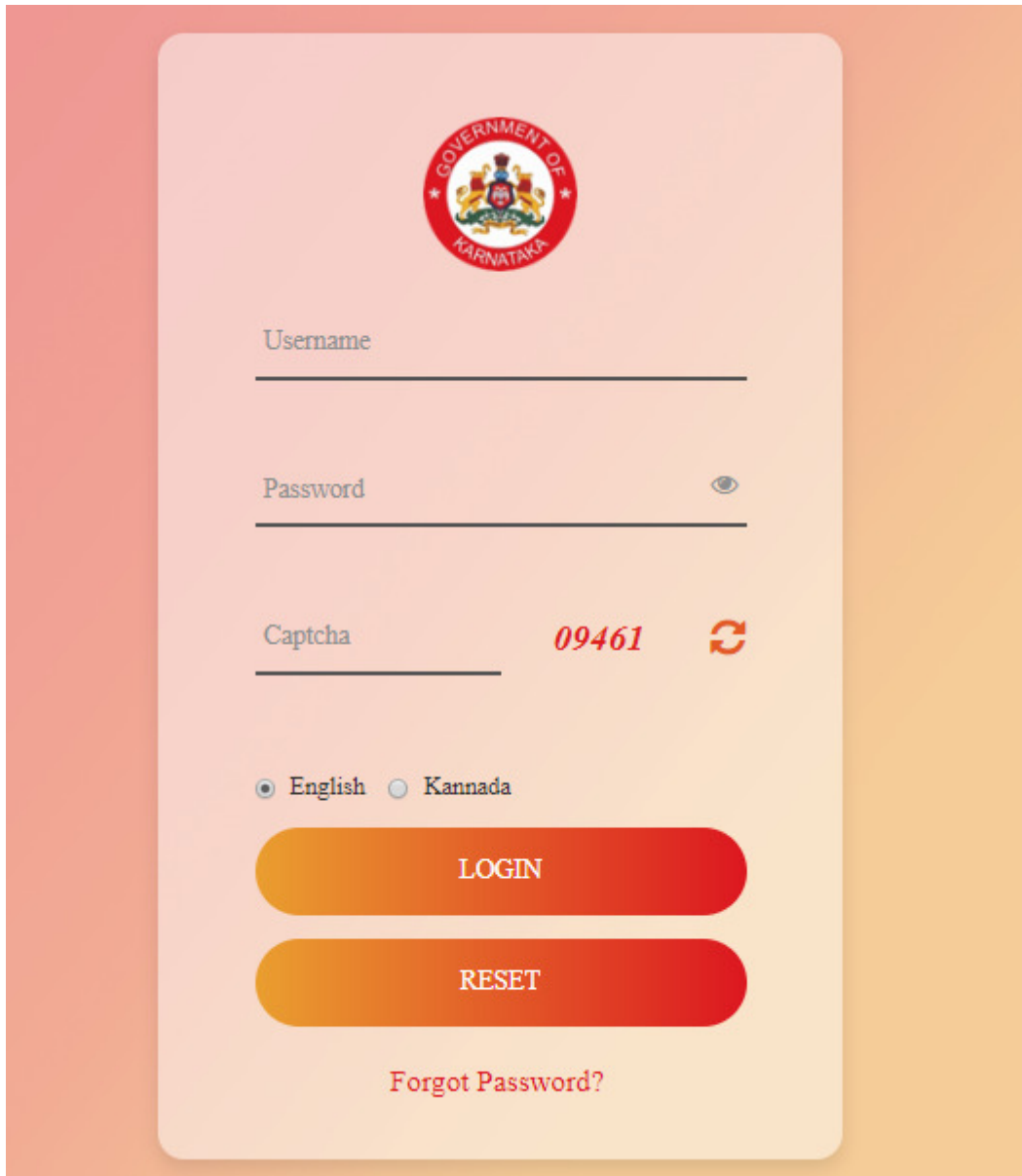


## INSTRUCTION MANUAL FOR THE APPLICATION AND SANCTION FOR NOC FOR FOREIGN TRIP

The employee logs in with his KGID number.



The image shows a login form for the Government of Karnataka. At the top center is the Government of Karnataka logo, which is a circular emblem with the text "GOVERNMENT OF KARNATAKA" around the perimeter and a central crest. Below the logo are three input fields: "Username", "Password", and "Captcha". The "Captcha" field contains the number "09461" and a refresh icon. Below the input fields are two radio buttons for language selection: "English" (selected) and "Kannada". At the bottom of the form are two large, rounded buttons labeled "LOGIN" and "RESET". Below the "RESET" button is a link labeled "Forgot Password?".

In the MENU Bar Click on NOC FOR FOREIGN TRIP.

DETAILS OF THE APPLICATION/ISSUE OF PERMISSION FOR UNDERTAKING FOREIGN TRIP

NEW

(\*)-MANDATORY FIELDS

EMPLOYEE DETAIL

KGID NO :*	<input type="text" value="1685463"/>	NAME OF THE EMPLOYEE :*	<input type="text" value="NIRMALA B"/>
DATE OF BIRTH :*	<input type="text" value="12/04/1970"/>	DESIGNATION :*	<input type="text" value="EO-Minority"/>

FOREIGN TRIP APPLICATION DETAILS

SL NO.	KGID NO	EMPLOYEE NAME	STATUS	ACTION
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The details of the application will be displayed.

In case u want to submit a new application, Click on NEW button.

DETAILS OF THE APPLICATION/ISSUE OF PERMISSION FOR UNDERTAKING FOREIGN TRIP

BACK

(\*)- MANDATORY FIELDS

1	KGID NUMBER : *	<input type="text" value="1685463"/>		
2	NAME : *	<input type="text" value="NIRMALA B"/>	3	DESIGNATION : * <input type="text" value="EO-Minority"/>
<b>4. OFFICE ADDRESS</b>				
	PLACE OF WORK : *	<input type="text" value="STATE"/>		
	OFFICE ADDRESS : *	<input type="text" value="DIRECTORATE (MINORITY) BANGALORE"/>		
5	DATE OF BIRTH (dd/mm/yyyy) :	<input type="text" value="12/04/1970"/>	6	DATE OF ENTRY INTO SERVICE : * <input type="text" value="03/05/1999"/>
7	SENIORITY NUMBER : *	<input type="text"/>	8	DATE OF DECLARATION OF PROBATIONARY PERIOD : * <input type="text"/>
9	COUNTRIES INTENDING TO VISIT : *	<input type="text"/>	10	REASON FOR THE VISIT : * <input type="text"/>

**11. PERIOD OF VISIT**

FROM DATE :  TO DATE :

NUMBER OF DAYS :

12. SOURCE OF INCOME FOR THE EXPENDITURE TO BE INCURED DURING THE VISIT :

13. IS THE VISIT INTENDED FOR GOVERNMENT PURPOSE OR PERSONAL : \*

14. LOAN TAKEN FROM THE GOVERNMENT : \*

14A. BALANCE TO BE REPAYED :

15. AFFIDAVIT OF DECLARATION : \*  No file chosen

16A. PHOTO OF EMPLOYEE : \*  No file chosen

16B. SIGNATURE OF EMPLOYEE : \*  No file chosen

I hereby certify that the details provided above are true and correct to the best of my Knowledge and information.

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

Fill in all the details, upload all the required documents and submit.

**PART II**

The Admin logs in with his Admin ID and on the MENU BAR click on FILES

View the request and forward to Case Worker.

**ACTION**

COMPUTER GENERATED NUMBER:

FILE NO:

REMARK:

OFFICE LEVEL : \*  OFFICE TYPE : \*

PLACE OF WORK : \*  STATE  DIVISION  DISTRICT  BLOCK

OFFICE : \*  OFFICE POSITION : \*

ACTION TYPE : \*  NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : \*

Case Worker logs in with his office login id, enters his comments and forwards the file 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 : *	<input checked="" type="radio"/> STATE <input type="radio"/> DIVISION <input type="radio"/> DISTRICT <input type="radio"/> 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

The Superintendent logs in, enters his comments and forwards the file also 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 : *	<input checked="" type="radio"/> STATE <input type="radio"/> DIVISION <input type="radio"/> DISTRICT <input type="radio"/> 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

The Section Officer logs in and forwards to Recommending

**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

The Recommending Officer will login

Click on FILES of the MENU BAR

Click on Accept or reject the file option as shown

**ACTION**

Accept Reject

If reject, then give reason

Reason for Rejection

Close Reject

After accepting, click on Recommending NOC FOR FOREIGN TRIP on the MENU BAR

APPLICATION FOR RECOMMENDATION

List Of Employees

Show entries 10 Search:

SL NO.	KGID NO	EMPLOYEE NAME	DATE OF BIRTH	APPLICATION DATE	ACTION
1	1685463	NIRMALA B	12/04/1970	02/05/2019	View

Showing 1 to 1 of 1 entries Previous 1 Next

Click on View to add comments

2. a) Whether all requirements are fulfilled: YES

3. Recommendation of the Recommending Officer: He is recommended to take the NOC

I hereby 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.

SUBMIT

Fill in recommendations and then submit.

Click on Files then and forward the file to Sanctioning Officer

**ACTION**

COMPUTER GENERATED NUMBER: 201913000141

FILE NO: 123456

REMARK: Forwarding it to Sanctioning Authority

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
✕

Click on Sanctioning NOC in Foreign trip

APPLICATION FOR SANCTION

List Of Employees
✕

Show entries

Search:

SL NO.	KGID NO	EMPLOYEE NAME	DATE OF BIRTH	APPLICATION DATE	ACTION
1	1685463	NIRMALA B	12/04/1970	02/05/2019	<input style="width: 40px; height: 20px;" type="button" value="View"/>

Showing 1 to 1 of 1 entries
Previous  Next

Click View and enter comments

(Sanctioning Authority views the details in Part A and B and either grants permission or rejects the proposal)

1) Is employee eligible for permission? :

2) reasons

Click Submit. Then download the NOC. Sign it and Upload it.

The employee can login in with his KGID Number and then check if his request for NOC has been sanctioned. If yes, he can download the same.

