

Sub :- NOC (Passport/Visa) – Simplified Procedure		
Sr. No.	Existing Procedure	New Procedure
1.	Applicant submits his/her application and required document to his/her branch.	1. The applicant will make an online request by submitting an application along with
2.	Branch forwards the application and documents to Admin Branch.	Annexure – B.
3.	Admin Branch Superintendent marks the application to Diary Clerk.	2. Concerned clerk in the office of DDO will examine the case online and validate it.
4.	Diary Clerk registers the application in Diary Register and assigns a Diary Number.	3. DDO will examine and validate case online and forward it to the CE/HQ office directly.
5.	Application delivered to marked assistant.	4. Senior Assistant (Manager NOC) in the office of CE/HQ will examine the cases online and validate it.
6.	Assistant marks the application to clerk.	5. CE/HQ will take a decision and send it to the Principal Secretary in case it is so required as per delegation of powers.
7.	Clerk puts up the application in concerned file and mark the file to assistant.	6. Principal Secretary will approve and send it back to the CE/HQ office.
8.	Assistant checks the file and required document and forward file to Superintendent.	7. The moment, competent authority approves the case ,a system generated sanction letter will be created, and a copy of the sanction letter will be sent to the following automatically:
9.	Superintendent forwards the draft to Registrar for sign.	
10.	Registrar signs the Draft and down marks the file to Superintendent.	
11.	Superintendent marks the file to Dispatch Clerk.	
12.	Dispatch Clerk assigns a dispatch number and marks it on sanctions.	
13.	Dispatch clerk sends the sanction to applicant and concerned branches and marks the file back to corresponding assistant.	I) Applicant II) DDO.
	For EE-1 A. Existing Procedure for Chief Engineers	
1)	Applicant submits his/her application to his/her Concerned Xen (In Case of Division level)	
2)	Concerned Xen forwards the application to S.E (In Case of Circle level)	

3)	Concerned Xen/S.E forwards the application to I and R Branch (Head Office)	
4)	I and R Branch forwards the application to E.E-1 Branch after verifying the documents	
5)	E.E-1 Branch Superintendent marks the application to Diary Clerk.	
6)	Diary Clerk registers the application in Diary Register and assigns a Diary Number.	
7)	Application delivered to marked assistant.	
8)	Assistant marks the application to clerk	
9)	Clerk puts up the application in concerned file and mark the file to assistant.	
10)	Assistant examine and deal the file.	
11)	Assistant marks the file to Superintendent.	
12)	Superintendent marks the file to S.E/H.Q	
13)	S.E/H.Q marks the file to C.E/H.Q	
14)	C.E/H.Q gives the approval and down marks the file to S.E/H.Q	
15)	S.E/H.Q down marks the file to Superintendent	
16)	Superintendent down marks the file to Assistant	
17)	Assistant down marks the file to type clerk	
18)	Type clerk types the draft and marks the file to assistant.	
19)	Assistant checks the draft and forward the draft to Superintendent.	
20)	Superintendent signs the draft and mark the file to dispatch clerk.	
21)	Dispatch clerk assign a dispatch number and marks it on sanctions.	
22)	Dispatch clerk sends the sanction to the applicant and concern	

	branches and marks the file back to corresponding assistant.	
	B. Existing Procedure for S.E and Xens	
	Applicant submits his/her application to his/her Concerned Xen (In Case of Division level)	
	Concerned Xen forwards the application to S.E (In Case of Circle level)	
	Concerned Xen/S.E forwards the application to I and R Branch (Head Office)	
	I and R Branch forwards the application to E.E-1 Branch after verifying the documents	
	E.E-1 Branch Superintendent marks the application to Diary Clerk.	
	Diary Clerk registers the application in Diary Register and assigns a Diary Number.	
	Application delivered to marked assistant.	
	Assistant marks the application to clerk	
	Clerk puts up the application in concerned file and mark the file to assistant.	
	Assistant examine and deal the file.	
	Assistant marks the file to Superintendent.	
	Superintendent marks the file to S.E/H.Q	
	S.E/H.Q marks the file to C.E/H.Q	
	C.E/H.Q gives the approval and down marks the file to S.E/H.Q	
	S.E/H.Q downmarks the file to Superintendent	
	Superintendent downmarks the file to Assistant	
	Assistant downmarks the file to type clerk	

	Type clerk types the draft and marks the file to assistant.	
	Assistant checks the draft and forward the draft to Superintendent.	
	Superintendent signs the draft and mark the file to dispatch clerk.	
	Dispatch clerk assign a dispatch number and marks it on sanctions.	
	Dispatch clerk sends the sanction to the applicant and concern branches and marks the file back to corresponding assistant.	