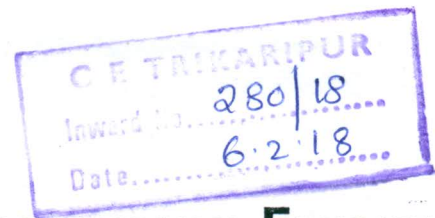




CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION



E4-4038/2016/

Date: 29/01/2018

CIRCULAR

Sub:- Guidelines for processing application seeking NOC to visit foreign country by regular employees;

As resolved by the 161st meeting of Executive Committee of CAPE, following guidelines are introduced for the processing of application for 'No Objection Certificate' to visit a foreign country;

1. The regular employees in CAPE should obtain formal sanction from the appointing authority for conducting journey to abroad on all purposes.
2. The Director, CAPE will be the authority to issue No Objection Certificate for journey by an employee to foreign countries on personal purposes including needs such as joining spouse/relative, attending family function, tour for recreation, medical treatment for a period of maximum 2 months.
3. The Administrative Department in Government will be the authority to issue permission for journey by an employee to foreign countries on following purposes:-
 - (a) Attending Training Programme, Conference, Seminar, Workshop
 - (b) Doing Project/Assignments/Research
 - (d) Foreign Study/Higher Studies
 - (e) Receiving Fellowship/Assistanceship/Scholarship/Award for Higher Studies
 - (f) Doing Courses
 - (g) Attend international programmes to which direct invitation was given by Foreign Professional Organization/Universities

The Director, CAPE will forward the request of the incumbent to the Administrative Department in Government with proper recommendation in prescribed format (appended herewith).

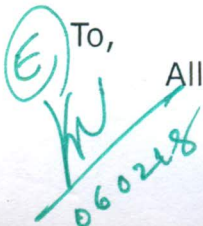
The above are notified for information of all regular employees in general and head of institutions under CAPE are requested to abide by these guidelines while processing application for NOC to visit foreign country.


DIRECTOR

Encl:- Proforma Application for seeking NOC to -
visit foreign country

To,

All Head of institutions under CAPE


060218