

**GOVERNMENT OF WEST BENGAL**  
Department of Personnel and Administrative Reforms & e-Governance  
West Bengal Civil Service Cell,  
Nabanna, 325, Sarat Chatterjee Road, Howrah – 711102.

From: OSD & Ex-Officio Joint Secretary to the  
Government of West Bengal.

To: 1) The Additional Chief Secretary/ Principal Secretary/ Secretary to the Government of West Bengal.  
.....Department.  
2) The Secretary, West Bengal Legislative Assembly.  
3) The Commissioner  
.....Division.  
4) The District Magistrate  
.....District.

No. 57 – PAR & e-G (WBCS)/ 8P- 06/18

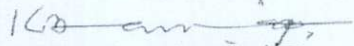
Dated: Howrah, the 15<sup>th</sup> January, 2018

Subject: Procedure for issuance of N.O.C and Identity Certificate in connection with Passport and foreign visits under Rules 6(2) of Indian Passport Act.

The u/s is directed to state that the Department of Personnel and Administrative Reforms & e-Governance has decided to lay down the following procedure for issuance of NOC and I.C in connection with passport and foreign visit in respect of WBCS officers in personal capacity:

- a) The applications for NOC are to be duly forwarded and recommended by the controlling authority where there shall not be any court cases pending against the officers concerned.
  - b) Applications in connection with Identity Certificate will be considered only for the officer itself on the basis of bonafide urgencies. The applications are to be forwarded and recommended by the controlling authority justifying the case with required details.
- In such cases apart from due verification of Service Records / Integrity clearance, etc, prior verification from concerned DIB shall have to be obtained, if necessary.

All concerned are requested to comply with the aforesaid procedure.

  
OSD & Ex-Officio Secretary to the  
Government of West Bengal