in addition to normal issues while processing the applications for issue of NoC for Passport and visa:

1. In cases of NoC for Obtaining passport:
  - a. The employee shall submit the application in the prescribed format as in Annexure I(A)
  - b. The particulars entered in the applications shall match the records maintained in the service book of the employee.
  - c. No vigilance case is either pending or being contemplated to be initiated against the employee
  - d. The employee shall submit an undertaking to the effect that he/she shall seek permission for ex-India leave before making an application for visa from the embassy/High Commission of other country/countries
  - e. The NOC for obtaining Indian Passport (As in Annexure I(C) is to be issued in duplicate in original stationary:
2. In cases of NoC for Obtaining visa:
  - a. The employee shall submit along with the application as at Annexure II(A &B) the details such as:
    - The country to be visited.
    - The objective of the visit.
    - The period of the visit.
    - Source of income for the journey and stay
    - Details of the stay and contact details during the journey
    - Recommendation for sanction of leave
  - b. The nature of work the individual is handling in NVS and other subsidiary factors like general behavior associations, etc.

- c. That there are no grounds to believe that the applicant could figure adversely on the security records of the Government.

The approving authority for the NoC for obtaining Passport and Visa i.r.o. of all Vidyalaya Staff up to the level of Principal will be Regional Deputy Commissioner. The NoC is to be signed by an officer of the rank of an Assistant Commissioner.

While issuing NoC to an employee for passport and visiting abroad, an undertaking should be invariably obtained to the effect, as under that the individual:

1. In cases of NoC for Obtaining passport:
  - Shall give the attested copy of the Passport immediately after obtaining the same to the office for making necessary entries on the service book
  - Shall seek the permission of the competent authority for making application for visa from the respective High Commissions
  - Shall apply for respective leave, if applicable for undertaking the journey
  - Shall apply for Ex-India leave from the competent authority, irrespective of the period of movement being on vacations or otherwise.
2. In cases of NoC for Obtaining visa:
  - Will not extend leave without prior permission of NVS Headquarters.
  - Will not resign from the post holding in NVS while staying abroad without permission.
  - Will not take up any employment or undertake study/training etc. abroad without first resigning the post; and
  - Will not indulge in or engage in any activity pre-judicial to the interest of the Government/Samiti and the country while staying abroad.

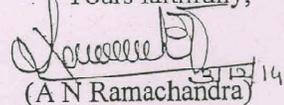
I am to forward the revised performa for NoC for obtaining Indian Passport, permission for visiting abroad, to apply for Ex-India Leave and sample format of NoC in respect of all Vidyalaya Staff including Principals of NVS for information and guidance.

All requests should be made in the prescribed proforma as at Annexure I and II, as the case may be, accompanied by two passport size photographs of the applicant other than the one pasted and attested on the face of the application and attested copy of Identity Card. However, while sanctioning Ex-India leave to an employee, its adverse impact on the academic activities, if any should be kept in mind. **Extension** of Ex-India leave shall be sanctioned at HQ level only.

As such the details of passports obtained and visiting abroad by the employees so far shall be immediately obtained and entered in the service book. A copy of the passport so obtained prior to the issue of this guidelines shall be kept in the Personal File of the employee concerned. List of employees who have passports and visited abroad may be updated at RO level latest by 31<sup>st</sup> January, 2015. This list shall be updated periodically and kept ready for inspection, if any.

This supersedes all the earlier instructions on the subject and issues with the approval of Competent Authority.

Yours faithfully,



(A N Ramachandra)

Dy. Commissioner(P&E)



Encl:- As above.

Copy to:-

- ✓ 01. All Officers at NVS Hqrs,
02. Principals of all JNVs/ All NLI's.
03. CVO, NVS, HQ
04. Web site of NVS.
05. Guard file

**ANNEXURE-I(A)****APPLICATION FOR NO OBJECTION CERTIFICATE FOR PASSPORT**

{Annexure to NVS HQ letter No. F. 7-39/2013-NVS(Pers.), dated 03.12 .2014}

**(PART-I)**

1.	NAME IN BLOCK LETTERS	
2.	Date of Birth	
3.	Designation	
4.	Date of Joining the Samiti	
5.	Present Place of Posting	
6.	Period of stay in the present post and place	
7.	Address (Present)	
8.	Address (Permanent)	
9.	Father's name	
10.	Father's occupation and address	
11.	Marital Status	
12.	If married occupation and address to spouse	
13.	Countries proposed to be visited, if planned	
14.	Date of departure, if planned	
15.	Purpose of visit, if planned	
16.	Probable period of stay in each country with dates, if planned	
17.	Probable date of return, if planned	
18.	Approximate amount expected to be spent for the trip including journey	
19.	Is the trip abroad financed by self and stay abroad	
20.	If so, the source of amount being spent	
21.	Is the trip being financed by other person	
22.	If so the name of person, indicating relation and address(documentary evidence and an undertaking from the concerned person that he would bear the expenditure are to be enclosed	
23.	Details of applicant's Employment during last Ten years	

Affix photograph of the applicant duly attested by the controlling officer

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

**Signature of the applicant**

**ANNEXURE-I(B)****PERSONAL UNDERTAKING BY THE APPLICANT**

I \_\_\_\_\_(Name) \_\_\_\_\_(Designation) working at \_\_\_\_\_ Pursuant to my application for NoC for obtaining Indian Passport do hereby undertake that I:

- Shall give the attested copy of the Passport within 7 days after obtaining the same to the office for making necessary entries on the service book
- Shall seek the permission of the competent authority for making application for visa from the respective High Commissions
- Shall apply for respective leave, if applicable for undertaking the journey
- Shall also apply for Ex-India leave from the competent authority before making application for visa from the High Commission of the country of visit.

I \_\_\_\_\_(Name) \_\_\_\_\_(Designation) working at \_\_\_\_\_ do hereby understand that in the event of failure to comply with the above disciplinary actions can be taken against me apart from any other actions as per rules.

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

**Signature of the applicant**

**(PART-II)**

1	a) Are the entries given by the applicant in part I are correct?  a) If not, the reason/ correct position	
2	Whether the applicant is handling any classified work, divulgence of which may affect the security of service and the country	
3	a) Whether any Department/ Vigilance/ Criminal Case pending or contemplated against the applicant. b) If so, nature of inquiry and its result. c) Details of penalties (with order number & date) if any imposed on the applicant doing last five years.	
4	Whether the applicant's visit requested for, is recommended?	
5	Are any financial dues outstanding towards the applicant?	
6	If yes, the amount and mode of recovery?	
7	Any comments on para 9 of Part I	
8	Have the required undertaking been submitted?	

**Signature of Controlling Officer**  
Name \_\_\_\_\_  
(in block letters)

**(Office Seal)**

F. No. \_\_\_\_\_

(On the official Stationery)

No. \_\_\_\_\_

Date:

**NO OBJECTION CERTIFICATE**

(FOR OBTAINING PASSPORT)

Certified that Shri/Smt./Ms. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ who is an Indian National, is a permanent employee of Navodaya Vidyalaya Samiti (An autonomous organization under Department of School Education & Literacy, Ministry of Human Resources Development, Government of India) from \_\_\_\_\_ and is at present holding the post of \_\_\_\_\_ at \_\_\_\_\_. His/Her identity is certified. This Department has no objection to his/her acquiring Indian Passport. The undersigned is duly authorized to sign this No Objection Certificate. I have read the provisions of Section 6(2) of Passport Act 1967 and certify that these are not attracted in case of this applicant. The Identity Card Number of Shri/Smt./Ms. \_\_\_\_\_ is \_\_\_\_\_.

(Name)

Asstt. Commissioner  
Navodaya Vidyalaya Samiti  
(An Autonomous Organization Under Min.  
of HRD, Deptt. of School  
Educ. & Literacy)  
Govt. of India  
Regional Office

Affix photograph of  
the applicant duly  
attested by the  
officer issuing NoC

\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_

**Signature and Designation of Controlling Officer**

Note: The employee shall obtain prior permission from the competent authority in NVS for making an application for visa to visit abroad.

**APPLICATION FOR NO OBJECTION CERTIFICATE FOR PERSONNEL  
PROCEEDING ABROAD ON TRAVEL/POSTING**

{Annexure to NVS HQ letter No. F. 7-39/2013-NVS(Pers.), dated . .2014}

**(PART-I)**

1.	NAME IN BLOCK LETTERS	
2.	Designation	
3.	Passport No. and validity	
4.	Present Place of Posting	
5.	Period of stay in the present place	
6.	Address (Present)	
7.	Countries proposed to be visited	
8.	Date of departure	
9.	Purpose of visit	
10.	Probable period of stay in each country with dates	
11.	Probable date of return	
12.	Approximate amount expected to be spent for the trip including journey	
13.	Is the trip abroad financed by self and stay abroad	
14.	If so, the source of amount being spent	
15.	Is the trip being financed by other person	
16.	If so the name of person, indicating relation and address(documentary evidence and an undertaking from the concerned person that he would bear the expenditure are to be enclosed, if applicable	
17.	Details of blood/close Relation working in Foreign Embassies/firms in India/Abroad	

Affix photograph of  
the applicant duly  
attested by the  
controlling officer

**PERSONAL UNDERTAKING BY THE APPLICANT**

I \_\_\_\_\_(Name) \_\_\_\_\_(Designation) working at \_\_\_\_\_ Pursuant to my application for NoC for obtaining visa to visit \_\_\_\_\_(Country) do hereby undertake that I:

- Have submitted an application for Ex-India leave to the competent authority.
- Will not extend leave without prior permission of NVS Headquarters.
- Will not resign from the post holding in NVS while staying abroad without permission.
- Will not take up any employment or undertake study/training etc. abroad without first resigning the post; and
- Will not indulge in or engage in any activity pre-judicial to or against the interest of the Government/Samiti and the country while staying abroad.

I \_\_\_\_\_(Name) \_\_\_\_\_(Designation) working at \_\_\_\_\_ do hereby understand that in the event of failure to comply with the above, disciplinary actions can be taken against me apart from any other actions as per rules.

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

**Signature of the applicant**

**(PART-II)**  
**APPLICATION FOR FOR EX-INDIA LEAVE**

1.	Name, Designation and office in which working	
2.	Personal Email ID	
3.	Date of Birth	
4.	Date of appointment to the Present post	
5.	Whether post held on ad hoc basis or in a regular capacity	
6.	If regular, whether temporary or permanent	
7.	Names of countries proposed to be visited and the addresses for contact during visits	
8.	Purpose of visit	
9.	Name of the training/course and duration of training/ course abroad	
10.	The period of earned leave applied for as Ex-India leave	
11.	Probable duration of the visit with probable dates	
12.	How the extra expenditure (besides the expenditure) borne by the sponsoring Department) on the visit abroad will be met	
13.	Details of previous private/official visits abroad, if any.	

**UNDERTAKING**

I undertake that I will return to India and join the duty before the expiry of my leave and will not accept any job or join any course during the period of my stay abroad, failing which I will be liable to disciplinary action as required under CCS(CCA) Rules, 1965 for violation of CCS(Conduct) Rules, 1964.

I also undertake that the above mentioned Email address will be accessed by me on regular basis and I will comply the instructions issued, if any on the above email ID during my foreign visit.

Place:

Date:

No.....

**Signature of applicant**  
**email/Mobile/Contract**

1. Certified that the Information furnished above is correct and as per service records.
2. Certified that there is no disciplinary or vigilance case pending/contemplated against the officer.
3. Leave recommended.

**Signature of the controlling authority**

**(PART-III)**

01.	a) Are the entries given by the applicant in part I are correct? b) If not, the reason/ correct position	
02.	Is the applicant handling any classified work, divulgence of which may affect the security of service and the country	
03.	a)Whether any Department/Vigilance/Criminal Case pending or contemplated against the applicant. b)If so, nature of inquiry and its result. c)Details of penalties(with order number & date) if any imposed on the applicant doing last five years.	
04.	Details of Leave sanctioned	
05.	a) Are any financial dues outstanding towards the applicant?	
06.	If yes, the amount and mode of recovery?	
07.	Any comments on para 9 of Part I	

Certified that \_\_\_\_\_(Name)\_\_\_\_\_ (Designation) Passport No \_\_\_\_\_ (as per entry in the service book) is permitted/Not permitted to make application for visa to visit \_\_\_\_\_(country) from \_\_\_\_\_ to \_\_\_\_\_ (date). He shall return to duty latest by\_\_\_\_\_

**Signature of Controlling Officer**  
Name \_\_\_\_\_  
(in block letters)

**(Office Seal)**

No. \_\_\_\_\_

Date \_\_\_\_\_

(On the official stationery)

No. \_\_\_\_\_

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

**NO OBJECTION CERTIFICATE**

(FOR OBTAINING VISA)

Certified:

1. That Shri/Smt./Ms. \_\_\_\_\_ S/o D/o W/o \_\_\_\_\_ who is an Indian National, holding Indian Passport vide No \_\_\_\_\_ valid through \_\_\_\_\_, is a permanent employee of Navodaya Vidyalaya Samiti (An autonomous organization under the Department of School Education & Literacy, Ministry of Human Resources Development, Government of India) from \_\_\_\_\_ and is at present holding the post of \_\_\_\_\_ at \_\_\_\_\_.
2. His/Her identity is certified.
3. This Department has no objection to his/her visiting \_\_\_\_\_ (places and country) from \_\_\_\_\_ date \_\_\_\_\_.
4. He/She has been sanctioned leave from \_\_\_\_\_ to \_\_\_\_\_ (date) and Ex-India leave from \_\_\_\_\_ to \_\_\_\_\_ (date) to facilitate the same.
5. The undersigned is duly authorized to sign this No Objection Certificate. I have read the provisions of Section 6(2) of Passport Act 1967 and certify that these are not attracted in case of this applicant. The Identity Card Number of Shri/Smt./Ms. \_\_\_\_\_ is \_\_\_\_\_.

**Signature and Designation of Controlling Officer**

(Name)

Asstt. Commissioner

Navodaya Vidyalaya Samiti

(An Autonomous Organization Under Min.

of HRD, Deptt. of School Educ. & Literacy, Govt. of India

Regional Office

\_\_\_\_\_ Address

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email ID \_\_\_\_\_

Affix photograph of  
the applicant duly  
attested by the  
officer issuing NoC