Rc.No.01/Esst.-III/2016   **Dt.11.01.2016**

Sub : School Education Department – Passport and Abroad permission – Online application – Instructions – Issued – Reg.

Read : Govt. Memo.No.16560/SE-SER-1.2/2009, Dt.03.10.2009.

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The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the subject cited and are informed that, Government have delegated the power to Commissioner of School Education, Andhra Pradesh, Hyderabad for issue of Abroad permission to Head Masters and teachers for a period of three (3) months. All the request for staying abroad beyond 3 months are to be submitted to Government. All the above process is being done in manual mode through files / documents resulting, as part of the 'e-governance Initiative and to reduce the time limit, to avoid delay, and ensure speedy disposal proposals to process the request of teachers for abroad permission through online applications and disposal'.

Therefore, all the Regional Joint Director of School Education and District Educational Officers in the State are hereby instructed to submit the applications to accord (A) "No Objection Certificate" for acquiring to Passport and (B) "Abroad Permission" through online from 01.02.2016. In this regard the step by step process to be followed at various stages for submission through online is herewith enclosed. Please ensure wide publicity among the teaching community at large.

The whole process and stages of work will be tracked and alerts on status sent to the concerned to avoid delay.

All the District Educational Officers / Regional Joint Director of School Education are instructed to follow the Instructions scrupulously and arrange to inform all the teachers / Head Masters and inspecting Officers concerned. The request for NOC for obtaining Passport / Abroad permission shall be submitted through online form 01.02.2016 and no offline application will be entertained thereafter.

Encl : Annexure – I & II

K.Sandhya Rani

Commissioner of School Education

NO OBJECTION CERTIFICATE FOR PASSPORT

Through online at District level:
1. Open the site as cse.ap.gov.in.
2. Click the login tab.
3. Enter the user name as school login.
4. Enter the password.
5. Enter the captcha code. (given in the screen)
6. Click submit button.
7. Move mouse to services tab it show No Objection Certificate then click on "PASSPORT" button.
8. After selecting "PASSPORT" the page on open as Employee Name.
9. After selecting the teacher name, fill all the details and click on submit button. (All fields are mandatory)
10. After clicking submit button, the message will be displayed. (Teachers Passport details inserted successfully 28190200603NOCP6 and one No Objection certificate will be generated)
11. After that click logout then home page will be displayed.

II. MEO / Dy.EO (login with the valid user name and password)
1. After login into MEO / Dy.EO level move cursor to process and select "PASSPORT Approval at MEO / Dy.EO"(It show whether the application is forward or rejected. The first column show the village name and second column as pending count at MEO / Dy. EO and third column as rejected at DEO clerk)
2. Now click on pending count it will shows the No Objection Certificate number. If you click on number then application as forward by the teacher and displays all the information submitted by teacher. (Here the MEO / Dy.EO can forward of reject the applications. If MEO / Dy.EO can forward the application then it goes to the next level i.e., AD, DEO suppose if MEO / Dy.EO reject the application it shows to the teacher i.e., school level)
3. If MEO /Dy.EO enter the status, remarks and date and MEO / Dy.EO submit the application then it forwards to AD, DEO and it shows the successfully updated.

III. AD, DEO (at DEO office)
1. AD,DEO again enter the user name and password of AD, DEO.
2. Move the mouse to the services tab and select passport approval at AD, DEO.
3. It shows the particular Mandal name of the teacher and pending from AD, DEO so that AD, DEO checks the details and AD, DEO forwards to the next level.
4. If AD, DEO rejects the application then it shows the reject count.
5. Click on the No Object certification number then it will shows the details of the particular teacher and remarks of the MEO.
6. Here DEO clerk can forward the application to the next level of DEO SUPERINTENDENT level and shows the message as "Status Updated Successfully".
   SUPERINTENDENT level :
7. Enter the user name of DEO Superintendent and password.
8. Enter the captcha code and click on submit button.
9. After that select the passport approval at DEO SUPERINTENDENT in the process tab.
   (The page shows the pending count at DEO SUPERINTENDENT and already approval by DEO clerk)
10. Click on the count it shows the teacher name and No Objection Certificate number.
    (Superintendent can enter the status either forward or reject and remarks and date)
11. After clicking submit button the details are updated successfully.
    ASSISTANT DIRETOR level:
12. Login with DEO AD level.
13. Click on approval at Superintendent Count it will be displays.
14. Click on that No Objection Number then it will be displays.
15. After that DEO AD Enter the status, remarks and date
16. Click on submit then it shows successful message.
    DEO level :
17. Log on to DEO login.
    Enter the user name
    Enter the password
    Enter the captcha code
    Enter the submit button
18. After submitting that select passport approval at DEO in services tab.
19. Select that services it will shows pending on DEO level.
20. Click on count it will shows different Mandals in the particular District.
21. Here if DEO status is forward then only generate proceedings will be enabled otherwise submit button is displayed.
22. This is the last level for passport application i.e., DEO Approval. So here proceedings will be generated.
23. Click on generate proceedings.
    (Proceedings page will be displayed)
24. Click on print option here date and signature will be stamped by the officer.

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