

**No.15(1)/8/2019-HE/NOC:  
GOVERNMENT OF MANIPUR  
SECRETARIAT: HIGHER & TECHNICAL EDUCATION DEPARTMENT**

-----  
**OFFICE MEMORANDUM**

Imphal, the 31<sup>st</sup> December, 2020

**Subject:** Guidelines for issue of NOC for pursuing higher studies, applying for appointments and attending Refresher Course/Orientation Course/Short Term Courses etc.

A large number of proposals have been received from many Government college teachers through the Director (University & Higher Education), Manipur under the Department of Higher Education, Government of Manipur seeking NOC in regards to pursuing higher studies, applying for appointments and attending Refresher Course/Orientation Course/ Short Term course etc.

2. At present, there is no specific laid down norms/guidelines for consideration of such proposals and in the absence of laid down norms, effective & smooth functioning of the Colleges has been affected.

3. In this context, the need to issue and prescribe a standard norm/guidelines in connection with the issue of NOC by the competent authority for pursuing higher studies, applying for appointments and attending Refresher Course/Orientation Course/Short Term Courses etc has been under active consideration of the Government for some time now to ensure better and efficient administration of the colleges.

4. Now, therefore after minute examination of the issue and with a view to bring uniformity and clarity, the following norm/guidelines shall be adopted by the Department of Higher Education while considering the issue of NOC by the competent authority for pursuing higher studies, applying for appointments and attending Refresher Course/Orientation Course/Short Term Courses etc.

**A. Guidelines for issue of No Objection Certificate (NOC) for Pursuing Higher Studies:**

- i. No Objection Certificate (NOC) may be given to a Government Colleges Teacher who have completed probation period after their appointment and also admissible as per relevant Government Rules except in case of those who have been provided with a condition to complete a higher degree/M.Phil./Ph.D at the time of appointment/absorption/regularization.
- ii. Application for grant of NOC for pursuing higher studies should be submitted in time and ex-post facto issue of NOC will not be considered except under compelling and justified circumstances.
- iii. The Head/Principal of the institute/college shall ensure the proposal(s) for issue of NOC for pursuing higher studies is forwarded to the Director of University and Higher Education for not more than one to two teachers in a Department at a time and also it should be ensured that the duty/work of the teacher(s) on study leave is performed by other teachers in the Department during his/her absence. No new proposal shall be made for another teacher in the Department until the previous teacher who has availed study leave rejoins the college after completion of the leave and Director (UHE) shall ensure proper execution of it at the colleges.
- iv. Station Leaving Permission may be availed by the teacher who wants to pursue the higher studies outside the State.
- v. NOC for pursuing higher studies may be granted not more than two times during the entire career of a teacher. However, under no circumstances, the maximum period of study leave admissible during the entire service period may exceed five years as per prevalent UGC/Government norms.

*Dohi*  
31.12.2020

P.T.O/-

25  
4-1-21.

**B. Guidelines for issue of No Objection Certificate (NOC) for applying for jobs/appointments:**

- i. The teachers serving in the Government Colleges may be allowed to apply for other jobs/appointments upto a maximum number of three times in his/her entire career in the Government.
- ii. A detailed record of the teachers applying for other jobs may be maintained both at the College as well as Directorate levels.

**C. Guidelines for issue of No Objection Certificate (NOC) for attending Refresher Course/Orientation Course/ Short-Term Course etc.**

- i. The proposals for attending Refresher Course/Orientation Course/ Workshop/Seminar etc. outside the State should be forwarded by the Principals to the Director of University and Higher Education well in time . In case of proposals for grant of ex-post facto NOC under exceptional circumstances, proper justification for the same shall be provided by the Director (UHE)/Principal/teacher concerned to the Administrative Department.
- ii. The Principals are authorized to grant NOC for the teachers attending Refresher Course/ Orientation Course/ Workshop/ Seminar etc. within the state.
- iii. The Principals shall ensure that the number of teachers sent for attending Refresher Course/ Orientation Course/ Workshop/Seminar etc. at a time is minimal so that the duty/work of the teacher attending such Course/Workshop are looked after by other teachers of the Department.
- iv. The number of Refresher Course /Orientation course/Short term Course to be attended by a teacher should be limited to the minimum as required under relevant UGC/Government norms. Any additional Course may be attended on online mode with the approval of the Principal of the College concerned.

This order shall come into force with immediate effect and until further orders.

Sd/-

(M. Harekrishna)  
Commissioner (Hr. & Tech. Edn.),  
Government of Manipur

-----  
Imphal, the 31<sup>st</sup> December, 2020

**Memo No:-15(1)/8/2019-HE/NOC**

Copy to:

1. The Commissioner ( Hr. & Tech. Edn.), Govt. of Manipur
2. The Director (UHE), Manipur, Manipur for necessary action.
3. The Joint Secretary (HTE), Government of Manipur
4. Deputy Secretaries (Hr. & Tech. Edn.), Govt. of Manipur.
5. The Joint Director (UHE), Manipur.
6. P. Shantikumar Singh, OSD (UHE)
7. W. Jyotirmoy Singh, Associate Professor, DMCTE
8. The Legal Officer (HTE), Manipur.
9. Guard File.

*Doli*  
31.12.2020  
Laishram Dolie Devi  
Deputy Secretary (Hr. & Tech. Edn.),  
Government of Manipur