

**No. MISC5-6/1/2022-EDN(S)-EDN (S)**  
**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: EDUCATION(S) DEPARTMENT**

\*\*\*

**OFFICE MEMORANDUM**

Imphal, the 21<sup>st</sup> January, 2025

**Subject: Guidelines for issue of No Objection Certificate (NOC) for pursuing higher studies**

The Department of School Education has been receiving proposals from teachers of Government Schools under the Department seeking NOCs for pursuing higher studies, professional courses, etc. through the Directorate of Education-S, Manipur. While such proposals have been processed from time to time, a consolidated guideline on issue of NOC for pursuing higher studies, certification courses, professional courses, etc. is found lacking. It is, therefore, considered necessary to frame a policy guideline for processing all such proposals for NOC in order to deal with them fairly, swiftly and uniformly.

While continuous professional development of teachers is imperative for quality education, there is need to balance the same with requirement of having sufficient number of dedicated teachers on the ground. The following guidelines/ instructions are therefore issued for compliance by all concerned:

- i. Teachers should apply for NOC through proper channel well ahead of time so that NOC is obtained before enrolling for the course/ program. Ex-post facto issue of NOC will not be considered except for those who got registered for the course before joining Government service. Sufficient proof of having registered for the course before joining service will have to accompany the request for ex-post facto NOC.
- ii. For those incumbents who have not yet applied for NOC for pursuing higher studies but have enrolled/ registered already, the applications for grant of NOC shall be made to the Director of Education-S, Manipur within 1 (one) month from the date of issue of this O.M. along with a copy of time stamped registration/ enrolment slip. No application will be entertained after lapse of the stipulated one month.
- iii. As it is in the interest of teachers as well as students to allow pursuit of knowledge by the teachers in leisure hours, NOC for pursuing higher studies from UGC recognised institutions, certification courses, professional courses such as B.Ed. from NCTE recognised institutions through distance/ online mode should be normally given subject to the condition that such pursuit does not in any way detract the employees from their efficiency. If Government servants are found neglecting duties for the sake of his/her studies, NOC may be withdrawn at any time without assigning any reason. This will be without prejudice to any other departmental action that may be taken where withdrawal of NOC is not considered adequate. If any leave is required for taking examinations to complete the course, the same will have to be applied for and sanctioned subject to its admissibility in terms of relevant rules and also subject to administrative interest. No study leave shall be granted for the said purpose.
- iv. No NOC shall be granted for pursuing full-time course.
- v. No NOC shall be granted for pursuing courses which are not relevant to their field of duty.



- vi. No NOC shall be given for pursuing a Ph.D. program as it requires mandatory coursework of duration 6 months or more and also as such specialized knowledge in one field is not relevant for school teachers.
- vii. The above instructions shall apply to regular as well as contractual teachers.
- viii. In-service regular teachers shall continue to be sponsored by State Government for pursuing regular B.Ed. course at DM College of Teacher Training for which separate NOC shall not be required and letter of sponsorship shall be sufficient.

The above instructions/ guidelines shall come into force with immediate effect and Director, Education-S, Manipur shall ensure their compliance by all concerned.



**(H. Gyan Prakash)**

Commissioner (Education-S),  
Government of Manipur

Memo No. MISC5-6/1/2022-EDN(S)-EDN (S)

Imphal, the 21<sup>st</sup> January, 2025

Copy to:

1. PPS to Minister (Education), Manipur
2. Special Secretary/ Joint Secretary/ Under Secretary (Education-S), Government of Manipur
3. Director (Education-S), Manipur
4. Additional Director (Education-S/H/V), Manipur- with a request to cause wide circulation of the above OM through the respective ZEOs.
5. Office file



**(Anjali Chongtham)**

Joint Secretary (Education-S),  
Government of Manipur