GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT

Memo.No. ESE02/1712/2026-E-VII Dated:16-11-2026

Sub: School Education – Teachers – Applications for permission/NOC to visit abroad – Online submission and forwarding through proper channel – Time limits prescribed – Instructions – Issued.

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It has been observed that applications submitted by teachers seeking permission/NOC to visit abroad are being delayed inordinately at various levels, causing inconvenience to the applicants, and to the approval authorities.

2. In order to ensure timely disposal of such applications, all the Regional Joint Directors of School Education and the District Educational Officers in the State are hereby instructed to ensure strict compliance with the following instructions:

i. All applications seeking permission/NOC to visit abroad shall be submitted and forwarded only through the online system by following the prescribed channel. The DEOs and RJDSEs are hereby instructed shall not process any physical files in their respective offices.
ii. The Headmaster (HM), Mandal Educational Officer (MEO) and Deputy Educational Officer (Dy.EO), wherever applicable, after proper verification/scrutiny forward such applications online within 3 days at each respective office level from the date of receipt.
iii. The DEO/RJDSE Office shall complete the scrutiny and forwarding of the application online to the Commissioner of School Education within one week from the date of receipt of the application at the DEO/RJDSE Office.
iv. All the prescribed supporting documents shall be uploaded in their respective fields in the online application. The documents and recommendations shall be duly signed by the respective competent authorities after thorough verification and scrutiny.
v. The authorities at each level shall verify the correctness and completeness of the application, service particulars, leave details and other relevant documents before forwarding the same. Incomplete applications shall be returned immediately with specific remarks for rectification.
vi. The DEOs/ RJDSEs shall monitor the applications regularly and ensure that no application is kept pending beyond the prescribed time limit without valid reasons.
vii. Any delay or negligence in processing the applications shall be viewed seriously, and the officer concerned shall be held responsible.

viii. In cases where applications are returned for rectification of deficiencies, the concerned authorities shall ensure that the corrected applications are scrutinised and forwarded promptly, without any further delay.

3. All the Regional Joint Directors of School Education and the District Educational Officers in the State are instructed to communicate these instructions to all subordinate officers and ensure strict adherence to the above timelines.

4. These instructions shall be followed scrupulously without any deviation.

Thameem Ansariya A I.A.S
Director, School Education

To
All the District Educational Officers in the State.
All Regional Joint Directors of School Education in the state.

Digitally signed by
THAMEEM ANSARIYA A
Date: 16-11-2026
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