

Checklist

For Application for NO OBJECTION CERTIFICATE  
FOR OUTSIDE EMPLOYMENT

Sl.No.	Items	Checklist
01	Application for OUTSIDE EMPLOYMENT	Check
02	Post Applied for	
03	Name of the Organisation	
04	Date of Application	__/__/20__
05	Date of Forwarding Application	__/__/20__
06	Copy of the Advertisement / Call -Letter,etc.	Enclose
07	Date of Appointment	
08	Present Grade	
09	Date of Last promotion, if applicable	
10	Whether SC/ST	SC
		ST
11	VC/DC/SC, as applicable (official use only)	
12	Relevant Clause of Outside employment applicable	Chapter XI, Common Coal Cadre
		11.1(A)(a)
		11.1(A)(b)
		11.1(A)(c)(i)
		11.1(B)
13	Number of applications forwarded in a year (in respect of the applicant)	1
		2
		3
		4
14	Approval of Competent Authority (official use only)	
15	Standard format duly signed by the HOD (EE) (official use only)	

**STANDARD FORMAT FOR PROCESSING OUTSIDE EMPLOYMENT**

Sl.No.	Items	Check	
1	Name of the Executive & EIS No.	NAME:-	
		EIS No.	
2	Designation & Grade	Design.	
		Grade	
3	Whether SC/ST		
4	Present Place of Posting and since when posted	Area	
		DOJ MCL	
		DOJA	
5	Date of Birth		
6	Date of Appointment		
7	Date of Promotion, if applicable		
8	Posts applied for & Organisations		
9	Recommendation of Subsidiary Company		
10	No. of applications forwarded in a year (in respect of the applicant)		
11	Relevant clause of Common Coal Cadre for outside employment		
12	Status of VC/DC/SC, as applicable		

Signature

Seal