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Secret/Most Immediate

JD (Admin) / JD (Adm) / D, E, G, H, I, A. sections.
Security Branch CID.,
Marudham Complex,
17, Boat Club Road,
Chennai – 600 028.

SCA.4.NO.24345/2018/C

Dated: 09-11-2018.

To

All Head of the Departments

Sir,

Requisitions are received from various Heads of the Department in the State for issue of 'No Objection Certificate' to the Staff of their Department for Applying/Renewal of Passport and for going abroad. Many of these letters are received from the respective Department only in the last minute resulting in the applicants concerned swarming this office in desperation and pressurising for immediate issue of 'No Objection Certificate'

2. Besides many of the proposals received are not complete in nature resulting in returning the proposals for want of personal Proforma, authentication signature, etc. This further adds to the woes of applicants resulting in the applicants running helter-skelter in the last moment.

3. In the circumstances cited, all the officers concerned are requested to ensure that the requisitions for NOC are sent to this Office at least seven working days prior to the date of departure so that the process can be completed on time.

5. It is also requested to ensure that the requisitions are in complete form. The personal pro-forma should contain all the details given below and duly attested by the authorities concerned:-

1. Name
2. Designation
3. Date of birth


4. Date of joining into service
5. Passport Number, if any:
6. Departmental action pending, if any
7. Permanent address
8. Present address
9. Service particulars (last 5 years)
10. Purpose of applying NOC.

6. The requisition for NOC should be sent only by the Head of the Department / Appointing Authority as per the Letter No.13676/A/98-9, dated 7.1.2000 of the Secretary to Government, Personnel and Administrative Reforms (A) Department.

7. **The requisition will not be entertained**

- i. If it is not in the prescribed format
- ii. If it is not initiated by the Head of the Department / Appointing Authority
- iii. If the personal Proforma does not contain all the required details called for vide para-5 above.
- iv. If the personal Proforma is not attested by the competent authority
- v. if it is not sent at least seven working days prior to the date of departure of the applicant.

Yours faithfully,

2)2  9.11.18
Superintendent of Police,
Security Branch CID.