

I/184305/2024



F. No. A-42017/3/2022-ESTT-VI
भारत सरकार/ Government of India
जल शक्ति मंत्रालय /Ministry of Jal Shakti
जल संसाधन ,नदी विकास और गंगा संरक्षण विभाग /DOWR,RD& GR
केंद्रीय जल आयोग/ Central Water Commission
स्थापना छ: अनुभाग/ Establishment VI Section

Third Floor (South), Sewa Bhawan,
R.K. Puram, New Delhi-66.

Dated, the September 2024

Circular

Subject: Submission of Declaration by Junior Engineers (JEs) for Issuance of NOC with Passport Application – Regarding

In compliance to MEA's OM No.VI/401/01/05/2014 dated 26.05.2015, it has been decided that Junior Engineers (JEs) applying for a passport must submit a signed declaration stating that no disciplinary actions or legal proceedings are pending against them. This declaration is an additional document to be included along with the NOC application, in the prescribed format enclosed herewith.

2. Further, as per DoPT's OM No. 11013/8/2015-Estt-A-III dated 27.07.2015, if the competent authority fails to communicate its decision within 21 days of receiving the application, the employee may assume that permission has been granted. However, it has been observed that NOC applications for private foreign visits from JEs are often not being forwarded promptly by the concerned SE (C), resulting in delays in the issuance of the NOC prior to the intended journey.

3. In view of the above it is impressed upon all concerned that NOC applications for foreign visits are submitted at least 45 days prior to the intended date of journey to ensure sufficient time for processing the application.

Enclosed: A/a.

Signed by Sumitra Toppo
Date: 20-09-2024 12:10:40
Reason: Approved

(Sumitra Toppo)
Under Secretary

To

**All Director/Superintending Engineer of Central Water Commission.
All JE's of Central Water Commission through CWC's portal.**

DECLARATION OF THE APPLICANT ON A PLAIN PAPER

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 declaration, 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:

(Signature of applicant)

Date:

F. No. 11013/8/2015-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Establishment Division)

North Block, New Delhi - 110001
Dated July 27th, 2015

OFFICE MEMORANDUM

Subject: Requirement of taking prior permission for leaving station/ headquarters for going abroad while on leave.

1. No. 11013/7/2004-
Estt.(A) dt the 1st
September, 2008

2. No. 11013/7/2004-
Estt.(A) dt the 15th
December, 2004


3. No. 11013/8/2000-
Estt.(A) dt the 7th
November, 2000

4. No. 11013/7/94-
Estt.(A) dt the 18th
May, 1994

Undersigned is directed to refer to the Office Memorandum mentioned in the margin and to say that as per the existing instructions, when Government servant applies for leave for going abroad on a private visit, separately prior permission of the Competent authority for such visit is also required. While granting such permission, 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 of Government servants for such permission are dealt with expeditiously.

2. Keeping the above in view, it has been decided that requests for permission for private visits abroad may be processed in the attached formats. As clarified vide the OM dated 1st September, 2008, the competent authority for granting permission will be as per instructions issued by the Cadre Authority/administrative Ministry/Department. In the absence of any such instructions, it is the leave sanctioning authority. In case due to specific nature of work in a Department, administrative exigencies, or some adverse factors against the Government servant etc., it is not expedient to grant permission to the Government servant, such decision for refusal should not be taken below the level of Head of Department. It may be ensured that the decisions are conveyed to the Government servants within 21 days of receipt of complete application to the competent authority. Any lacunae in the application should be brought to the notice of the Government servant within one week of the receipt of the application. In the event of failure on the part of the competent authority to communicate its decision to the Government employee concerned within 21 days of receipt of the application, the employee concerned shall be free to assume that permission has been granted to him.

3. If in case some modifications are considered necessary due to specialised nature of work handled by any organisation, changes may be made with the approval of this Department.


(M P Rama Rao)

Under Secretary to the Government of India

To


The Secretaries of All Ministries/Departments
(as per the standard list)

Contd.....2/-

No. 11013/8/2015-Estt.A-III dated 27.07.2015

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
- ✓ 16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → CCS (Conduct Rules)
17. Hindi Section, DoP&T


(M. P. Rama Rao)

Under Secretary to the Government of India

PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

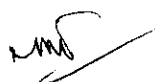
6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation



Part B – To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether the Government servant is under suspension.
5. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:



Name and Designation