

Memo No. 1573 / Dated, Kolkata, the 17/11 /2017.  
IMG/16/07(P-III)

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The following documents are required to be submitted for issuance of N.O.C.

**Check list of NOC for Purchase /Sale of Land/Flat/house etc.**

1. Application : Addressed to Addl. Chief Secretary/ Secretary
2. Specific format of application
3. Copy of Title Deed
4. Copy of Agreement
5. Copy of power of Attorney (for flat)
6. Valuation certificate, Porcha/ Tax receipt
7. Declaration of the incumbent that he has no blood relation with the vendor.
8. Source of fund
  - a) copy of Bank statement
  - b) Loan document
  - c) Gift/Loan from relative : declaration with non-judicial stamp paper
9. Should come through proper channel
10. Receipt copy of Assets statement
11. Postal Address with Ph. No. of Applicant.

**Check-list-of NOC for passport**

1. Application [Postal Address with Ph. No. of Applicant ]
2. Photocopy of Service Book (1<sup>st</sup> page)
3. Photo copy of Identity Card
4. Declaration about family members with photograph
5. affidavit with Annexure I (original & attested copy)
6. Receipt copy of Assets Statement

**Check list of NOC for Motor Cycle/Scooter/Motor car etc.**

1. Original Quotation
2. Source of fund in details
3. Declaration of the incumbent that he has no blood relation with the vendor
4. Application [Postal Address with Ph. No. of Applicant]

**Check list of NOC for Better Job/Ph.d**

1. Original Application form
2. Notification/Advertisement
3. Bank Statement/ [Receipt copy of Assets Statement]
4. Service details
5. Postal Address with Ph. No. of Applicant

This has been approved by the Administrative Department vide memo no. 1596-Estab.(Dte.)/AG/0/7L-35/2017 Dated 13.09.2017. The required documents should be submitted after proper Verification / Examination to avoid the unnecessary delay in the issuance of NOC.

Addl. Director of Agriculture (Admn.)  
Govt. of West Bengal.