

CHECK LIST FOR OBTAINING / RENEWAL OF INDIAN PASSPORT.

●	<i>Application of the individual.</i>
●	<i>Attested copy of first appointment order.</i>
●	<i>Attested copy of Service Regularization and Declaration of Probation in the initial cadre.</i>
●	<i>Attested copy of Present Cadre appointment order.</i>
●	<i>Attested copy of Service Regularization and Declaration of Probation in the present cadre.</i>
●	<i>No Charges Pending Certificate</i>
●	<i>No Dues Pending Certificate.</i>
●	<i>Three (03) colour passport size photos of the applicant.</i>
●	<i>Service particulars of the applicant from the date of appointment to till date Period & Place of working (Attested by the forwarding authority).</i>
●	<i>Employee ID number certified by the DDO.</i>
●	<i>Attested copy of complete passport, if applying renewal.</i>
●	<i>Attested copy of SSC or equivalent certificate.</i>

Sd/-
Director of Medical Education,
Andhra Pradesh,
Vijayawada.

**CHECK LIST FOR ISSUE OF “NO OBJECTION CERTIFICATE”
(NOC) TO VISIT ABROAD ON SHORT TERM.**

●	<i>Application of the individual.</i>
●	<i>Prescribed (18) column Proforma duly filled in.</i>
●	<i>Attested copy of initial cadre appointment order.</i>
●	<i>Attested copy of Service Regularization and Declaration of Probation in the initial cadre.</i>
●	<i>Attested copy of Present Cadre appointment order.</i>
●	<i>Attested copy of Service Regularization and Declaration of Probation in the Present Cadre category.</i>
●	<i>No Charges Pending Certificate.</i>
●	<i>No Dues Pending Certificate</i>
●	<i>Attested copy of Indian Passport (complete pages) along with the NOC issued by the authorities to obtain Indian Passport.</i>
●	<i>Service particulars of the applicant from the date of appointment to till date period & place of working with district with stamp (Attested by the forwarding authority).</i>
●	<i>Security Bond for Rs. 50,000/- on Rs.100/- Non Judicial stamp paper along with 2 sureties.</i>
●	<i>Separate Certificate given by each surety along with his/her employees ID/Salary Certificate forwarded by the competent authority.</i>
●	<i>Alternated arrangement letter to look after the duties of Doctor/Individual during the period of absence while going abroad by competent authority.</i>
●	<i>Earned Leave (EL) particulars certificate.</i>

*Sd/-
Director of Medical Education,
Andhra Pradesh,
Vijayawada.*