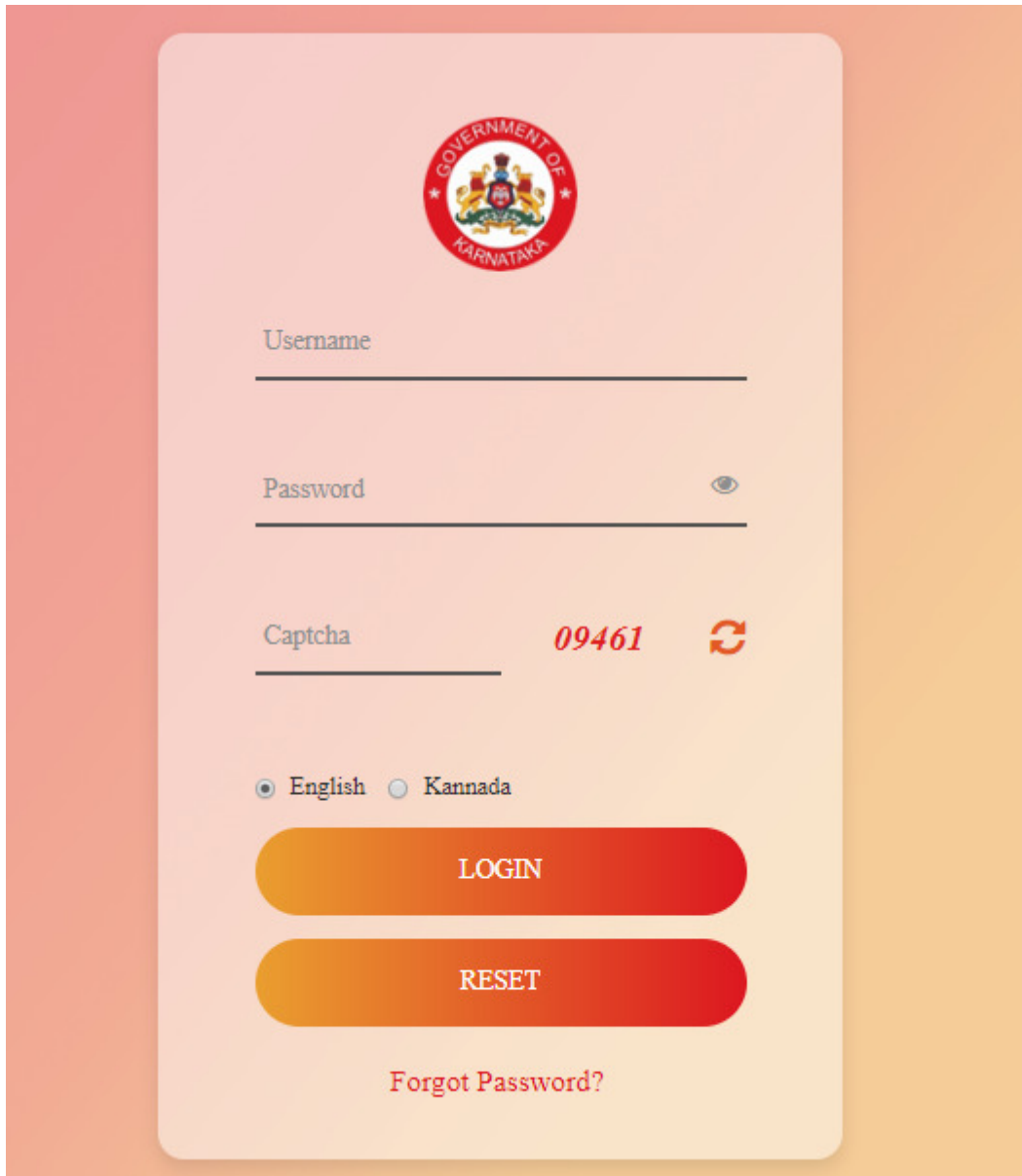


INSTRUCTION MANUAL ON ONLINE SUBMISSION AND APPROVAL FOR NOC FOR PASSPORT

STAGE 1 – The employee logs in with his KGID number as User name.



GOVERNMENT OF
KARNATAKA

Username

Password

Captcha *09461*

English Kannada

LOGIN

RESET

[Forgot Password?](#)

In the menu list he has to click on the NOC FOR PASSPORT button.

Then he has to Click on NEW button to submit the new application.

If he has already submitted an application, then it will be reflected here.

NOC FOR PASSPORT APPLICATION

BACK

(*)- MANDATORY FIELDS

1	KGID NO : *	1685463			
2	NAME OF THE EMPLOYEE : *	NIRMALA B	3	NAME OF HUSBAND/WIFE : *	THOMAS K.J
4	FATHER'S NAME : *	B.JOHN FERNANDEZ	5	DESIGNATION : *	EO-Minority
6. OFFICE ADDRESS					
	PLACE OF WORK:*	STATE			
	OFFICE ADDRESS:*	DIRECTORATE (MINORITY) BANGALORE			
7	DATE OF BIRTH : *	12/04/1970	8	DATE OF ENTRY INTO SERVICE :*	03/05/1999
9	NOC REQUIRED FOR OBTAINING : *	Renewal of old passport	10	IS NOC REQUIRED FOR : *	Self
11	AFFIDAVIT OF DECLARATION : *	Choose File No file chosen	12A	PHOTO OF EMPLOYEE : *	Choose File No file chosen
12B	SIGNATURE OF EMPLOYEE : *	Choose File No file chosen			

Note :
Please make sure your file is in Pdf format and size is less than 300 KB.
Please make sure your image is in png or jpg format and size is less than 100 KB.

DECLARATION :-
 I herby certify that the details provided above are true and correct to the best of my Knowledge and information.

9	NOC REQUIRED FOR OBTAINING : *	Renewal of old passport	10	IS NOC REQUIRED FOR : *	Self
		--select-- New Passport Renewal of old passport			--select-- Self Dependents

If Dependent is selected fill in the dependent details and if more dependents need to be added, then click on + button and then fill the dependent details

10DEPENDENTS DETAIL

NAME : *	<input type="text"/>	RELATION : *	<input type="text"/>
<input data-bbox="207 1669 251 1701" type="button" value="+"/>			

After filling in all the mandatory fields, click on the SUBMIT button.

This application will be forwarded to the Admin login of the employee.

The Admin login with his Admin ID

In the menu Clicks on FILES

View the request and forwards it to the concerned Case Worker.

ACTION

COMPUTER GENERATED NUMBER: 201909000361

FILE NO: 123456

REMARK: Forwarding to [CaseWorker](#)

OFFICE LEVEL : * STATE OFFICE TYPE : * Minority Section Director

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK

OFFICE : * Minority Section Director - BANGALOR OFFICE POSITION : * DPIMINBACW1 (Case Worker)

ACTION TYPE : * Put Up NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : * 3

Submit

Case Worker logs in with Caseworker ID, records his comments and then forwards it to the Superintendent.

ACTION

COMPUTER GENERATED NUMBER: 201909000361

FILE NO: 123456

REMARK: Forward to Supt

OFFICE LEVEL : * STATE OFFICE TYPE : * Minority Section Director

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK

OFFICE : * Minority Section Director - BANGALOR OFFICE POSITION : * DPIMINBASP (Superintendent)

ACTION TYPE : * For Reviewing NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : * 3

Submit

The Superintendent logs in with his office ID enters his comments and forwards it to the Section Officer.

ACTION

COMPUTER GENERATED NUMBER: 201909000361

FILE NO: 123456

REMARK: Forward to SO

OFFICE LEVEL : * STATE OFFICE TYPE : * Minority Section Director

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK

OFFICE : * Minority Section Director - BANGALOR OFFICE POSITION : * DPIMINBASO (Section Officer)

ACTION TYPE : * For Reviewing NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : * 3

Submit

The Section Officer logs in with his office ID, enters his comments and forwards it to the Recommending Officer.

ACTION

COMPUTER GENERATED NUMBER: 201909000361

FILE NO: 123456

REMARK: Forward to SO

OFFICE LEVEL : * STATE OFFICE TYPE : * Minority Section Director

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK

OFFICE : * Minority Section Director - BANGALOR OFFICE POSITION : * DPIMINBA (Admin)

ACTION TYPE : * For Recommending NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : * 3

Submit

Recommending will login and click on Files and Accept/Reject

Login as Recommending Officer

Click on Files Menu

Accept or reject the file option is shown

ACTION

Accept Reject

If opting to reject the application, then give reason

Reason for Rejection
✕

Once you accept, go to Recommending for NOC

NOC FOR PASSPORT (RECOMMENDING OFFICER)

List Of Employees
✕

Show entries
Search:

SL NO.	APPLICATION NO	KGID NO	EMPLOYEE NAME	DATE OF BIRTH	NOC REQUIRED FOR OBTAINING	APPLICATION DATE	ACTION
1	201909000361	1685463	NIRMALA B	12/04/1970	Renewal	02/05/2019	<input type="button" value="VIEW"/>

Showing 1 to 1 of 1 entries
Previous 1 Next

Click View

1 WHETHER ALL REQUIREMENTS ARE FULFILLED : *

2 RECOMMENDATION OF THE RECOMMENDING OFFICER : *

DECLARATION :-

I herby certify that I have verified all the details provided above by the applicant and they are found correct to the best of my knowledge & information.

The Recommending Officer after accepting the file, Click on FILES in the Menu bar

Then click on the Application request , write his recommendation/comments and forward it to the Sanctioning officer.

ACTION

COMPUTER GENERATED NUMBER: 201909000361

FILE NO: 123456

REMARK: Forwarding it to Sanctioning officer

OFFICE LEVEL : * STATE OFFICE TYPE : * CPI Office

PLACE OF WORK : * STATE DIVISION DISTRICT BLOCK

OFFICE : * CPI Office - BANGALORE OFFICE POSITION : * CPI (Admin)

ACTION TYPE : * For Approval NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : * 3

Submit

Login as Sanctioning Officer

Click on Files Menu

Accept or reject the file option in shown

ACTION

Accept Reject

If reject, then give reason

Reason for Rejection

Close Reject

Then click Sanction NOC in passport

NOC FOR PASSPORT (SANCTIONING OFFICER)

LIST OF EMPLOYEES							
Show entries							Search:
10							
SL NO.	APPLICATION NO	KGID NO	EMPLOYEE NAME	DATE OF BIRTH	NOC REQUIRED FOR OBTAINING	APPLICATION DATE	ACTION
1	201909000380	1685463	NIRMALA B	12/04/1970	New	02/05/2019	VIEW

Showing 1 to 1 of 1 entries

Previous **1** Next

Click on the VIEW button to View the application.

SANCTIONING AUTHORITY DETAILS	
1	<input type="checkbox"/> FOR_NOC=IS THE EMPLOYEE ELIGIBLE FOR NOC : *
	<input type="text" value="Yes"/>
DOWNLOAD NOC : *	DOWNLOAD
UPLOAD NOC : *	<input type="button" value="Choose File"/> Apply Leave.pdf

Note :
Please make sure your file is in Pdf format and size is less than 300 KB.

Opt to mention whether the employee is eligible for NOC, If YES is clicked, then the NOC is to be downloaded signed and click on the SUBMIT button.

The employee can login and then view the NOC and download it.