



Nehru Yuva Kendra Sangathan
नेहरू युवा केन्द्र संगठन
साथ साथ
कल की ओर...



नेहरू युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*



आज़ादी का
अमृत महोत्सव

Ref. No. 11029/NYKS/PERS:NOC/2022/ ५७५

Date: 26.05.2022

CIRCULAR

To: All Directors and Joint Director/State Directors/State Director (i/c) of NYKS.

Subject: Consolidated Guidelines for forwarding of NOC application to apply for outside employment, Higher Education, Passport and Visa/travelling abroad – reg.

Sir/Madam,

With reference to subject cited above, all Directors/State Directors/ State Director (i/c), and Joint Directors are hereby requested to adhere to and circulate the guidelines to all Employees/Officers posted under their jurisdiction regarding forwarding of various NOC applications to NYKS, Hqrs, as mentioned below:

1. Forwarding of application of NYKS Employees for Outside employment:

All intimation/NOC requests seeking permission to apply for outside employment shall be routed through proper channel.

- A Prior intimation before applying for outside employment is to be submitted. In case a new appointee had applied for any examination before joining NYKS, the same should be intimated immediately to the NYKS Hqrs on their joining within a period of One Month.
- In case an employee fails to intimate the department through proper channel at the time of application, his subsequent requests for NOC at the time of Document Verification/Interview/Resignation shall not be entertained.
- Further, a total of **04 opportunities in a year** will be granted by the department to apply for outside posts in a calendar year, which have to be duly intimated to NYKS from time to time, except where withholding of any application is considered by the Competent Authority to be justified in public interest.

2. NOC for applying Visa/permission to travel abroad:

The employees should be directed to submit the following documents/enclosures at the time of application for Visa/permission to travel abroad, through proper channel:

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भूतल, 4 जीवन दीप भवन, संसद मार्ग, नई दिल्ली-110001
Ground Floor, 4 Jeevan Deep Building, Parliament Street, New Delhi-110001
Phone : 011-23442800 / 23740725

Visit us at <http://www.nyks.nic.in>

- i. Duly filled application form (as per Annexure-1) for obtaining NOC (Part I & II to be filled by employee and Part III is to be submitted by the Concerned State Director/State Director(i/c)/Regional Director)
- ii. Undertaking (as per Annexure-2)
- iii. 02 Passport size coloured photographs
- iv. Proforma - declaring previous foreign trips in the last four years and details of foreign travel to be undertaken. (as per Annexure-3)
- v. Self Attested copy of existing Passport.

3. **NOC for Renewal of Passport/fresh application for Passport:**

The following details should be submitted by the employees through proper channel for NOC for Renewal of Passport/fresh application for Passport:

- i. Passport Number and issuing date (if applicable).
- ii. Self Attested copy of existing Passport with date of expiry (if applicable)
- iii. An application for fresh passport/Renewal of existing passport to be submitted by the employee, duly forwarded through proper channel.
- iv. 02 Passport size coloured photographs.

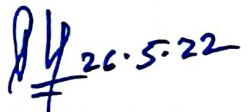
4. **NOC for pursuing Higher Studies:**

The following details should be submitted by the employees through proper channel for NOC for pursuing Higher Studies:

- i. Details of the course (duration of course, Academic Year, etc)
- ii. Opening and Closing date of application for the course.
- iii. Mode of classes (Online/Offline)
- iv. Nature of Course (Part time/Distance).

All the Controlling Officers are requested to verify the particulars of Employees as mentioned in the application and ensure the timely submission of NOC requests from concerned employees to NYKS Hqrs for aforementioned purposes following proper channel at least **01 Month prior to the due date (closing date of application, Date of Document Verification/Interview, travel, etc.)** for the issuance of NOC in a time bound manner.

This issues with the approval of the Competent Authority.


(Prakash Vaidya)
Joint Director (Pers.)

Encl: As above

CC:

- PS to DG, NYKS Hqrs, New Delhi.
- All Section Heads, NYKS Hqrs, New Delhi.
- Concerned files.

**APPLICATION FOR OBTAINING 'NO OBJECTION CERTIFICATE' FOR
PASSPORT-VISA FOR PROCEEDING ABROAD**

PART-I

1. Name (in Block Letters)
2. Designation
3. Present Office
4. Applicant's Residential Address (a) Present

(b) Permanent
5. Details of Father/Husband/Guardian
(Delete whichever is not applicable)
 - (i) Name
 - (ii) Occupation
 - (iii) Address
6. Details of blood/close relations working
in Foreign Embassy/Firms in India/Abroad
7. Details of employment in Defence HQ offices
or any Government /other offices during last
ten years
8. Are you involved in any court /Police/Vigilance
case for which your presence is required
9. Details of passport held:
 - (a) Type : Ordinary/Official/Diplomatic
 - (b) Date of issue
 - (c) Date of issue
 - (d) Validity
10. Details of passport lost, if any
11. Have you visited any foreign country before?
If so, give details of such visits to include
Countries visited with details of dates.
12. Countries to be visited
13. Date of Departure
14. Purpose of visit

**APPLICATION FOR OBTAINING 'NO OBJECTION CERTIFICATE' FOR
PASSPORT-VISA FOR PROCEEDING ABROAD**

15. Probable duration of stay at each country
16. Probable date of return
17. Approximate amount expected to be spent for the trip including journey and stay abroad
18. Is the trip abroad financed by self if so, the source of amount being spent.
19. (a) Is the trip being financed by any other person
(b) If so, the name/nationality of the person indicating relationship and address.
(c) Are you likely to accept any foreign hospitality
Note : If answer to para 19(c) is in affirmative, then it is required to adhere to Foreign Contribution (Regulation)-1976 and seek permission of the Govt.
20. I certify that I am not involved in any court/police/vigilance case and there is no restriction placed by any authority
21. I undertake that I will return my Identity card before proceeding abroad.

Date:

Signature of applicant
Office

PART - II

**(TO BE COMPLETED BY THE SUPERIOR OFFICER OF THE SECTION IN WHICH
THE INDIVIDUAL IS DIRECTLY EMPLOYED AT PRESENT)**

1. Is the applicant handling any classified work, divulgence of which may affect the security of service and the country
2. Is the individual's visit recommended even if the answer to SL No. 1 (Part II) above in the affirmative?
3. Is any Departmental or other enquiry pending against the individual?

Signature _____
(In case of non gazetted staff, Class I officer)

In case of gazetted officer, the next superior officer)

**APPLICATION FOR OBTAINING 'NO OBJECTION CERTIFICATE' FOR
PASSPORT-VISA FOR PROCEEDING ABROAD**

Designation _____
(Name in block letter)

Dated : _____
(OFFICE SEAL)

No. _____
Date _____

(To concerned Establishment /Administrative Section)

PART III

**(TO BE COMPLETED BY THE CONCERNED ESTABLISHMENT/ADMINISTRATIVE
SECTIONS)**

1. (a) Are the entries given by the applicant
in para 1 to 11 in part I correct?
(b) If not mention variations.
2. (a) Was the individual ever involved in any
departmental enquiry or other case?
(b) If so, nature of enquiry and its results.
3. Are the financial dues outstanding against the applicant?

Signature of the Officer
(Gp 'A' Officer of Est/Admn. Officer)

Forwarded to security Office, Ministry of Defence/Vigilance Cell

UNDERTAKING

(For issue of No objection certificate for Travelling Abroad)

I hereby undertake.

- 1) That I will not take up any employment or undergo any training or study programme/workshop abroad without the permission of NYKS.
- 2) That I will not tender registration of the post held under NYKS while abroad.
- 3) That all the expenditure for my travel to & fro journey will be met by me and that the NYKS will not be made liable for any expenditure.
- 4) That I will not canvass or seek any business while abroad.
- 5) That I shall not use the passport obtained based on this No Objection Certificate any subsequent trip without prior permission of NYKS.
- 6) That NYKS will not be responsible for any of the activities while abroad.

Signature of the employee

Name:.....

Designation :

Employee Code :

Mobile No :.....

E-mail ID :.....

Place :.....

Date :

PROFORMA

(ANNEXURE - 3)

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 2004)
and dated 15th December, 2004.

1. Name
2. Designation
3. Pay
4. Ministry/Department (Specify Centre/State/PSU)
5. Passport No.
6. Details of private foreign travel to be undertaken

Period of abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/ lodging, visa, misc. etc.)	Source of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6)

Name :
Designation :
Date :