

RTI REQUEST DETAILS		
Registration No. :	CSLTD/R/E/25/00075	Date of Receipt : 23/10/2025
Type of Receipt :	Online Receipt	Language of Request : English
Name :		Gender :
Address :		
State :		Country :
Phone No. :	Details not provided	Mobile No. : Details not provided
Email :		
Status(Rural/Urban) :	Rural	Education Status :
Is Requester Below Poverty Line ? :	No	Citizenship Status : Indian
Amount Paid :	10)	Mode of Payment : Payment Gateway
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :
Information Sought :	1.what is the NOC policy for apply outside employment in CSL? 2.what is the eligibility criteria for apply NOC for out side employment? 3.Please share the NOC Policy in CSL 4. How many NOC eligible per year? 5. Is there any relaxation for SC/ST employees?	
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>		



Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/E/25/00075 dated October 23, 2025. The reply to the information sought under the said request is given below:

- (i) what is the NOC policy for apply outside employment in CSL?
- (ii) what is the eligibility criteria for apply NOC for out side employment?
- (iii) Please share the NOC Policy in CSL
- (iv) How many NOC eligible per year?
- (v) Is there any relaxation for SC/ST employees?

Reply (i) to (v)

Please refer the 'PROCEDURE TO APPLY FOR NO OBJECTION CERTIFICATE FOR ALTERNATE EMPLOYMENT' placed at **Annexure I**.

2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Jose V J, Director (Finance) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682015.

Thanking You,

Yours faithfully,

Syamkamal N

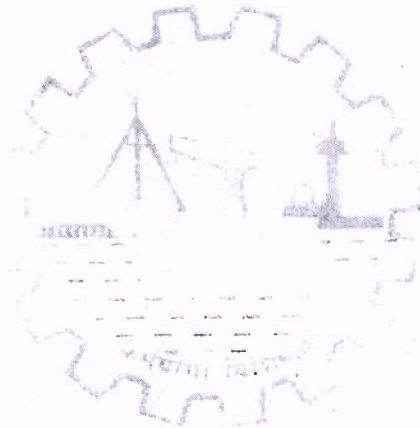
Company Secretary & CPIO



19/A

SL No 41

**COCHIN SHIPYARD LTD
COCHIN-15, KERALA**



**PROCEDURE TO APPLY FOR NO OBJECTION
CERTIFICATE
FOR ALTERNATE EMPLOYMENT**

CSL /QMS/ P&A /PCMM/COMM/POL/18

Issue: A 00

EFFECTIVE DATE: 01 Dec 2019

	Designation	Date	Signature
Prepared by	SUMI S, DM (HR)	09 Dec 2019	
Checked by	MUKESH SHANKER M S, SM (PERL)	09.12.2019	
	A K SUBASH, DGM (P&A) & CWO	09.12.2019	
Approved by	K J RAMESH, CGM (HR & TRG)	09.12.2019	
Issued by	NAGESH KRISHNA MOORTHY, AGM (IQC) & MR		

Proprietary & Confidential

This document is classified as proprietary in nature to Cochin Shipyard. Information contained in this document is confidential. No part of this document may be copied, recorded, stored in a retrieval system, or transmitted without the knowledge of Cochin Shipyard Ltd



Procedure to apply for No Objection Certificate for alternate
employment
CSL /QMS/ P&A /PCMM/COMM/POL/18

1. **Purpose and Scope:**

- 1.1 To establish a procedure for issuing No Objection Certificate (NOC) to Executives, Supervisors and Workmen on the regular rolls of CSL to apply for alternate employment.

2. **Responsibility:**

- 2.1 The employee who wishes to apply for alternate employment shall submit a request letter well in advance through proper channel along with recommendation of concerned HOD duly enclosing copy of the vacancy notification to P&A department. The request letter shall be forwarded to P&A department addressing Head HR.
- 2.2 P&A department shall process the request for NOC and obtain approval from Head HR. After obtaining approval on file, NOC shall be issued to the concerned employee.
- 2.3 If request for permission to apply for alternate employment is not acceded, the same shall be communicated to the employee.

3. **Terms and conditions for issuing NOC for alternate employment:**

3.1 Issue of NOC to regular employees

- 3.1.1 The employee shall obtain NOC for alternate employment prior to the submission of job application failing which it would be treated as an act of misconduct as per Rule 5(26) of CSI, CDA Rules and Rule 24(43) of Certified Standing Orders.
- 3.1.2 Maximum two NOCs/permission for alternate employment will be granted to an employee in a year. Any application thereafter under special circumstances, shall be considered with the approval of CMD subject to the condition that maximum number of NOC/Permission for outside employment limited to three in a year.
- 3.1.3 No Objection Certificate is issued on condition that, if selected, the employee will be relieved from CSL subject to the fulfillment of all terms and conditions of appointment, rules, regulations in force and on acceptance of his/her resignation at the relevant time, settlement of all dues/loans, if any and smooth handing over of all current assignments.

3.2 Issue of NOC to employees engaged on contract basis

- 3.2.1 In case of employees engaged on contract basis, issue of NOC for alternate employment shall not be entertained. However, if the employee produces sufficient proof from the prospective employer like relevant copies of vacancy notification stating submission of NOC is mandatory even for

REVISION A00, DATE: 09 Dec 2019



Procedure to apply for No Objection Certificate for alternate
employment
CSL /QMS/ P&A /PCMM/COMM/POL/18

contractual employees, NOC shall be issued subject to approval from Head HR and upon compliance with other terms and conditions at para 3.1 above.

4. **Records:**

- 4.1 P&A department shall keep a copy of the NOC issued (which is acknowledged as received by the employee) in the personal file of the concerned employee.
5. If the permission to apply for alternate employment is deferred, the employee shall take up the matter with the next higher authority i.e D(T)/CMD for review within 10 days of receipt of communication of denial.
6. The decision of D(T)/CMD in the matter shall be final and binding.
7. The policy and guidelines may be reviewed as and when the circumstances so warrant with the approval of CMD.
8. The power to relax any or all of the terms and conditions of the policy vests with CMD.

REVISION A00, DATE: 09 Dec 2019

