



भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल,
अटल बिहारी वाजपयी आयुर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,



ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001

उपचर्या अनुभाग/NURSING SECTION

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File No: NS-11/240/2023-Nursing Section-Dr. RMLH/ 2514

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CIRCULAR

In supersession of this hospital Circular No. NS-11/240/2023-Nursing Section-Dr. RMLH Dated 03.03.2023 regarding NOC for various purposes such as higher studies, workshop, conferences, recruitment in other Government Departments, Passport, going abroad etc. throughout the year. In order to streamline the work, the following guidelines are issued for implement with immediate effect for the purpose of issuance of various types of NOC's:-

1. It should be mandatory to mention the stage of NOC required in application. (i.e. at the time of application, document verification, joining the post/course etc.)
2. If NOC is not required at initial stage, application should be submitted for prior information only.
3. It is responsibility of applicant to apply NOC, before 15 days whenever it is required. However, it is clarified that prior intimation is also must as it will be seen during issuance of NOC.
4. If NOC is required to be attached with the application, applicant needs to mention the same in application and also submit current year IPR with the application.
5. Application for all types of NOC should reach in concern Administrative Section before 15 days of date whenever the NOC required.
6. In case of NOC for passport, only Form H as prior intimation should be filled and submitted in Central Diary mentioning email, phone number of respective administrative section.
7. Immovable Property Return (IPR) form of current year dully filled should be accompanied with the application failing which NOC can't be proceeded.
8. Copy of advertisement, prospectus, passport, VISA etc. should be enclosed with NOC applications.
9. Last date of submission/apply should also be mentioned in all type of prior intimation/NOC applications.
10. Only four NOC's will be provided in a calendar year for any course/job.
11. **NOC issued for taken admission in higher studies in distance courses, should be intimated to the concern Administrative Section, failing which their course/degree will not be entered in their service records.**

Vijay

(Vijay Prakash Nodiya)
Dy. Director (Admn)

Copy for information and necessary action to:

1. PS to MS, Dr. RML Hospital, New Delhi.
2. All. Addl. MS, Dr. RML Hospital, New Delhi.
3. Nursing Superintendent to circulate in all Nursing Staff.
4. Administrative Officer (Nursing).
5. In-charge E-Governance to upload in E-Office or Hospital Website.
6. Master File.