

No. EDN-H (8) Misc/97-1/2009
Directorate of Higher Education
Himachal Pradesh
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Dated: Shimla-1 the 11th March, 2015

To

All the Principals,
Govt. Degree/ Sanskrit Colleges,
Himachal Pradesh.

Subject:- Regarding NOC to obtain Indian Passport.


Memo:

In this connection, it is observed that mostly applicants have sent incomplete cases for this purpose. While the directions in this regard issued by this Department time to time.

Now, once again, the Department has decided to convey the requirement of all documents for this purpose as mentioned below so that the Principal of the college may send the complete case in all manners and irrelevant correspondence could be avoid to take further necessary action in the matter well in time: -

Documents required for granting NOC to obtain Indian Passport: -

1. Proforma for NOC to obtain Indian Passport.
2. Certificate of "No vigilance inquiry pending against the applicant".
3. One photograph (duly attested by DDO) along with two unattested photograph (with white background) to be attested by worthy DHE, HP and will be fixed on the "Identity Certificate". **[with white Background]**
4. Photocopy of the PAN Card for identification.


Superintendent (College Br.)
Director of Hr. Education,
Himachal Pradesh.

पासपोर्ट बनवाने के लिये विभागीय अनापत्ति पत्र प्राप्त करने हेतु आवेदन पत्र:-

1. आवेदक का नाम तथा पदनाम तथा विषय:-
2. पिता का नाम :-
3. विभाग में नियुक्ति की तिथि :-
4. पूर्ण घर का एवं रहने का पता स्थायी
अस्थायी । :-
5. देश का नाम जहा जाना चाहते हैं :-
6. क्या आपके सम्बन्धी वहा रहते हैं :-
उनका पूर्ण विवरण एवम पता :-
7. विदेश गमन का उदेश्य :-
8. विदेश यात्रा की सम्भावित / निश्चित :-
तारीख अवधि :-
9. इस संदर्भ में लिये जाने वाले अवकाश
की अवधि तथा विवरण :-

इस आशय का शपथ पत्र पक्के कागज पर (यानि अण्डर टेकिंग) कि प्राथी निर्धारित अवधि के अतिरिक्त विदेश में अपना प्रवास नहीं बढ़ायेगा तथा यदि वह आवश्यक रूप से विदेश प्रवास की अवधि बढ़ाता है तो उसे जिस तिथि से उसने कॉलेज छोड़ा है उस तिथि से उसका सरकारी सेवा से त्याग पत्र (इस्तीफा) समझा जाये । यह शपथ पत्र प्राचार्य से प्रतिहस्ताक्षरित होना आवश्यक है ।

आवेदक का नाम
तथा हस्ताक्षर

इसके अतिरिक्त सम्बन्धित प्राचार्य भी यह प्रमाण पत्र देंगे कि प्रार्थी के विरुद्ध कोई भी शिकायत, इन्क्वायरी तथा विजिलैन्स का मामला लम्बित नहीं है ।

प्राचार्य के हस्ताक्षर
मोहर सहित ।

ANNEXURE 'B'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18 YEARS ARE REQUIRED TO PRODUCE AN IDENTITY CERTIFICATE (STRIKE OUT OPTIONS THAT ARE NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Miss Son/ Wife/ Daughter of Shri who is an Indian national, is a temporary/permanent employee of (office address) from (date) and is at present holding the post of Shri/Smt/Miss/Ms., who is also an Indian national, is/are a dependent family member(s) of Shri/Smt..... and his/her identity is certified. This Ministry/Department/Organization has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorized to sign this Identity Certificate. I have read the provisions 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 this organization is a Central/State Government/Public Sector undertaking/Statutory body. The PAN Card Number of Shri /Smt /Miss (employee) is.....

Ref. No. & Date

Name of the Principal,
Govt. College,
Office Seal

Applicant's
photo
attested by
DDO

Other documents required: -

1. Two unattested photographs with white back ground.
2. Certificate of "No Departmental Enquiry/Vigilance case pending" issued by D.D.O.
3. Photocopy of PAN Card.

OFFICE OF THE PRINCIPAL _____

No :

Date:

CERTIFICATE

It is certified that Sh./Smt. _____
S/D/W/O _____ resident of _____
has been working as _____ since _____.
There is no Departmental Enquiry/Vigilance case pending against
the official as per record available in the office.

Principal,
Govt College _____
District _____