



BHARAT SANCHAR NIGAM LIMITED

भारत संचार निगम लिमिटेड

(A Government of India Enterprise)

भारत सरकार का उद्यम

Office of the Chief General Manager, Telecom., Tamilnadu Circle, Chennai-600002
मुख्य महाप्रबंधक का कार्यालय, तमिलनाडु परिमंडल, चेन्नई 600002

To

The Heads of all SSAs

The PGM (CFA) / GM(A&HR) / GM(BP&IT) / GM(NWO)CFA / GM(F) / GM(TR) /

GM(NWP)CFA / GM(NP-I)CM / GM(EB) / GM (S&M)-CFA / GM(S&M)-CM

The PCE (C) / PCE (E) / RGM TTC / REM / Chief Architect, Chennai

The GM NW-O TR / CBT

No.Admn&PR/110-10/2009-Rlgs dated at Chennai-2, the 16.2.2013

SUB: Issue of 'No Objection Certificate' for going abroad – Instructions –
Regarding.

REF: This (O) Ir.no.Admn&PR/110-10/2009-Rlgs dated 27.9.2012.

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In continuation to this office letter cited above, the following points may be noted for compliance while forwarding application of employees seeking 'No Objection Certificate' for going abroad:

1. It is the discretion of the controlling officer concerned for sanctioning leave to the employees seeking NOC for going abroad, taking into consideration the number of times the employee has gone abroad, the number of days leave is required, the requirement of staff for day to day work, etc.
2. The controlling officer is empowered to restrict/reject the leave request considering the above points.
3. Copy of leave sanction memo of the employee (downloaded from HRMS package) should be attached with the other documents required for issue of NOC
4. It may be seen that under Col.7 of the proforma, employees should enter details of previous private foreign travel undertaken by them for the last 4 years. However, though NOC are being issued periodically for some employees, no mention of travel undertaken by them is furnished. This lapse will be viewed seriously and action will be initiated as per rules.
5. The Details furnished in the application should be duly verified with the Service Book before forwarding the application. Applications without service book verification entry by the DDO will not be considered and liable to be rejected.

(R. RAGHUNATHAN)
Assistant General Manager (Admn&PR)
For CGMT, BSNL, TN Circle, Chennai-2