

**GOVERNMENT OF MANIPUR
DIRECTORATE OF UNIV. & HIGHER EDUCATION**

C I R C U L A R

Imphal, the 24th July, 2024

This is in regard to the inconvenience often faced by the Office of the Undersigned during the issuance of **No Objection Certificate (NOC)** for Indian Passport application that henceforth this office will issue No Objection Certificate (NOC) as per the following norms:

- 1) NOC will be issued in the prescribed format issued by Ministry of External Affairs, Govt. of India in (**Annexure 'G'**) and the NOC will be valid for **6 (six) months** from the date of issue.
- 2) Duly filled application along with required enclosures namely Aadhaar Card/ EPIC/Service I card/passport size photographs/ Appointment Order/Joining letter to the service/ Domicile Certificate,*et al* .will be forwarded to the Administrative Department for convey approval twice in a month i.e. on **15th and 30th of every month**.NOC will be issued only after getting approval from the Administrative Department.
- 3) Clear Photographs should be submitted in the standard size as indicated by Passport Authority, GoI.

Therefore, all employees under this Directorate Office as well as Government Colleges are hereby informed to apply for NOC for acquiring Indian Passport **at least 2 months prior** to their travel schedule in order to avoid last minute rush.

Encl:Annexure 'G'.

Signed by Rangitabali
Waikhom

Date: 24-07-2024 15:13:05

(Dr. Rangitabali Waikhom)

Director of Univ. & Hr. Education,
Manipur.

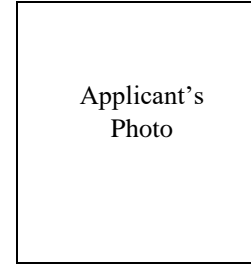
Copy to:

- 1) Staff Officer to Chief Secretary, Government of Manipur.
- 2) Commissioner (Hr. & Tech.), Government of Manipur.
- 3) Principals of Government colleges for circulating the information to the Teaching and Non- teaching faculties.
- 4) Staff of Directorate of Univ. & Hr. Education, Manipur.
- 5) Relevant file.

ANNEXURE 'G'

MINISTRY/DEPARTMENT/OFFICE OF

No..... Dated



(No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.)

NO-OBJECTION CERTIFICATE

Shri/Smt/Miss.s/o
....., who is an Indian national, is employed in this office as
..... from till date. This Ministry/Department/Office has no
objection to his/ her obtaining a passport.

(Signature of Controlling/Administrative authority)

Telephone/Fax/email

Note:-

- (a) The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.
- (b) NOC will be valid for six months from date of issue.