

8.64 Tamil Nadu Government Servants Conduct Rules 1973-Issue of No Objection Certificate to obtain or renewal of passports and for Undertaking trip to foreign countries Consolidated instructions-Issued

Copy of letter No: 13676/A/98-9

Dated : 07.01.2000

from the Secretary to Government, Personnel and Administrative Reforms (A) Department, Chennai 9. addressed to all Secretaries to Government, Chennai 9.- All Departments of Secretariat (OP sections) Chennai 9.- etc.,

Sub: Tamil Nadu Government Servants Conduct Rules 1973-Issue of No Objection Certificate to obtain or renewal of passports and for Undertaking trip to foreign countries Consolidated instructions-Issued

- Ref: 1. G.O.Ms.No 1288 Finance (FR) Department dated 28.12.76
2. Government letter No: 70790/A/85-3 P&AR dt. 14.10.85
3. Government letter No: 42138/93-2 Personnel and Administrative Reforms (A) Department dt.5.7.93
4. G.O.Ms.No: 230 Commercial Taxes and Religious Endowment Department dt. 22.7.94
5. Government Letter No: 80097/A/94/10 P & AR dated 30.1.96
6. Government Letter No: 1410/A/96-1 AR dated 19.2.96
7. Government Letter No: 1410/A/96-1 AR dated 14.3.96
8. Government Letter No: 63616/A/94-11 P & AR dt. 5.2.96
9. G.O.Ms.No: 288 Personnel and Administrative Reforms (A) Department dt. 4.12.97
10. G.O.Ms.No: 146 Personnel and Administrative Reforms (A) Department dt. 19/6/98
11. G.O.Ms. No: 93 Backward Classes and Most Backward Classes Welfare Department dt. 4.9.1998

Under rule 24-A of the Tamil Nadu Government Servants Conduct Rules 1973, No Objection Certificate is granted to Government Servants to apply for grant or renewal of the service for undertaking trip to foreign countries.

2. Subsequently, several instructions have been issued from time to time. For the sake of convenience, all the instructions, for the grant of No Objection Certificate to obtain or renewal of passport or to undertake trip abroad have been consolidated.

3. I am directed to request you to follow the guidelines and format annexed to this letter scrupulously.

Yours faithfully,
Sd/-
For Secretary to Government

ANNEXURE I

Guidelines for issue of "No Objection Certificate" for obtaining passport by Group 'B' "C" and "D"

It should be ensured that,

(i) no disciplinary proceedings are pending or contemplated against the individual under rule 17(b) of Tamil Nadu Civil Services (Discipline and Appeal) Rules

(ii) no vigilance case is pending or contemplated against the individual.

(iii) There re no grounds to believe that the applicant could figure adversely on the security records of the Government and

(iv) The decision for the grant of "No Objection Certificate" should be taken by the Heads of Department himself,herself. The "No Objection Certificate" should also be signed by him/her.

(Government Letter No: 70790/A/85-3 Personnel and Administrative Reforms (Per.A Department, dated 14.10.85

Government Letter No: 80097/A/94-10 Personnel and Administrative Reforms (A Department, dated 30/1/96

G O Ms No: 288 Personnel and Administrative Reforms (A Department, dated 4.12.97)

/true copy/

ANNEXURE II

Guidelines for issue of "No Objection Certificate" to undertake trip abroad

It has to be ensured that;

(i) no disciplinary proceedings are pending or contemplated against the individual under rule 17(b) of Tamil Nadu Civil Services (Discipline and Appeal) Rules

(ii) no vigilance case is pending or contemplated against the individual.

(iii) There re no grounds to believe that the applicant could figure adversely on the security records of the Government and

(iv) The administrative department shall obtain orders of Hon'ble Chief Minister in the case of Heads of Department undergoing foreign trip. However, for the Government servants working in the departments under the control of the Chief Ministers orders in circulation from the Hon'ble Chief Ministers/Ministers concerned should be obtained as the case may be Orders at the level of the Secretary to Government can be issued only if the Chief Minister/Minister concerned has delegated such powers to the Secretary to Government by means of standing orders under the Business rules.

(Government Letter No: 70790/A/85-3 Personnel and Administrative Reforms (Per.A Department, dated 14.10.85

Government Letter No: 80097/A/94-10 Personnel and Administrative Reforms (Per.A Department, dated 30/1/96

Government Letter No: 63616/A/94-13 Personnel and Administrative Reforms (Per.A Department, dated 5/2/96)

ANNEXURE III

Guidelines for issue of "No Objection Certificate" to take up employment abroad.

1. Government employees desirous of seeking job abroad, irrespective of categories to which they belong technical, non-technical or clerical be permitted to apply and secure employment abroad either through the Overseas Manpower Corporation Limited, or other available sources. However, such of these scarce categories of staff/officers whose services are considered essential to this Government, shall not be permitted to secure jobs abroad.

2. The period of employment abroad shall normally be three years, which can be extended for a further period of two years.

3. The period of absence during employment abroad will be treated as leave for employment abroad without pay and allowance but such period of absence will not be construed as a break in service. It will not be counted for service benefits such as increment, pay, leave etc., However if contribution towards pension is paid by the foreign employer or employee such periods will count for pension.

4. On return from abroad such officials shall not claim any preferences over others in their present departments for promotion or higher pay by virtue of the experience gained in foreign employment nor shall they claim exemption from working experience or other qualifications required under the rules.

While issuing the "No Objection Certificate" expeditiously on the basis of selection report of the Overseas Manpower Corporation Limited or other source the administrative departments of Secretariat should ensure the following:

(i) No enquiry or investigation is pending or is contemplated in the Directorate of Vigilance and Anti-corruption against the Government employee;

(ii) Nothing adverse against the Government employee in the records of Special Branch, CID (Security) Chennai

(iii) No disciplinary case is pending or contemplated against the Government servant

(iv) No prosecution is pending or contemplated in a Court of Law against the Government servant

(v) The Government employees should not have any subsisting contractual obligation to serve the Government for a specified period

(vi) No Government dues are pending recovery from the Government servant

(vii) The Government servant is eligible for sanction of leave for employment abroad without pay and allowance for the period applied for restricted to five years.

(G.O Ms No: 196 Personnel and Administrative Reforms (FR II) Department, dated 20/5/91

Government Letter No: 93945/91-2 Personnel and Administrative Reforms (FR II)

Department, dated 24/3/92

G O Ms No: 220 Personnel and Administrative Reforms (FR II Department, dated 12/8/94)

ANNEXURE IV

APPLICATION FOR 'NO OBJECTION CERTIFICATE' FOR APPLYING PASSPORT/FOR RENEWAL/
TO UNDERTAKE FOREIGN TRIP

(To be filled by the applicant)

1. Name, designation, office address
And scale of pay (If selection grade
Or special grade, indicate respective
Ordinary grade and scale of pay : :
2. Date of Retirement : :
3. Name of Countries proposed to visit and
Duration : :
4. Purpose of visit : :
5. Source of funds to meet the cost of the
Proposed foreign travel : :
6. State whether any criminal prosecution
Is contemplated or pending against you,
And whether your presence as witness
Would be needed in any criminal case
Under investigation or trial

CERTIFICATE

I undertake that I will uphold the honour and dignity of our Nation and will not indulge in any act prejudicial to the integrity and sovereignty of our Country during my travel and stay abroad.

SIGNATURE OF THE APPLICANT

(TO BE FILLED BY THE HEADS OF THE DEPARTMENT)

7. Are the particulars furnished by the
Applicant correct as per information
Available with the department?
8. Whether any Government dues are
Pending recovery if so, the details
Thereof
9. Whether any disciplinary action
Pending under Rule 17(b) of Tamil
Nadu Civil Services (Discipline and
Appeal) Rules

8. பணியமைப்பு

10. Whether a certificate has been obtained
From Special Branch CID (Security)
That the applicant does not figure
Adversely on the security records of
The Government

11. Whether any corruption charges or
Vigilance enquiry is pending against
The applicant

12. Is there any contractual obligation to
Be discharged by the applicant
(applicable in case of travel for
employment only)

13. Recommendation of the Heads of the
Department.

SIGNATURE OF THE
HEAD OF OFFICE

(for passport for
Group "B" "C" & "D") "B" "C" & "D") and for trips for group "A", "B" "C" & "D")

SIGNATURE OF THE
HEADS OF DEPARTMENT

(for passport for "A" group

(Government Letter No: 1410/96-1 Personnel and Administrative Reforms (A Department, dated 19/2/96

Government Letter No: 1410/96-2 Personnel and Administrative Reforms (A Department, dated 14/3/96

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ANNEXURE V

(TO WHOM IT SHOULD BE APPLIED)

Sl No	Group	Purpose	Authority granting "No Objection Certificate"
1	'B', 'C' & 'D'	Passport	Heads of Department
2	"A"	Passport	Government (Administrative Department in Secretariat)
3	'A' 'B', 'C' & 'D'	<u>Undertaking trip and for sanction of leave</u>	Government (Administrative Department in Secretariat)

(G O Ms No: 288 Personnel and Administrative Reforms (A Department, dated 4/12/97

G O Ms No: 1288 Finance (FR) Department dt. 28.12.76)

FOOT NOTE:

The Hajj Pilgrims who are undertaking trip through State Hajj Committee on Pilgrim Pass are exempted from obtaining International Passport and No Objection Certificate to undertake

pilgrimage to Hajj. The Leave Sanctioning Authority is empowered to sanction leave and grant permission to undertake trip based on the "Pilgrim Pass" issued by the Tamil Nadu State Hajj Committee.

G.O. (Ms) No: 230 Commercial Tax and Religious Endowment Department dt. 22.7.94

G.O. (Ms) No: 93 Backward Classes and Most Backward Classes Welfare Department dt. 4/9/98)

GOVERNMENT OF TAMIL NADU

MUNICIPAL ADMINISTRATION AND WATER SUPPLY DEPARTMENT
ENDORSEMENT NO: 4337/OP.L/2000-1 Dated: 8.2.2000

Copy communicated for necessary action.

V. RAJU

Under Secretary to Government

To

All Establishment sections of Municipal Administration and Water
Supply Department, Chennai 9

/forwarded by order/

Section Officer.