



ADMINISTRATIVE CIRCULAR NO. 263 DATE 03/12/2009

Sub : Revised procedure for issue of 'No Objection Certificate' for
Passport purpose.

- Read: 1) Administrative Circular No.353 dt.22/12/2000
2) Administrative Circular No.416 dt.26/03/2004
3) Administrative Circular No.111 dt.01/07/2007
4) Administrative Circular No.116 dt.19/07/2007

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. The issue regarding simplifying the procedure for issue of 'No Objection Certificate' was under consideration for sometime past. Now, the Managing Director in consultation with Executive Director(HR) has accorded for approval to simplify procedure of scrutinizing such applications as described in Adm.Cir.No.116 dt.19/07/2007 for issue of 'No Objection Certificate'. The revised procedure for scrutinizing the applications is as under:-

The applications duly recommended by the immediate Superior Officer i.e. Reporting Officer are to be considered for issue of NOC. While scrutinizing such applications only Disciplinary Action Report should be verified. Further unless the employee is suspended or facing any criminal case including ACB case etc. the NOC is to be issued for Passport ignoring other Disciplinary Action cases, if any.

3. The other terms and conditions of the Administrative Circular No.116 dt.19/07/2007 shall remain unchanged.

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

5. This Administrative Circular is available on the website of the Company i.e. www.mahadiscom.in

(S. Y. Patil)

Chief General Manager(P)

To,
All as per mailing list of MSEDCL.