



NESTS/H-1/93/HR/NOC/2025-26
(Comp. No.29757/Note#59 & 64)

Date: 28.10.2025

To

The Nodal Officer,
All State EMRS Society.

Subject: Guidelines for obtaining Indian passport – reg.

NESTS Hqrs is receiving number of applications from staff posted at EMRS for issuance of NOC for obtaining Indian Passport. It is, therefore, felt necessary to issue the following guidelines for streamlining the process of quick disposal of the said requests.

1. Obtaining NOC / Prior permission is mandatory:

Employees of NESTS are mandatorily required to obtain No Objection Certificate (NOC) / Prior permission before applying for: -

- (a) Fresh passport or renewal thereof.
- (b) Visa to the respective embassies for visiting a foreign country.

2. Procedure for applying NOC / Prior permission for fresh passport / renewal of passport:

The employee will submit a request letter to the Controlling Authority in the prescribed format i.e. **Annexure-I** along with the following documents: -

- a) Two (02) recent passport size colour photographs.
- b) A declaration as per **Annexure-I(A)**.
- c) Application for NOC for obtaining passport / visa as per **Annexure-II**.
- d) Copy of the Passport indicating number and its validity if NOC is sought for applying VISA.
- e) **Part-II of Annexure-II** is to be duly signed by the Controlling Authority before sending it to the competent authority.

3. Competent authority to grant permission in the matter of passport and VISA.

After receiving the request / intimation, as per prescribed format along with requisite documents, NOC for passport / VISA will be granted by the following authorities: -

Sl. No.	Category of employee	Competent Authority
1.	Pay Level 1 to Pay Level 3	Principal of the EMRS concerned.
2.	Pay Level 4 to Pay Level 9	An Officer of the State Society equivalent to Deputy Commissioner (Acad.) of NESTS.
3.	Pay Level 10 to Pay Level 12	NESTS HQrs.

4. Ex-India Leave

- a) Before proceeding abroad on leave, the individual has to apply leave of kind due and admissible at least 21 days before proceeding on Ex-India leave as per the **Annexure-III**. The individual cannot leave the station without sanction of leave.
- b) **Competent authorities for sanctioning of ex-India Leave** – The authority which is competent to sanction leave admissible shall also be empowered to sanction Ex-India leave for private visits abroad. An extension of stay abroad shall not be permitted except in cases of genuine emergency and that it is to be approved by the Officer higher in rank of the original leave sanctioning authority who has approved Ex-India leave of the employee. Any unauthorized extension shall be treated as an absence without authorization and may result in disciplinary proceedings. Additionally, an employee on a private visit abroad shall not be entitled to draw their salary or any part thereof in foreign currency during their stay.
- c) While granting leave many factors are required to be kept in view. For example, permission may be denied in the interest of security. Individuals facing investigation / inquiry on serious charges, who may try to evade apprehension by police authorities, or facing the inquiry, may also not be permitted to leave the country. On the other hand, it is also desirable that requests from employees for such permission are dealt with expeditiously and cases of denial are to be forwarded to NESTS Hqrs., through proper channel well in time.

5. Withholding of Vigilance Clearance:

It is mandatory for the administrative / controlling authority to check whether any provision of the section 6 (2) of the Passport Act, 1967 are attracted in the case of employee while obtaining Indian passport. As such, it is required to check the vigilance clearance of the employee applying for Indian passport. However, in the following circumstances, vigilance clearance pertaining to issue of Passport can be withheld.

- a) The officer is under suspension.
- b) A charge sheet has been issued against the Officer in a disciplinary proceeding, and the proceeding is pending.
- c) Charge sheet has been filed in a court by the Investigating Agency in a criminal case and the case is pending.
- d) Sanction for investigation or prosecution has been granted by the competent authority in a case under the PC Act or any other criminal matter.
- e) An FIR has been filed, or a case has been registered by any Government entity against the Officer, after a preliminary fact-finding inquiry.
- f) The Officer is involved in a trap / raid case on charges of corruption and investigation is pending.

[Para-3 & 4 of DoPT OM No.11012/7/2017-Estt.A-III dated 28th March 2018].

6. Format of No Objection Certificate (NOC) to be issued to the employee for obtaining passport / VISA.

The general format of NOC to be issued to the employee concerned for obtaining passport is as per **Annexure-IV** and for VISA it is **Annexure-V**.

The same may be modified as and when standard format is modified by the Government authority concerned.

7. Validity of NOC:

It will be 6 months from the date of its issue.

- 8.** These guidelines come into force from the date of issue of this letter. All concerned are requested to dispose of the request of employees expeditiously adhering to these guidelines.

This issues with the approval of the competent authority.

Encl.: As stated

Sd/-

**[Vipin Kumar]
Joint Commissioner**

Copy to: -

The Principal, All Eklavya Model Residential Schools (EMRSs).

ANNEXURE-I

APPLICATION FOR NOC FOR PASSPORT / VISA

To

Subject: Issue of No Objection Certificate (NOC) for obtaining passport / VISA – reg.

Sir / Madam,

The undersigned would like to request your kind authority to issue a "No Objection Certificate (NOC)" for renewing / obtaining Indian Passport / VISA.

2. Declaration in **Annexure-I(A)** and detailed Application for No Objection Certificate for obtaining Passport / VISA in **Annexure-II** are enclosed for your reference.

Thanking you,

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Employee Code/ID: _____

Name of Office: _____

Date: _____

Annexure-I(A)

DECLARATION

I hereby declare that in the event of issue of "NO OBJECTION CERTIFICATE (NOC)" for obtaining Indian Passport / VISA to me: -

1. I will not engage outside India in any activities prejudicial to the sovereignty and integrity of India.
2. My departure from India will not be detrimental to the security of India.
3. My presence outside India will not be prejudice the friendly relation of India with any foreign country.
4. I have, at any time during the period of five years, not been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years.
5. No proceeding in respect of an offence alleged to have been committed by me pending before a criminal court of India.
6. No warrant or summons for the appearance, or a warrant for the arrest has been issued against me by a court under any law for the time being in force or that an order prohibiting the departure from India has been made by such court against me.

Signature: _____

Name: _____

Designation: _____

Employee code/ID : _____

Name of Office: _____

Date: _____

ANNEXURE-II

APPLICATION FOR NO OBJECTION CERTIFICATE FOR
OBTAINING PASSPORT / VISA
(PART-I)
IN CASE OF APPLYING FOR SELF
(To be filled by the individual)

Affix recent
colour
photograph of
the applicant
duly attested

1.	Name of the employee (IN BLOCK LETTERS)	
2.	Date of Birth	
3.	Father / Husband / Mother Name	
4.	Date of joining the EMRS / NESTS	
5.	Designation	
6.	Pay level	
7.	Whether confirmed / temporary	
8.	Office / place of working	
9.	Date of superannuation	
10.	Whether any disciplinary proceeding is pending or contemplated	
11.	Whether any vigilance case is pending or contemplated	
12.	Correspondence Address	
13.	Permanent address	
14.	Contact No. (Office)	
15.	Contact No. (Mobile)	

IN CASE OF RENEWAL OF PASSPORT

1.	Type: Ordinary / Official / Diplomatic	
2.	Date of Issue	
3.	Date of Expiry	
4.	Validity	

IN CASE OF APPLYING FOR DEPENDENT MEMBERS

1.	Full Name (IN BLOCK LETTERS)	
2.	Date of Birth	
3.	Relation with the Employee	
4.	Identification marks	1. 2.

Signature: _____

Name: _____

Designation: _____

Employee Code/ID: _____

Office Address: _____

Date: _____

PART-II

(To be filled by the Office / Administration / Controlling Officer)

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 Officer.
3. Decision of the authority

Signature of the Controlling Officer

Name _____

(IN BLOCK LETTERS)
(Office Seal)

ANNEXCURE-III**PART-I****APPLICATION FOR EX-INDIA LEAVE**

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

Place: _____**Date:** _____**(Signature of applicant)****Mobile / Contact** _____**Email** _____

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 my official Email 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:

Signature of applicant

Date:

Mobile / Contact No. _____

Email ID: _____

PART-II

(to be filled by the office / administration / controlling officer)

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 Officer.
3. Leave recommended.

Signature of controlling officer

Name _____

(in block letters)

(Office seal)

ANNEXURE-IV

LETTER HEAD OF ISSUING OFFICE

No. _____

Date: _____

(No objection certificate issuing Officer should attest the photograph of the application with his / her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate)

Applicant's
photo

NO OBJECTION CERTIFICATE

Shri / Smt. / Ms. _____ S/o / D/o _____ who is an Indian National is employed in this Office as _____ from _____ till date. His employee code is _____. This office has no objection to his / her obtaining a passport.

Signature

Controlling / Administrative Authority

Telephone _____

Fax No. _____

Email ID _____

Name _____

Designation _____

Note:

(a) The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by passport authority.

(b) NOC will be valid for 6 months from the date of issue.

LETTER HEAD OF THE ISSUING OFFICE

File No.....

Date: _____

No Objection Certificate

National Education Society for Tribal Students (NESTS) / State EMRS Society / Eklavya Model Residential Schools (EMRSs) has no objection to (Name _____), Designation _____, Employee Code _____, place _____, Passport No. _____ Valid up to _____, for obtaining **VISA** to visit _____ during the period from _____ to _____ on private affairs, subject to the following conditions: -

- a) He / She shall not employ himself / herself during the period of her stay abroad.
- b) He / She shall not approach any foreign agency for any financial assistance.
- c) He / She shall not enter directly into any kind of correspondence with any foreign agency except through his / her employer i.e. Commissioner, National Education Society for Tribal Students.
- d) He / She shall return to duty in the EMRS under National Education Society for Tribal Students on expiry of leave sanctioned and no request for grant of extension of leave beyond the one sanctioned shall be entertained.
- e) The payment of leave salary during the leave period will not be made in foreign exchange.
- f) He / She shall not involve himself / herself in any activity, which may adversely affect the relations between India and the above-mentioned country.
- g) This issues with the approval of the competent authority.

Affix photograph
of the applicant
duly attested by
the Controlling
Officer

Signature of Controlling Officer
Name _____
(in BLOCK letters)
(Office seal)

Name _____

Designation _____