GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)

No. 22/44/NOC/2025-ED(AD/H)-Pt.-II: Imphal, the 8th October, 2025

To

All Zonal Education Officers,
Government of Manipur.

Subject: Submission of proposals for issue of NOC for pursuing further studies by teaching and non-teaching staff.

Sir/Madam,

In inviting a reference to the subject cited above, I am directed to state that proposals for grant of No Objection Certificate (NOC) to teaching and non-teaching staff for pursuing higher studies are often being submitted without uniformity and not in compliance with the guidelines issued by the Administrative Department (Secretariat): Education(S) Department vide OM No. MISC5-6/1/2022-EDN(S)-EDN(S) dated 21st January, 2025. This has resulted in avoidable delays in processing.

In order to streamline the procedure, all Zonal Education Officers are hereby instructed to ensure that proposals for NOC are submitted strictly in the prescribed checklist format titled *"Checklist to be Filled When Applying for NOC for Further Studies"* issued by the Department (Annexure-I). The application must be accompanied by all necessary supporting documents duly countersigned by both the Head of Institution and the concerned ZEO.

Accordingly, ZEOs are requested to scrutinize each application carefully with reference to the aforesaid OM and forward only complete and duly verified proposals to the Directorate for further processing.

This instruction shall be complied with strictly to avoid delays and ensure timely disposal of NOC applications.

Yours faithfully,

(Ng. Bhogendra Meitei)
Director of Education (S),
Manipur.

Copy to:

1. The Commissioner Education(S), Govt. of Manipur
2. The Addl. Director of Education/S(Hills/Valley/Plg./G.C.), Govt. of Manipur
3. Guard File.

CHECKLIST TO BE FILLED WHEN APPLYING FOR NOC FOR FURTHER STUDIES			
SL. NO.	**PARTICULARS OF TEACHER**		**DETAILS**
1	NAME		
2	DESIGNATION		
3	ORIGINAL PLACE OF POSTING		
4	PRESENT PLACE OFPOSTING/UTILISATION		
5	PERMANENT ADDRESSS		
6	PRESENT QUALIFICTION		
7	STUDYING/ STUDIED (COURSE/ PROGRAMME)		
8	DURATION OF COURSE/PROGRAMME		
9	INSTITUTION		
10	BOARD/UNIVERSITY		
11	IS THE BOARD/UNIVERSITY/INSTITUTE RECOGNISED BY UGC/NCTE		
12	ORDER NO. AND DATE OF APPOINTMENT TO THE SUBSTANTATIVE POST		
13	DATE OF ENROLLMENT		
14	DATE OF APPLICATON FOR NOC		
15	DATE OF COMMENCEMET OF CLASS		
16	APPLICABLE LEAFE (IF ANY)		
17	DATE OF END OF COURSE/ PROGRAMME (TENTATIVE IF APPLYING FOR)		
18	MODE OF STUDY	REGULAR	
		REMARK: IF THE APPLICANT CLAIMED THAT THE CLASSES OF REGULAR COURSES ARE HELD IN THE EVENING/TIMING NOT CONTRADICTING WITH THEIR STUDIES, SUPPORTING DOCUMENTS ISSUED BY THE CONCERNED UNIVERSITY ALLOWING THE INSTITUTE TO CONDUCT CLASSES IN THE CLAIMED TIMING TO BE ENCLOSED.	
		DISTANCE/ONLINE	
		CLASS HOURS	
		DURATION OF COURSE	
19	EX-POST ACTO	YES/NO	
		IF YES, DOCUMENTS IN SUPPORT OF REQUIRED LEAVES SANCTIONED TO BE ENCLOSED	
20	IS THE COURSE RELEVANT TO TEACHING DUTY		

** I, Mr./Mrs./Miss ……..

……..(EIN)……(Substantive Post) ……

…….. posted at ……..

and utilized at (if applicable) ……..

have read the Guidelines for issue of NO OBJECTION CERTIFICATE (NOC) for pursuing higher studies issued by Administrative Department (Secretariat) : Education(S) Department, Government of Manipur, vide OM No. MISCS-6/1/2022-EDN(S)-EDN(S) dated 21st January, 2025, and aware of all the guidelines/instructions as stated in the OM.

Dated: ……

Place : ……. Name and Signature of Teacher/Staff

……. ……..

Counter Signature of Zonal Education Officer (with seal)

Counter Signature of Head of Institute (with seal)