

CHECK LIST FOR NOC FOR PASSPORT

Sl. No.	Details of Requirement	Page No.
01	Name of the HOS and Vice Principal (in Block Letters) and Mobile Number	
02	The duly attested copy of the 1 st page of Service Book with Photo & Address	
03	Application of the employee concerned on prescribed proforma & Part-B with particulars duly verified from Service Book	
04	Annexure-B with particulars duly verified by the HOS from Service Book	
05	Four passport size photographs with white background (five copies in case of Gazetted officer) out of which one photograph is required to be attested by the District DDE	
06	Vigilance Clearance up to District/HQ/DOV as the case may be	
07	Copy of the old passport, if any, along with the copy of NOC issued by the Competent Authority for the purpose	
08	In case of women employees, D/o or W/o should be clearly mentioned	
09	Name of Husband / Father (as per marital status) should be clearly mentioned	
10	Undertaking from the employee concerned that No Court Case is pending against him/her	
11	Certificate from the HOS concerned (duly countersigned by the DEO) that No Court Case is pending against the official concerned	
12	Certificate from the HOS concerned that the entry regarding Character and Antecedents Verification have been made in the Service Book of the employee and found correct	
13	Date of Issue of Vigilance Report / Status	
14	Undertaking from the employee concerned that no earlier request for issue of grant of NOC for passport has been made. If yes, the copy of previous NOC issued to the employee	
15	Affidavit from the employee (in case of Gazetted Officers only)	
16	Employee and the HOS to ensure that the name, spelling and signature of the concerned employee are same on the Vigilance Status and other certificates and documents placed in the file	
17	Certificate from the Employee and the HOS concerned that the name, spelling and signature of the concerned employee are same	

Note: 1. All such cases of NOC for going abroad / issue of passport should be processed in the personal file of the Official / Officer concerned.

Note: 2. All documents in the file must be in sequence as mentioned above.

Note: 3. **Documents once placed in the file must not be removed in any condition.**

Note: 4. Paging of correspondence side in the file should be marked from bottom to top and in continuation / sequence of personal file paging already marked in the personal file.

Signature & Seal of HOS