

No Objection Certificate

Proforma to be filled by the Institute employees who seek employment elsewhere

(To be submitted in the Administration Section **at least 10 working days in advance** of the last date of receipt of application by the advertised organisation)

(TO BE TYPE WRITTEN ONLY)

S. No.	Particulars	Description	
1.	Name of the Employee		
2.	P. F. No.		
3.	Designation		
4.	Department		
5.	Post applied for (A copy of the advertisement should be enclosed)	Advt. No. and Date	
		Name of the Post	
		Group	
		Pay Level	
6.	Name and full postal address of the organisation to which the enclosed application is to be sent		
7.	Status of the organisation applied to: Central/ State Govt./ Autonomous Body/ Corporate Body/ PSU etc.		
8.	Particulars No., date and value of the IPO/ Bank Draft etc. if enclosed with the application		
9.	Whether advance copy of the application has already been forwarded if so, give details along with copy of the application sent.		
10.	Number of application(s) already sent during the current calendar year		
11.	Last date, time of receipt of application in that organisation		
12.	Any other remarks		

Signature of the Applicant with date	Forwarding Note of Section-in-Charge
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Vigilance Clearance Certificate: Certified that the Official is not under suspension, no disciplinary proceedings and charges of criminal prosecution is pending. Certified that the Official has submitted the Annual Property Return as applicable.

Chief Vigilance Officer

Administrative Approvals:

Personal details checked	Verified & Submitted for approval	Recommended/Approved	Approved as per Rules
Office Assistant (MS)	Sr. Assistant Registrar (Admin)	Registrar	Director