

POLICY FOR GRANTING PERMISSION TO APPLY AND ISSUING NO OBJECTION CERTIFICATE, FOR OUTSIDE EMPLOYMENT

1. This policy is applicable to all managerial and non managerial employees on permanent rolls of the Company, including Management Trainees and those on consolidated pay against permanent posts.
2. Employees shall apply for outside employment only with the prior permission of the Competent Authority.
3. All applications for permission to apply for outside employment shall be in the prescribed format and routed through the Department Head to HR Department. The application must enclose copy of the notification of the vacancy. Only applications received in HR Department one week prior to the last date of application will be processed.
4. No permission to apply for outside employment shall be issued in the first three years of joining the permanent service including period as Management Trainee / period on consolidated pay.
5. An employee will not be granted permission to apply for outside employment for two years after promotion including stagnation promotion.
6. Subject to point no (4) and (5) above, the maximum number of cases for which permission will be granted to an employee for outside employment, shall not exceed two in a calendar year.
7. Management reserves the right not to grant permission or NOC for outside employment even though the employee fulfills the eligibility criteria.
8. Issuing permission or NOC for outside employment will be on receipt of the Vigilance Clearance accorded for the same.
9. Permission / NOC will not be issued to an employee in the following circumstances:
 - Employee is under suspension.
 - Disciplinary proceedings are pending against the employee
 - In the case of an employee who has been awarded a penalty after disciplinary proceedings, for one year from the date of award of penalty, except in the case of Censure/ Warning where such period shall be six months from the date of award of penalty.

10. Management reserves the right not to grant permission/ NOC, if the employee has received any specialized training from the Company, or has been sponsored by the Company for any specialized training subject to any terms and conditions, unless on fulfillment of such terms and conditions.
11. In cases where permission is accorded for applying for job outside, NOC shall be issued at the time of test/interview only based on the rules as per this policy at the time of test/interview. Accordingly, grant of permission for applying for job outside will not automatically entitle an employee for NOC. Hence, in cases where approval for applying for job outside has been already issued, fresh application shall be submitted for issue of NOC based on the said approval, and NOC will be issued only on fulfillment of conditions at the time of processing of NOC. The application for NOC must enclose copy of call letter/proof towards requirement and date for production of NOC.
12. NOC shall not be issued, if the employee has not obtained prior approval before applying for the job for what so ever reasons.
13. Permission granted / NOC issued for outside employment does not bind the Management to release the employee from the services of the Company automatically in the event of selection of the applicant. It will be inter-alia subject to the rules of the Company, including notice period and conditions stipulated in the bond to serve the Company, if any, executed by the employee.
14. In rare and exceptional cases, in relaxation of any of these Rules, permission/ NOC may be issued or applications for outside employment may be forwarded with the approval of CMD, on the basis of recommendations of Head of HR.
15. Clauses 4, 5 and 6 will not be applicable to employees belonging to Scheduled Castes, Scheduled Tribes and Persons with Disability. However where there may be compelling grounds of interest of the Organization/ public interest, the permission can be withheld.
16. All permissions granted will be communicated in writing from HR Department and there will be no deemed permissions. Any employee who applies for outside employment without permission will be proceeded against as per CDA Rules / Standing Orders, as applicable.
17. Division Head / Function Head will be the authority to grant permission/ approve issue of NOC for non-managerial employees and managerial employees up to Layer 2. CMD will be authority for officers in Corporate cadre.
18. Management reserves the right to modify, cancel or amend the policy without prior notice. In case of any interpretations / doubts regarding this policy, the decision of CMD will be final.