

email/ Urgent

From

Director Secondary Education, Haryana
Shiksha Sadan, Sector-5, Panchkula

To

1. Director, Education Department Chandigarh Administration, Chandigarh.
2. Director SCERT Haryana, Gurgaon.
3. All the District Education Officers in the State of Haryana.
4. All the Principal DIET in the State of Haryana.

Memo No. 14/178-2011 HRL (1)
Dated, Panchkula 31/03/15



Subject: Proforma regarding NOC for passport.

This is issued in supersession of this office memo No. 14/176-2011 HRL (1) dated 02.04.2013 on the subject cited above.

In this regards it is intimated that while sending the cases regarding NOC for passport the following procedure/ application be meticulously followed :-

1. The applicant must fill the application in proforma-I and signed by Head of the Institute and countersigned by DEO/ Director SCERT/ Principal DIET etc. One photo should be pasted on it & duly attested by Head of the Institution.
2. Proforma No. 2 must be filled by Head of the Institution and countersigned by concerned BEO and then DEO (regarding no complaint/ enquiry certificate, correctness of entries certificate, integrity certificate, no judicial departmental proceedings certificate and no audit objection certificates).
3. Annexure-B duly filled by the applicant with photo should also be signed by Head of the Institution and countersigned by BEO & DEO also.
4. Send fresh three passport size photos (unattested with white back ground) matching with the photo pasted on the proforma duly attested by competent authority.
5. In addition to above, a statement of movable/immovable property be sent with the case.

Compliance of the above terms and conditions may be made strictly.


Dy. Director HRL
O/o Director Secondary Education,
Haryana, Panchkula


From

District Education Officer,
.....

To

Director Secondary Education
Shiksha Sadan, Sector-5, Panchkula

Memo No.....

Dated,

**Subject: Recommendation for seeking NOC for obtaining Indian passport of
Sh./Smt./Mr./Mrs./Ms (with ID No.).....S/o,.....
W/oName of the Post School Name with
school code (District).**

Refer to the subject cited above.

I, recommended the above official for granting the NOC for Indian passport and the original case of above mentioned official is attached for approval, please.

DEO/Principal DIET/ Director SCERT
.....

**APPLICATION FOR SEEKING “NO OBJECTION
CERTIFICATE” FOR OBTAINING INDIAN PASSPORT**

PART (A) to be filled by the Applicant

Affix passport size
photography duly
attested by Head
of Institute with
office seal

1.	Name of the Applicant	
2.	Designation	
3.	Pay Scale	
4.	Basic pay along with grade pay	
5.	Date of Birth	
6.	Present place of posting	
7.	Date of regular appointment	
8.	Whether probation period completed or Not	
9.	Whether any Loans/advance taken from Govt.? If Yes give details of outstanding dues	
10.	Permanent Address for communication	

SIGNATURE OF THE APPLICANT

Designation:

Office Add.....

.....

Part (B): For office use only

(To be filled by Head of Institute and counter signed by the DEO/Director SCERT)

A	Whether any cases of embezzlements/loss/fraud is under investigation with Vigilance Department. If any, give details.	
B	Whether any criminal case or Departmental Enquiry is pending against the employees. If Yes, give details.	
C	Details of Govt. Dues to be recovered From the official (If any).	
D	General conduct of the employees	
E	Recommendation	

Certified that the information given above from Sr. No. (A) to (E) are Correct as available in the office record and nothing has been concealed.

Signature of Head of the Institute

(Along with office seal)

Name

Designation:

(Counter signed by DEO/Director SCERT)

(Along with office seal)

Name

Designation:

(To be filled in by Headmaster/Headmistress/Principal)

No Complaint/Enquiry Certificate

Certified that there is no Complaint/enquiry under rule is pending against Sh./Smt./Kum.

..... Designation

Countersigned

DPEO/SPEO/DEO

Signature of the Headmaster/Principal

Correctness of Entries Certificate

Certified that the entries of Sh./Smt./Kum.

Designation concerned have been checked by me and found correct.

Countersigned

DPEO/SDEO/DEO

Signature of the Headmaster/Principal

Integrity Certificate

Certificate that the integrity of Smt./Kum.

Designation is not doubtful.

Countersigned

DPEO/SPEO/DEO

Signature of the Headmaster/Principal

No Judicial Department Proceedings Certificate

Certified that no Judicial/Departmental proceedings have been Instituted/pending against

Sh./Smt./Kum. Designation

Countersigned

DPEO/SDEO/DEO

Signature of the Headmaster/Principal

No Audit Objection Certificate

Certified that no Audit Objection pending against Sh./Smt./Kum.

Designation

Countersigned

DPEO/SDEO/DEO

Signature of the Headmaster/Principal

Annexure 'I'
Affidavit (To be executed on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public)

(One original and one self-attested photocopy to be submitted)

I, (name),son/daughter/wife of Shri.....
residing at Date of Birth.....
being an applicant for issue of passport, do hereby solemnly affirm and state the following:

1. That the names of my parents and spouse are as follows:
 - (i) Father :
 - (ii) Mother :
 - (iii) Wife/Husband :
2. That I am a continuous resident at the above mentioned address from
3. That I am a citizen of India by birth/descent/registration/naturalization and that I have neither acquired the citizenship of another country nor have surrendered or been terminated/deprived of my citizenship of India.
4. That I have not, at any time during the period of five years immediately preceding the date of this affidavit, been convicted by any court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years.
5. That no proceedings in respect of any criminal offence alleged to have been committed by me are pending before any criminal court in India.
6. That no warrant or summons for my appearance, and no warrant for my arrest, has been issued by a court under any law for the time being in force, and that my departure from India has not been prohibited by order of any such court.
7. That I have never been repatriated from abroad back to India at the expense of Government of India/I was repatriated from abroad back to India at the expense of Government of India, but reimbursed expenditure incurred in connection with such repatriation.
8. That I will not engage in activities prejudicial to the sovereignty and integrity of India.
9. That my departure from India will not be detrimental to the security of India.
10. That my presence outside India will not prejudice the friendly relations of India with any foreign country.

Place:

Date:

DEPONENT

VERIFICATION

Verified on (date) at (Place) that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT

Annexure 'B'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UP TO 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 employees of (office address)
..... from (date) and is at present
holding the post of Shri/Smt./Miss/Mst,
who is also an Indian National, is/are a dependent family members(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 Identity Card Number of Shri/Smt/Miss (employees).....is
.....

Ref No. & Date

Name Designation.....

Address Tel No.



Note: Refer Annexure 'F' for details of Section 6(2) of the Passports Act, 1967.

Property Statement

It is certified that Sh/Smt.....S/o,W/o..... is a working as
.....in GSSS/GHS (District) and the property detail of year of
the employee has been received vide memo No.....dated..... as
per conduct rules, and this office have no objection to issue NOC for passport to
Sh/Smt.....

District Education Officer/ Director SCERT/ Principal DIET
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