

THE KOLKATA MUNICIPAL CORPORATION
PERSONNEL DEPARTMENT
5, S.N. BANERJE ROAD, KOLKATA 700 014

Ch. Manager (P)'s Circular No. 62/ I of 2018-19

Dated 12.02.2019

Sub:- Modifications in the existing procedure for Issuance of NOC to KMC employees for obtaining Passport.

Attention of all concerned is drawn to Ch. Manager (P)'s Circular No. 27 of 2015-16, dated 17.06.2015 regarding issuance of NOC to KMC employees for obtaining Passport and VISA from the appropriate authority as the case may be. However, certain changes in procedure for issuing NOC to KMC employees for obtaining Passport was under consideration of appropriate authority of this Corporation.

As per the existing procedure, on obtaining approval of the competent authority of this Corporation, No Objection Certificate (hereinafter referred to as NOC) to KMC employees for applying for Passport to the designated office of the Government of India was issued in prescribed proforma 'ANNEXURE A' by the Special Municipal Commissioner (Personnel) under his seal and signature in the original stationary. The NOC was issued under provision of Section 6(2) of the Passports Act, 1967 (hereinafter referred to as said ACT) certifying that the provisions of Section 6(2) of the said ACT are not attracted in case of the applicant. However, issuing NOC under provisions of the said ACT was under deliberations of the authority and after careful consideration of the matter it has been decided by the competent authority of this Corporation to issue NOC for Passport in the following manner:

1. NOC to KMC employees for applying for Passport shall henceforth, be issued in the prescribed proforma 'ANNEXURE G' in place of 'ANNEXURE A' on applying for the same through proper channel.
2. It has further been decided that the NOC in 'ANNEXURE G' to KMC employees will henceforth be issued under the seal and signature of the Ch. Manager (Personnel) instead of Special Municipal Commissioner (Personnel).
3. The KMC employees shall submit application for NOC for Passport as per the revised format attached herewith. A copy of this format will also be uploaded in the KMC website for easy availability as and when required.
4. There will be no change in the procedure for granting permission/NOC for obtaining VISA by the KMC employees for the time being.
5. NOC for Passport and VISA may be issued to the officials of the rank of HODs/officials of equivalent designations in the same pay scale and above under approval of Municipal Commissioner and to all other category of KMC employees below the rank of HOD/ officials of equivalent designations, it may be issued under approval of Special Municipal Commissioner.

It is advised that KMC employees intending to apply for NOC for Passport/VISA from appropriate KMC Authority shall do so at least fifteen (15) days in advance along with all relevant documents for processing by the Personnel Department without any delay.

This Circular issues as per approval of Municipal Commissioner dated 04.02.2019 and 12.02.2019.

- Enclo: 1. Format of application for NOC for
Passport by KMC employees.
2. Specimen Declaration of applicant
In plain paper (ANNEXURE 'E')



Shree
12/02/19
Ch. Manager (Personnel)

