

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH :: HYDERABAD**

Present :: K.Sandhya Rani, I.Po.S.,

Rc.No. 01/Estt-III/2016

Date: 11-01-2016

Sub:- School Education Department – Passport and Abroad permission –
Online application – Instructions – Issued – Reg.

Read:- Govt. Memo. No. 16560/SE-Ser-1.2/2009, dated: 03/10/2009

The attention of all the Regional Joint Directors of School Education and District Educational Officers in the State is invited to the subject cited and are informed that, Government have delegated the power to Commissioner of School Education, Andhra Pradesh, Hyderabad for issue of Abroad permission to Head Masters and teachers for a period of three (3) months. All the requests for staying abroad beyond 3 months are to be submitted to Government. All the above process is being done in manual mode through files / documents resulting in delay and anxiety to the Head Master / Teachers applying for NOC. Now the department, as part of the "e-governance initiative and to reduce the time limit, to avoid delay, and ensure speedy disposal proposals to process the request of teachers for abroad permission through online applications and disposal".

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are hereby instructed to submit the applications to accord (A) "No Objection Certificate" for acquiring to Passport and (B) "Abroad Permission" through online from 01-02-2016. In this regard the step by step process to be followed at various stages for submission through online is herewith enclosed. Please ensure wide publicity among the teaching community at large.

The whole process and stages of work will be tracked and alerts on status sent to the concerned to avoid delay.

All the District Educational Officers / Regional Joint Directors of School Education are instructed to follow the instructions scrupulously and arrange to inform all the teachers/ Head Masters and inspecting Officers concerned. The request for NOC for obtaining Passport/ Abroad permission shall be submitted through online from 01-02-2016 and no offline application will be entertained thereafter.

Encl: Annexure-I &II

K.SANDHYA RANI,
Commissioner of School Education

To

All the Regional Joint Directors of School Education in the State.

All the District Educational Officers in the State.

Copy submitted to Secretary to Government, School Education Department,
Andhra Pradesh, Hyderabad for favour of information.

Copy to I.T.Cell of this office to take further necessary action in the matter .

Copy to Estt.IV section of this office for information.

//True Copy Attested//

Assistant Director (Ser.)

ANNEXURE-I

NO OBJECTION CERTIFICATE FOR PASSPORT through online at District level:

1. Open the site as cse.ap.gov.in.
2. Click the login tab.
3. Enter the username as school login.
4. Enter the password.
5. Enter the captcha code. (given in the screen)
6. Click submit button
7. Move mouse to services tab it shows No Objection Certificate then click on "PASSPORT" button.
8. After selecting "PASSPORT" the page open as Employee Name.
9. After selecting the teacher name, fill all the details and click on submit button.
(All fields are mandatory)
10. After clicking submit button, the message will be displayed.
(Teachers Passport details inserted successfully 28190200603NOCP6 and one No Objection certificate will be generated.)
 - This application is moved from school level to MEO login.
11. After that click logout then home page will be displayed.

II. MEO / Dy.EO login with the valid username and password.

1. After login into MEO/Dy.EO level move cursor to process and select "passport approval at MEO/Dy.EO" (It shows whether the application is forward or rejected. The first column shows the village name and second column as pending count at MEO/Dy.EO and third column as rejected at DEO clerk)
2. Now click on pending count it will shows the No Objection Certificate number if you click on number then application as forward by the teacher and displays all the information submitted by the teacher. (Here the MEO/Dy.EO can forward or reject the applications. If MEO/Dy.EO can forward the application then it goes to the next level i.e., AD, DEO suppose if MEO/Dy.EO rejects the application it shows to the teacher i.e., school level.)
3. If MEO/Dy.EO enter the status, remarks and date and MEO/Dy.EO submit the application then it forwards to AD, DEO and it shows the successfully updated.

III. AD, DEO (at DEO Office)

1. AD, DEO again enter the username and password of AD, DEO.
2. Move the mouse to the services tab and select passport approval at AD, DEO.
3. It shows the particular Mandal name of the teacher and pending from AD, DEO so that AD, DEO checks the details and AD, DEO forwards to the next level.
4. If AD, DEO rejects the application then it shows the reject count.

5. Click on the No object certification number then it will shows the details of the particular teacher and remarks of the MEO.
6. Here DEO clerk can forward the application to the next level of DEO SUPERINTENDENT level and shows the message as "Status Updated Successfully".

SUPERINTENDENT level:

7. Enter the username of DEO Superintendent and password
8. Enter the captcha code and click on submit button.
9. After that select the passport approval at DEO SUPERINTENDENT in the process tab.
(The page shows the pending count at DEO SUPERINTENDENT and already approval by DEO CLERK.)
10. Click on the count it shows the teacher name and No Objection certificate number.
(Superintendent can enter the status either forward or reject and remarks and date)
11. After clicking submit button the details are updated successfully.

ASSISTANT DIRECTOR level:

12. Login with DEO AD level.
13. Click on approval at Superintendent Count it will be displays.
14. Click on that No Objection Number then it will be displays.
15. After that DEO AD Enter the status, remarks and date
16. Click on submit then it shows successful message.

DEO Level:

17. Log on to DEO login.
Enter the username
Enter the password
Enter the captcha code
Enter the submit button
18. After submitting that select passport approval at DEO in services tab.
19. Select that service it will shows pending on DEO level.
20. Click on count it will shows different Mandals in the particular District.
21. Here if DEO status is forward then only generate proceedings will be enabled otherwise submit button is displayed.
22. This is the last level for passport application i.e., DEO Approval. So here proceedings will be generated.
23. Click on generate proceedings.
(Proceedings page will be displayed)
24. Click on print option here date and signature will be stamped by the officer.

K.SANDHYA RANI,
Commissioner of School Education

//True Copy Attested//

Assistant Director (Ser.)

ANNEXURE-II

PERMISSION TO VISIT ABROAD:

(upto three (3) months by Commissioner of School Education, Andhra Pradesh, Hyderabad and more than (3) months period by Government in respect of teachers)

1. Open the site as cse.ap.gov.in

2. Click the login tab.

Enter the username as school login.

Enter the password.

Enter the captcha code (given in the screen).

3. Click Submit button.

4. Move mouse to services tab it shows No Objection Certificate then click on "Abroad Permission".

5. After selecting "Abroad Permission" the page open as Employee Name.

(Select the Employee name i.e., teacher name)

6. After selecting the teacher name the page opens with fields. Fill all the details and click on submit button (All fields are mandatory).

7. After clicking submit button the message will be displayed.

8. Teachers particulars inserted successfully 28190200603ABP1

9. Then one number will be generated. This application is moved from school level to MEO login.

10. After that click logout then home page will be displayed.

II. MEO/ Dy.EO login with the valid username and password.

1. After login into MEO/ Dy.EO level move cursor to process and select "Abroad Permission approval at MEO/ Dy.EO" (It shows whether the application is forward or rejected. The first column shows the village name and second column as pending count at MEO/ Dy.EO and third column as rejected at DEO clerk)

2. Now click on pending count it will shows the ABP application number if you click on number then application as forward by the teacher and displays all the information submitted by the teacher. (Here the MEO can forward or reject the applications. If MEO can forward the application then it goes to the next level i.e., AD, DEO suppose if MEO rejects the application it shows to the teacher i.e., school level.)

3. If MEO enter the status, remarks and date and MEO submit the application then it forwards to AD, DEO and it shows the successfully updated.

III. AD, DEO (at DEO Office)

1. AD, DEO again enter the username and password of AD, DEO.

2. Move the mouse to the services tab and select VISA approval at AD, DEO.

3. It shows the particular Mandal name of the teacher and pending from AD, DEO so that AD, DEO checks the details and AD, DEO forwards to the next level.

4. If AD, DEO rejects the application then it shows the reject count.
5. Click on the ABP application number then it will show the details of the particular teacher and remarks of the MEO/ Dy.EO.
6. Here DEO clerk can forward the application to the next level of DEO SUPERINTENDENT level and shows the message as "Status Updated Successfully".

SUPERINTENDENT level:

7. Enter the username of DEO Superintendent and password
8. Enter the captcha code and click on submit button.
9. After that select the passport approval at DEO SUPERINTENDENT in the process tab.
(The page shows the pending count at DEO SUPERINTENDENT and already approval by DEO CLERK.)
10. Click on the count it shows the teacher name and VISA application number.
(Superintendent can enter the status either forward or reject and remarks and date along with it shows the Generate note file)
11. After clicking submit button the details are updated successfully.

ASSISTANT DIRECTOR level:

12. Login with DEO AD level.
13. Click on approval at Superintendent Count it will be displays.
14. Click on that ABP application number then it will be displays.
15. After that DEO AD Enter the status, remarks and date
16. Click on submit then it shows successful message (Before clicking the submit button generate note files and take the signatures from the DEO AD).

DEO Level:

17. Log on to DEO login.
Enter the username
Enter the password
Enter the captcha code
Enter the submit button
18. After submitting that select ABP approval at DEO in services tab.
19. Select that service it will shows pending on DEO level.
20. Click on count it will shows different Mandals in the particular District.
21. Here if DEO status is forward then only generate proceedings will be enabled otherwise submit button is displayed.
22. This is the last level for passport application i.e., DEO Approval. So here proceedings will be generated.
23. Click on generate proceedings.
(Proceedings page will be displayed)
24. Click on print option here date and signature will be stamped by the officer.

IV. Office of the CSE LEVEL:

1. Select that Service it will shows pending on CSE level
2. Click on CSE clerk approval.
3. Fourth column shows as Reject in CSE Superintendent.
4. Click on count at approval CSE. It shows the ABP application number
5. Click on ABP application number.
6. Before submit the details note file will be generated.
7. After that click on submit button details will be submitted successfully.

SUPERINTENDENT LEVEL:

8. Click on CSE Superintendent Approval for ABP
Click on login and enter the username and password and captcha code.
9. Click on CSE Superintendent count.
10. Click on Transaction ID.
11. Here the details are displayed which is forwarded by CSE clerk.
12. Generate note file and click on submit button. The message will be displayed as the "Status Updated Successfully".

ASSISTANT DIRECTOR LEVEL:

13. Click on CSE AD Approval for ABP
Click on login and enter the username and password and captcha code.
14. Click on approval at CSE AD count then displays.
15. Click on Transaction ID then it displays. Which was approved by the CSE Superintendent.
16. CSE AD can enter the status, date and remarks and generate note files before submitting the details. Then it displays a successful message.

JOINT DIRECTOR LEVEL:

17. Click on CSE JD Approval for ABP
Click on login and enter the username and password and captcha code.
18. Click the submit button.
19. Click on the count approval at CSE JD.
(It will shows the Teacher name, Transaction ID and period is less than 3 months or greater than three months)
20. Click on the transaction ID.
21. Click on generate note file before submitting the details like status, date and remarks.
22. CSE JD approve the application then generates note file, if CSE JD reject then it displays in CSE AD.
23. Logout

COMMISSIONER OF SCHOOL EDUCATION LEVEL:

24. Click on CSE Approval for ABP
Click on login and enter the username and password and captcha code.
25. Click the submit button.

26. Select the CSE approval for ABP in the process tab.

(Here the applications comes from all the Districts)

27. Click on the transaction ID it will displays all the details of the particular teacher remarks from all levels.

28. Click on submit button (Before submitting the details here office note and Proceedings will be generated for below 3 months. If the period of stay is more than 3 months, letter will be generated to be forward to Secretary to Government).

K.SANDHYA RANI,
Commissioner of School Education

//True Copy Attested//

Assistant Director (Ser.)