



MAHAVITARAN

GAD/O&M/F.No.567

**Maharashtra State Electricity Distribution Co.Ltd.**

Estrella Batteries Expansion Building,

Ground Floor, Plot No. 1, Dharavi Road

Matunga, **Mumbai - 400 019.**

**ADMINISTRATIVE CIRCULAR NO. 116 DATE 19/07/2007**

Sub : Revising the Provisions for Issue of 'No Objection Certificate' for Passport purpose.

- Ref : 1) Departmental Circular No.362 dated 08/06/1987  
2) Administrative Circular No.150 dated 22/09/1995  
3) Administrative Circular No.353 dated 22/12/2000  
4) Administrative Circular No.416 dated 26/03/2004  
5) Administrative Circular No.111 dated 01/06/2007

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The erstwhile MSEB/MSEDCL had issued instructions/guidelines vide above referred Circulars and Administrative Circulars regarding issuance of 'No Objection Certificate' to the employees who desire to obtain Indian Passport from Passport Authorities.

2. Recently, the Government of India, Ministry of External Affairs, has issued the revised format of 'No Objection Certificate' to be issued by the employer to the employees working with Central/State Government/Public Sector Undertaking/ Statutory Bodies etc.

3. Accordingly, now the revised instructions are hereby issued that the employee while applying for issue of NOC who desires to obtain the Indian Passport from the Passport Authorities should supply the following information/documents to the concerned Competent Authority through proper channel:-

- (i) **Proforma - 'A'** duly filled in, while applying for issue of 'No Objection Certificate'.
- (ii) Four Nos. of passport size photographs. One copy duly attested by the Officer In charge, which will be kept with the record of 'NOC' issuing office.
- (iii) An Affidavit duly notarised on the stamp paper of Rs.100/- (Rs. One hundred) in original, with reference to Clause (a) to (i) of Section 6(2) of the Passport Act 1967 as per **Proforma - 'C'** enclosed to this Administrative Circular.

2/

4. The following proformae are enclosed herewith for information and necessary action:-

- (i) Proforma 'A' - Revised proforma of application for issue of NOC.
- (ii) Proforma 'B' - Certificate of report/information regarding departmental action/enquiry.
- (iii) Proforma 'C' - Affidavit as mentioned in Para 3(iii)
- (iv) Proforma 'D' - Format of 'No Objection Certificate' to be signed by the Competent Authority alongwith a copy of Section 6(2) of The Passport Act 1967.

5. The concerned Officers in Charge are requested to note the above changes and ensure that the entire personal information/documents are received from the concerned employee as per the above instructions. They are also requested to forward the proposals duly furnished with the requisite information, so as to enable the below mentioned concerned Competent Authority to take the decision on issuance of 'No Objection Certificate' to the applicant -

**Competent Authorities:**

Sr.No.	Category of employee	Competent Authority
1.	All employees in Statewise Seniority Group.	C.G.M.(P)
2.	All employees in Circlewise/Divisionwise Seniority Group working in field.	Chief Engineer of the Zone.
3.	All employees falling under Circlewise and Divisionwise Seniority Group in Corporate Office.	C.G.M.(T/E)/G.M.(Est.) for establishments under their control.

6. The instructions issued in the past vide Circulars under reference shall stand superseded.

7. This Administrative Circular comes into force with immediate effect.

Encl. : As above.



**Chief General Manager(P)**

To  
All as per mailing list of MSEDCL

**PROFORMA OF APPLICATION FOR ISSUE OF 'NO OBJECTION CERTIFICATE' FOR PASSPORT PURPOSE**

1. Full Name & CPF No. :
2. Designation :
3. Date of Birth :
4. Date of joining in the Organisation :
5. Whether Temporary/Permanent :
6. Present place of working :
7. Identity Card No. (along with Xerox Copy) :
8. Passport size photographs (Four Nos.) :  
(One copy duly attested by Officer Incharge)
9. Whether convicted by a Court of Law in India for any offence involving - :
  - (i) moral turpitude & sentenced to imprisonment not less than Two years during the period of last five years. If so, state the details. :
  - (ii) proceedings are pending before a criminal Court in India. If so, state the details. :
  - (iii) whether summons warranted for appearance or arrest, by Court and prohibited departure from India. :

**UNDERTAKING**

- (a) I shall abide by the Company's Rules and Regulations which are in force and which may be amended from time to time on this issue.
- (b) I shall not seek any employment during the stay abroad.
- (c) I shall not resign the Company's services while on leave abroad.
- (d) I shall proceed abroad only after the leave is sanctioned by the Competent Authority.
- (e) I declare that I have gone through the provisions of Section 6(2) of the Passport Act 1967 and information furnished by me as above is true to the best of my knowledge.

Date :

Place :

(Signature of the employee)

**PROFORMA - 'B'**

**CERTIFICATE**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ working as \_\_\_\_\_ at \_\_\_\_\_, is facing\*/not facing any departmental action/enquiry and no departmental action/enquiry is contemplated against him/her. Further he/she is also facing/not facing any police prosecution.

\* Mention the nature of minor/major act of misconduct \_\_\_\_\_

Date :

Place :

**Designation of authority**  
**(Not below the rank of Executive Engineer)**

*21*

AFFIDAVIT

I, Mr./Ms./Smt. Son/Daughter of Mr. \_\_\_\_\_, residing at \_\_\_\_\_

Date of Birth : \_\_\_\_\_ being an applicant for issue of passport, do hereby solemnly affirm and state as follows:-

1. That the names of my parents and spouse are as follows:-
  - i) Father :
  - ii) Mother :
  - iii) Wife/Husband :
2. That I am continuously resident at the above mentioned address from \_\_\_\_\_.
3. That I am citizen of India by birth and that I have neither acquired the citizenship of another country nor have surrendered or been terminated/deprived from my citizenship of India.
4. That I have not, at any time during the period of five years immediately preceding the date of this affidavit, been convicted by any Court of India for any offense involving moral turpitude and sentenced to imprisonment for not less than two years;
5. That no proceedings in respect of any criminal offense 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.
8. That I will not engage outside India 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 :

Date :

DEPONENT

VERIFICATION

Verified on \_\_\_\_\_ at \_\_\_\_\_ that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT



# Maharashtra State Electricity Distribution Co.Ltd.

## NO OBJECTION CERTIFICATE

(strike out portion not applicable)

(To be given in duplicate on Original Stationery)

Certified that SHRI/SMT./KUM. \_\_\_\_\_ Son/Wife of  
 Shri \_\_\_\_\_ of is a temporary/permanent employee of this  
 (office address) \_\_\_\_\_ from \_\_\_\_\_ (date) \_\_\_\_\_  
 and is at present holding the post of \_\_\_\_\_  
 Shri/Smt./Miss/Mst. \_\_\_\_\_ is/are dependent family member(s)  
 of Shri/Smt. \_\_\_\_\_ and his/her identity is certified. This  
 Ministry/Department/Organisation has no objection to his/her acquiring Indian  
 Passport. The undersigned is duly authorized to sign this Identity Certificate. I  
 have read the provisions of, Section 6(2) of the Passports Act, 1967 and certify  
 that these are not attracted in case of this applicant. I recommend issue of an  
 Indian Passport to him/her. It is certified that this organization is a Central/  
 State Government/ Public Sector Undertaking/ Statutory Body. The Identity  
 Card Number of Shri/Smt./(employee) \_\_\_\_\_ is \_\_\_\_\_.

Ref. No :

Date :

Applicant's  
 Photo to be  
 Attested by  
 Certifying  
 Authority

Name & Designation  
 of Competent Authority

Tel No : \_\_\_\_\_

Stamp

# THE PASSPORTS ACT, 1967

## Section 5. Applications for passports, travel documents, etc., and orders thereon

2 (c) refuse to issue the passport or travel document or, as the case may be, refuse to make on the passport or travel document any endorsement.

## Section 6. Refusal of passports, travel documents. etc.

(2) Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (c) of sub-section (2) of section 5 on any one or more of the following grounds, and on no other ground, namely: -

- (a) that the applicant is not a citizen of India.,
- (b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India.,
- (c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India;
- (d) that the presence of the applicant outside India may, or is likely to, prejudice the friendly relations of India with any foreign country;
- (e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years;
- (f) that proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India;
- (g) that a warrant or summons for the appearance, or a warrant for the arrest, of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court;
- (h) that the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation;
- (i) that in the opinion of the Central Government the issue of a passport or travel document to the applicant will not be in the public interest.

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No.GAD/EDHR/ 34049

Date:- 27/10/2009.

### **Correction to Administrative Circular No.116**

**Sub:-** Revision of delegation of powers to issue NOC for passport purpose.


**Ref.:-** Administrative Circular No.116 dt. 19/07/2007 regarding Provisions for issue of No-Objection Certificate for passport purpose.

The Administrative Circular No. 116 dt. 19/07/2007 deals with provisions for issue of No Objection Certificate for passport purpose along with Competent Authorities to issue such NOC's.

Now the Managing Director MSEDCL in consultation with Executive Director (HR) has accorded the approval for change of authorities to issue NOC which is detailed below.

SR.NO.	Category of employee	Competent Authority.
1.	All employees in Statewise Seniority Group under Technical Cadre	C.G.M.(T/E)
2.	All employees in Statewise Seniority Group under other than Technical Cadre	C.G.M.(P)
3.	All employees in Circlewise/Divisionwise Seniority Group working in field.	Chief Engineer of the Zone.
4.	All employees falling under Circlewise and Divisionwise Seniority Group in Corporate Office.	C.G.M.(T/E)/G.M.(Estt.) for establishment under their control.

1. Other provisions of the Administrative Circular No.116 dt.19/07/2007 will remain unchanged.
2. This Administrative Circular comes into force with immediate effect.

  
( Col.R.B.Gowardhan )  
Executive Director (HR)

To

All as per mailing list of MSEDCL.