



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD
"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"
हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर), तेलंगाना – 508126, भारत
Hyderabad Metropolitan Region (HMR), Telangana-508126, India

संख्या/No. AIIMS/BBN/ADMIN/308/Pol/EST/81

दिनांक/Date: 08 Jun 2026

कार्यालय आदेश/OFFICE ORDER

विषय/Subject : Consolidated Guidelines for forwarding of NOC application to apply for Passport and Visa/travelling abroad, outside employment and Higher Education – Reg.

With reference to subject cited above, all HoDs are hereby requested to adhere to and circulate the guidelines to all employees/Officers posted under their jurisdiction regarding forwarding of various NOC applications to this office, as mentioned below:-

1. NOC for Renewal of Passport/fresh application for Passport:

Please refer Government of India, Ministry of External Affairs, CPV Division Office Memorandum No VI/401/01/05/2014 dated 26 May 2015

An application for fresh passport/Renewal of existing Passport to be submitted by the employee duly forwarded through proper channel with the following details :-

- Identity Certificate (IC) will be issued on submission of Affidavit (To be executed on appropriate non-judicial stamp paper of minimum value and attested by Notary Public) as per Annexure I attached
- Self Attested copy of existing Passport with date of expiry(if applicable)
- One Passport size coloured photographs.

2. NOC for applying Visa/permission to travel abroad:

The employees should be directed to submit the following documents/enclosures at the time of application for visa/permission to travel abroad, through proper channel:-

- Duly filled application form (as per Annexure-I) for obtaining NOC (Part I & II to be filled by employee and Part III is to be submitted by the Concerned HoDs)
- Undertaking (as per Annexure-II)
- Declaring previous foreign trips in the last four years and details of foreign travel to be undertaken. (as per Annexure-3)
- Self Attested copy of existing Passport.

Contd...2/-

3. **Forwarding of application of AIIMS, Bibinagar Employees for outside employment:**

All regular employees of the institute could be given four opportunities in a year to apply for outside posts, except where withholding of any application is considered by the competent authority to be justified in the public interest. Hence, employees shall be issued NOC for outside employment on **FOUR occasions only in a Calendar Year**. However, candidates belonging to SC & ST categories and applications for UPSC/SSC are exempted from this limit.

(a) All intimation/NOC requests seeking permission to apply for outside employment shall be routed through proper channel duly forwarded by the respective Controlling Officer/Head of Department/ Section in the prescribed format.

(b) While applying for NOC, the employee shall submit the following:-

(i) Request for NOC duly forwarded by the respective Controlling Officer/ Head of Department/ Section.

(ii) A copy of the advertisement or circular inviting applications.

(iii) A copy of the Application Form(online/offline), if already submitted.

(c) NOC shall not be issued for applications submitted otherwise than in response to advertisement or circulars inviting applications.

(d) In case of requirement of submission of an advance copy of the application, it shall be the responsibility of the employee to submit a copy of the same to the Administration Section before the closing date of the employment notification for the issuance of NOC.

(e) Permission/forwarding of application/NOC shall not be issued to probationers as a rule except in case of applications submitted by them before joining the Institute and duly intimated to the Institute at the time of joining. However, this may be relaxed in exceptional cases.

(f) Where an employee desires to apply for a post in a private concern, she/he should submit her/his resignation or notice of retirement, as the case may be, before applying for private employment.

(g) NOC shall not be issued if the employee is under suspension; or a charge sheet has been issued/filed in the court; or sanction for prosecution has been accorded; or undergoing a penalty.

(h) An employee cannot justly complain of hardship or harsh treatment if her/ his application for any other post or employment is withheld.

4. Application for appointment, whether by direct recruitment, transfer on deputation or transfer, to any other post shall not be considered/ permitted, if —

(a) He/She is under suspension ; or

(b) Disciplinary proceedings are pending against him/her and a charge sheet has been issued; or

(c) Sanction for prosecution, where necessary has been accorded by the Competent Authority; or

(d) Where a prosecution sanction is not necessary, a charge-sheet has been filed in a Court of law against him/her for criminal prosecution.

(e) Where he/ she is undergoing a penalty—no application shall be forwarded during the currency of such penalty.

(f) Vigilance Clearance will be regulated as per the provisions under the DOPT Guide lines vide OM No. 104/76/2022-AVD.IA dated 28th Sep,2022.

Contd...3/-

5. All the Controlling Officers are requested to verify the particulars of Employees as mentioned in the application and ensure the timely submission of NOC requests from concerned employees to this office for above mentioned purposes at least **1 Month prior to the due date (closing date application, Date of Document Verification/Interview, travel, etc.)** for the issuance of NOC in a time bound manner.
6. This issues with the approval of the Competent Authority

उप निदेशक (प्रशासन)/Deputy Director (Administration)

08.09.26



प्रति/To,

1. Executive Director , AIIMS Bibinagar
2. Dean (Academic)/Dean (Research)/Dean (Examination)
3. Medical Superintendent
4. All HoD's /In-charge HoD's/Section Heads
5. Principal, College of Nursing
6. Registrar
7. FA/Accounts Officer
8. IT Cell for uploading on institute's website under "Circulars"
9. Office Copy

AFFIDAVIT

(To be executed on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public)

I, _____, Son/Daughter of _____ residing at _____ Date of Birth _____ being an applicant for issue of passport, do hereby solemnly affirm and state the following :-

1. That the names of my parents and spouse are as follows :----
 - (i) Father :
 - (ii) Mother :
 - (iii) Wife :
2. That I am a continuous resident at the above-mentioned address from
3. That I am a citizen of India by birth/ descent/registration/ naturalization and that I have neither acquired the citizenship of another country nor have surrendered nor been terminated/ deprived of 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 in India for any offence involving moral turpitude, nor sentenced in respect thereof to imprisonment for not less than two years.
5. That no proceedings in respect of any criminal offence 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 / I was repatriated from abroad back to India at the expense of Government of India, but reimbursed expenditure incurred in connection with such repatriation.
8. That I will not engage 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 :

VERIFICATION

Verified on (date) at (Place) that the contents of the above-mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT

APPLICATION FOR OBTAINING 'NO OBJECTION CERTIFICATE'
FOR PASSPORT-VISA TO PROCEEDING ABROAD

PART-I

1. Name (in Block Letters) :
2. Designation :
3. Department :
4. Passport No
- (a) Type : Ordinary/Official/ Diplomatic
- (b) Date of Issue :
- (c) Validity :
5. Are you involved in any Court/Police/ Vigilance case for which your presence is required.
6. Details of Private foreign travel
To be undertaken :-
 - (a) Period of leave applied :
 - (b) Nature of leave :
 - (c) Period at abroad :
 - (d) Name of Foreign Countries to be visited :
 - (e) Purpose of visit :
 - (f) Estimated Expenditure :
(Travel, boarding/lodging, visa, misc, etc)
 - (g) Is the trip abroad financed by self if so, the source of amount being spent. :
 - (h) Is the trip being financed by any other person if so, the name/nationality of the person indicating relationship and address. :
 - (j) Are you likely to accept any foreign hospitality :
Note : If answer to Para 5(j) is in affirmative, then it is required to adhere to Foreign Contribution (Regulation)- 1976 and seek permission of the Govt
6. Details of previous private foreign travel, if any :
under-taken during the last four years (as under item No 5)
7. Address during the stay :
8. I certify that I am not involved in any court/police/vigilance case and there is no restriction placed by any authority
9. I undertake that I will return my Identity card before proceeding abroad.

Date:

Signature of applicant

PART- II

(To be completed by the HoD)

1. Is the applicant handling any classified work, divulgence of which may affect the security of service and country
2. Is the individual's visit recommended even if the answer to SL.No.1 (Part II) above in the affirmative?
3. Is any Departmental or other enquiry pending against the individual?

Signature_____

(Department HoD)

Signature_____

(Dean (Academic))

PART- III

(To be completed by the concerned Accounts Section)

1. Are the financial dues outstanding against the applicant?

Signature of the Officer
(Accounts Officer)

PART- IV

(To be completed by the concerned Establishment/Administrative sections)

1. (a) Was the individual ever involved in any Departmental enquiry or other case?
(b) If so, nature of enquiry and its results.

Signature of the Administrative Officer

UNDERTAKING

(for issue of No Objection Certificate for travelling abroad)

1. I, _____ undertake that :-
- (a) I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of OM Part-I.
 - (b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.
 - (c) That I will not take up any employment or undergo any training or study programme/workshop abroad without the permission of AIIMS Bibinagar.
 - (d) That I will not tender resignation of the post under AIIMS Bibinagar while abroad.
 - (e) No financial implications are devolved on AIIMS Bibinagar on this account.
2. Further, I understand that :-
- (a) While I am abroad whether on an official duty or private affairs, I shall continue to be subject to all the provisions of Government Servants conduct Rules including those relating to the communication of official documents or information, connections with the press and criticism of Government as expression of opinion on matters relating to foreign countries and
 - (b) Any breach of these provisions whether committed in India or abroad shall render me equally liable to disciplinary action.

Place : Bibinagar

(Signature of the applicant)

Name : _____

Date :

Designation : _____

UNDERTAKING

With reference to my application dated _____ for permission to join/register myself for Part Time _____ under _____.

I hereby undertake to abide by the following conditions:-

- (a) that my studies will not interfere with the official duties in any way and no relaxation in my official duties will be granted to me for this purpose.
- (b) that I will not take Study leave for the purpose of my studies and no guarantee is given that I will be granted leave during the period of examination.
- (c) that grant of such permission does not entitle me to claim exemption from transferability condition in case I am required to go on transfer in the interest or Public Service at any time during the course of my studies.
- (d) this permission can be withdrawn at any moment without assigning any reason.

(Signature of the individual)

Name :

Designation :



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"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"
हैदराबाद मेट्रोपोलिटन क्षेत्र (एच एम आर), तेलंगाना – 508126, भारत
Hyderabad Metropolitan Region (HMR), Telangana-508126, India

APPLICATION FOR APPLYING FOR CIVIL POST UNDER GOVT

(Central Govt/State Govt/Autonomous/Statutory Bodies, CPSEs etc)

1.	<u>Applicant & Current Post details</u>
(a)	Employee Name & ID: :
(b)	Designation & Department :
(c)	Present Pay Level / Basic Pay: :
(d)	Date of Initial Joining :
(e)	Date of Joining Current Post: :
(f)	Nature of Appointment: Permanent / Probationary / Temporary :
2.	<u>Details of the Applied Post</u>
(a)	Post applied for :
(b)	Name & Address of Organization / Institute :
(c)	Is the Post Higher in Pay Scale? (Yes / No) :
(d)	Last date for Application submission :
(e)	Advertisement / Reference Number: (Attach a full copy of the official advertisement) :
3.	<u>Eligibility & Conduct Declaration</u>
(a)	Do you fulfill the prescribed eligibility requirements for the new post? (Yes / No) :
(b)	Are you currently under probation? (Yes / No) :
(c)	Are you serving any bond / mandatory service period? (Yes / No) :
(d)	Are any departmental/disciplinary actions, inquiries, or vigilance cases pending or contemplated against you? (Yes / No) :
(e)	Number of outside applications forwarded /NOC issued during the current calendar year :

Employee Declaration & Undertaking

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief. I understand that my application will be processed in accordance with the Institute's rules. In the event of my selection, I will abide by the organizational policies regarding technical resignation, lien etc.

Date :

Signature of the Employee

Recommended by the HoD

(Signature of HoD)
AIIMS Bibinagar

DDA
AIIMS Bibinagar

Establishment Section
(Checked and Verified)

Submitted for Approval

Executing Director