

Sub.: Forwarding of Applications/ Issue of 'No Objection Certificate' for external employment.

➤ Eligibility : Regular employees of IRCON	
➤ Applications will not be forwarded where an employee is under suspension or facing departmental proceedings or prosecution in a court.	
➤ Norms :	
Length of service	Forwarding of applications/ Issue of NOC
Upto two years service from the date of appointment / promotion	Nil
After two years of service from the date of appointment / promotion	2 applications/ NOC in a financial yr
Surplus categories declared from time to time	No limit
Employees who are not promoted after the result of DPC formed in 2nd year of becoming due / eligible for promotion.	No limit
Applications to PESB	No limit

1.	Purpose of Application	* Forwarding of application / Issue of 'No Objection Certificate' for external employment		
2.	Emp. code No.	3.	Name of Employee	
4.	Designation	5.	Place of posting	
6.	Contact No.(M)	7.	Email ID	
8.		Grade		Date from which working in grade
	Regular	* (IDA/CDA)		
	Adhoc	* (IDA/CDA)		
9.	Dt. of Apptt.	10.	Status	* Regular / Contract / Adhoc / Deputationists
11.	Whether under suspension or facing departmental proceedings / prosecution in a court?			* Yes or No
12.	Whether the post is declared as surplus, if so circular no. and date		* Yes / No. If Yes, Circular No.	Dated:
13.	Whether, the employee has not been promoted for two years or more from the date of becoming due / eligible for promotion. If so, due date of promotion as per period of residency for next promotion			
14.	No. of applications forwarded / NOC issued during the current financial year			
15.	Name and Address of the organization where application is to be forwarded			
16.	Post applied for	17.	Last date for submission of application	

* Delete whichever is not applicable

- Encls: 1. Copy of Notification / advertisement.
2. D&A/Vigilance clearance from Project/Functional head.

Signature of the employee _____

Remarks of Functional/Project Head

Signatures - Controlling Officer _____
Name & Designation _____

Forwarded to HR, Corporate Office

1. Approval is sought subject to condition that
 - i) If selected, employees has to resign and join
 - ii) D&A and Vigilance clearance
2. Competent Authority for approval -

OS/HRM

DGM / HRM

AGM / HRM

Part - I

Sub : Vigilance clearance for - .

- * forwarding of application for deputation to other department / forwarding of application for Board level posts / forwarding of application for external employment
 Absorption in IRCON
 Posting on foreign Project
 * Superannuation / resignation / repatriation of employee on deputation
 Any other Purpose.
 Please Specify ; _____

Tick mark in the box for which vigilance clearance is required

1.	Employee code No.	2.	Name of the employee
3.	Designation		
4.	Place of posting		
5.	Status	* Regular / Adhoc / Contract / Deputation	
6.	Declaration	* It is certified that criminal case is not pending against me. If criminal case pending, details of case:	
* To be filled in by deputationist only			
Name of parent Deptt. & Address			
Date of Joining on Deputation			

* Delete whichever is not applicable.

Date:

Signature of employee: _____

Remarks of Functional / Project Head

It is certified that as on date against the above mentioned employee -

- disciplinary case is not pending or contemplated.
- not undergoing any punishment due to disciplinary action.

Note: In case against the above employee, if any, D&A case is pending or undergoing any punishment due to disciplinary action or criminal case pending, details may be furnished.

Date:

Signature :

Name:

Designation:

As per available office orders of D&A in HR, as on date, no D&A case is pending or contemplated against the above employee (Not applicable in case of employees below AM).

Dealing Official

(R.K.Arora)
JGM/HRM

Part-II - For use of IRCON Vigilance department

As per available office records of Vigilance department, as on date, no Vigilance case is pending or contemplated against the above employee.

Special comments, if any

Signature of dealing Vigilance official
Name & Designation

JGM/Vigilance

CVO