

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF MEDICAL EDUCATION, ASSAM
SIXMILE, KHANAPARA, GUWAHATI-22
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No. DME/133/2013/ 8718 - 37

Dated : 4 /07/2014

From : Prof.D.J.Borah
Director of Medical Education, Assam

To,

The Principal-cum-Chief Superintendent,
Assam Medical College & Hospital, Dibrugarh
Gauhati Medical College & Hospital, Guwahati
Silchar Medical College & Hospital, Silchar
Jorhat Medical College & Hospital, Jorhat
Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta
Tezpur Medical College & Hospital, Tezpur

The Principal,
Regional Dental College, Guwahati
Regional Nursing College, Guwahati
B.Sc. Nursing College, Silchar
B.Sc. Nursing College, Dibrugarh
Medical Institute, Jorhat,
Institute of Paramedical Sciences, Guwahati
Institute of Paramedical Sciences, Dibrugarh
Institute of Paramedical Sciences, Silchar
Institute of Paramedical Sciences, Jorhat
Institute of Paramedical Sciences, Barpeta

The Vice Principal,
Institute of Pharmacy attached to AMC, Dibrugarh
Head of the Institute of Pharmacy attached to GMC, Guwahati
Head of the Institute of Pharmacy attached to SMC, Silchar

Sub :- **Points to be observed before forwarding Applications for NOC for Passport, Foreign Visit and for Higher Studies/ Training.**

Sir/Madam,

With reference to the subject cited above, I am to inform you that this Directorate receives applications duly forwarded by you from faculties and other staff praying for NOC for issue of Passport or for Foreign Visit or for higher studies/ training. But it has been observed that some applicants do not follow the proper procedures or formalities or do not submit required documents for which Govt. declines to issue NOC. This sort of applications not only make unnecessary burden to official works, but spoil the time of the applicants also.

Therefore, you are requested to scrutinize the applications thoroughly before forwarding the same to the undersigned. The following points are to be noted-

NOC FOR Foreign Visit:-

- 1) The application must indicate the following points -
 - a) Name of the father
 - b) Complete residential address.
 - c) Date of joining into the service.

- d) In case of H.O.Ds delegation of duties and responsibilities during the leave period of applicant.
- e) Details of presentation of papers during the conference/Seminars or details of the academic activities to be performed.
- 2) The following are to be submitted with the application –
 - a) Duly filled-up format of “Application for permission for Foreign visit of State Govt. Officers” – Every points of this standard Format must be clearly mentioned.
 - b) Submission of Assets and Liabilities statement in proper Govt. proforma.
- 3) The leave period during the tour must be supported by the Service Rule.

NOC for Passport:-

- 1) In the application following must be indicated
 - a) Name of the father
 - b) Complete residential address.
 - c) Date of joining into the service.
- 2) Following documents are to be submitted along with application –
 - a) Proof of residential address
 - b) Copy of the I.D. card issued by the employer.
 - c) 2 copies of passport size photograph.
 - d) Fully filled up Assets and liabilities statement in proper Govt. proforma.

NOC for Higher Studies/Training etc :-

- 1) Applicant's period of leave for study/training must be supported by Service Rule.
- 2) Application must clearly indicate the following:-
 - a) Name of the father
 - b) Complete residential address.
 - c) Date of joining into the service.
 - d) Whether it is sponsored by some organization or not.
 - e) Applicant must declare that such studies/ training shall not be claimed as an extra qualification for promotion etc.
 - f) Whether such studies/ training shall be beneficial to the Institute/State.
- 3) If the Higher studies/ training is in a Foreign Country then all the instructions for foreign visit as noted above must be followed.

You are requested to go through the applications and to observe whether the points mentioned above are properly dealt with. In case of any deficiency of the application, please do not forward the same and ask the applicant to re-submit the application correctly before forwarding it.

Yours faithfully,



 Director of Medical Education, Assam

Encl :-

- 1) Govt. Format of “Application for permission for Foreign visit of state Govt. officers”.
- 2) Proforma for Assets and liabilities statement.

etc. for web side

APPLICATION FOR PERMISSION FOR FOREIGN VISIT OF STATE GOVERNMENT OFFICERS

1. Name
2. Designation
3. Name of the foreign Country/countries:
Proposed to be visited
4. Period of the visit
5. Mode of leave
 : a) Earned leave w.e.f.....to.....
 Prefixing:
 Sufficing:
 b) Casual leave for days on

 With HQ leave permission w.e.f. to

6. Purpose of visit
7. Name of the person (s) / Organization
to be visit and its relationship with the
Officer. Complete address and contact
numbers (including e-mail) of the host,
if any , may be specified

8. Total estimated expenditure and
Source of funding
9. Status of submission of assets and
liabilities statement
10. Particular of dependent family
Member accompanying the office
during the visit

<u>Sl. No.</u>	<u>Name</u>	<u>Age</u>	<u>Relation with the officer</u>
1.			
2.			
3.			
4.			

11. a) Details of hospitality, if any, proposed:
to be availed during the visit
- b) Attach sponsorship document(s), if
applicable
12. Details of private foreign travel during
last three years, if any
(enclose a separate sheet, if necessary)

Remarks

Signature:
Date:

For the period ending

Present Pay & Allowance Per month ₹

Basic Pay

Allowances (Details) P.M.

Total Gross

Total Deduction

Net Salary

A) IMMOVABLE PROPERTY

1) LAND

Precise Location (Mouza, Dist., Revenue Town/Village, Patta No., Dag No.)	Area of Land	Nature of Land	Extent of Interest	Value	In whose name (wife, child, dependent, other relation of benamdar) the asset is.	Date & Manner of acquisition	Remarks
2	3	4	5	6	7	8	9

Precise Location (Mooza, District, Revenue Town/Village Patta No., Dug No.)	Extent of interest	Value	In whose name (wife, child, dependent, other relation of benamdar) the asset is.	Date & Manner of acquisition	Remarks
2.	3	4	5	6	7

immovable properties of other description including mortgage and such other rights.

Brief description	Extent of interest	Value	In whose name (wife, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
2	3	4	5	6	7
				<p>11/11/2011</p> <p>4</p> <p>11/11/2011</p>	-

Sl. No.	In whose name (wife, child, dependent, other relation of benamdar) the asset is	Date &	Manner of acquisition
3	4	5	6

Other movable (every transaction in respect of National Savings Certificates or such thing, Jewellery, Motor Vehicles, Motor Cycle, Scooter, Refrigerator, Colour T.V., Air Conditioner, the value of such property exceeds ₹10,000/- in case of Govt. servant holding any Class-I post or 0/- in the case of Govt. servant holding any Class-III or Class-IV post.

Description of Item.	Value	In whose name (wife, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
2	3	4	5	6

C. EXPENDITURE

G.P.F. Account No _____ Monthly Contribution _____

Insurance Policy : Annual Premium paid ₹ _____ Policy No. (1) _____

2) _____ 3) _____ 4) _____ 5) _____

Number of those in course of education with monthly expenditure thereon ₹ _____

Monthly cost of maintaining family ₹ _____

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date _____

(Signature of the officer)

- Instruction :
- (i) The year ending the month should be indicated on the top. The present post held and gross monthly emoluments with details should also be indicated as is done in respect of member of All India Services.
 - (ii) Under Item "B" Movable Property, all kinds of cash income should be indicated including Cash in Hand. More declaration of Income to the Income Tax Authority should not be considered to be an extenuating circumstance in case of failure to reflect in the property returns of income including Cash in Hand.
 - (iii) Some of the income of (ii) above may go into Bank deposit, purchase of Shares, Debentures, NSS Mutual Funds, Fixed Deposits and other Savings Certificates / Schemes, Payment of Insurance Premium, etc. Full description of all these should be given in the property returns.

NOTE

- 1) The categories of assets noted in brackets in above heads are only illustrative and not meant to be exhaustive.
- 2) In filling the Forms Endeavor should be made to provide Govt. with a complete picture as far as possible of the Govt. servant's assets and no assets of appreciable value should be omitted by reason of any literal interpretation of the direction given.

