

Establishment (Teaching) Section, Registrar's Office

स्थापना शिक्षण अनुभाग, रजिस्ट्रार कार्यालय,

Jamia Millia Islamia

जामिया मिलिया इस्लामिया

F.No. Gen-04/RO/ET/2025/Admn/2025

29.01.2025


CIRCULAR

It has been observed that the applications of staff members (Teaching & Non-Teaching), regarding the issuance of NOC to visit outside Jamia/foreign countries have been received late and on very short notice from all the Faculties/Departments/Centres.

It is for information to all concerned Deans of the Faculties/Heads of the Departments/Directors of Centres that as per the Office Memorandum F. No. 11013/8/20215-Estt. A-III dated 27th July, 2015 of DoPT. Govt. of India, one has to apply to obtain an NOC for a foreign visit well in advance and is required to submit the application more than 21 days ahead of the planned visit.


In view of the above, all the Deans/Heads/Directors are hereby requested to advise all permanent (teaching & non-teaching) staff of the University under their control to submit their applications to obtain NOCs with the enclosed undertaking for outside Jamia/Foreign visits at least 21 days ahead of the planned visit.

In cases of grant of Duty Leave with Station Leave permission within India, application must be submitted 15 days before, to the Registrar through proper channel so that timely action as per the rules may be taken by the Competent Authority, JMI.


(Prof. Md. Mahtab Alam Rizvi)
Registrar

To,

1. All Deans of the Faculties/Heads of the Departments/Directors of Centres
2. The Assistant Registrar, Vice Chancellor Secretariat, JMI
3. The Assistant Registrar, Registrar Secretariat, JMI
4. The Offg. Director, FTK-CIT-for display on Jamia's website.
5. The Assistant Registrar, Establishment Non Teaching, JMI
6. The Assistant Registrars/Academics/Council & Ordinance/Pension & Service Book Section and School Section, JMI
7. The Assistant Finance Officers, (Salary/Payment), JMI
8. PA to the Finance Officer, JMI
9. PA to the Offg. Controller of Examination, JMI
10. Concerned file


Assistant Registrar (E-T)

Undertaking

(In terms of Para 297 of O.M. Part-I)

A) I understand that:-

- a) I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of O.M. Part-I
- b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.

B) 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, connection 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.

(Signature of the Applicant)

Place:

Name:

Date:

Grade:

A/c No.:

Office: