

GENERAL ADMINISTRATION & CONTROL DEPARTMENT
CHAKMA AUTONOMOUS DISTRICT COUNCIL
KAMALANAGAR

No.A.12033/1/2026-2027/CADC(G)/510

Dated: Kamalanagar
the 18th August, 2026.

OFFICE MEMORANDUM

Subject : Issuance of No Objection Certificate (NOC) to CADC employees for rendering voluntary work in Non-Governmental Organizations (NGOs).

In pursuance of the decision taken by the Executive Committee of the Chakma Autonomous District Council, in its 20th Meeting held on 10th and 11th August, 2026, the following standard guidelines are hereby issued for strict compliance by all concerned pertaining to issuance of No Objection Certificate (NOC) to CADC employees intending to render voluntary services in recognized Non-Governmental Organizations (NGOs):-

1. The employee(s) concerned shall apply in writing to the Executive Secretary seeking No Objection Certificate (NOC).
2. The voluntary work shall be performed strictly outside office hours and shall not interfere with the official duties and responsibilities of the employee(s).
3. The employee(s) shall not accept any remuneration or financial benefit from the the organisation for such voluntary service.
4. The nature of work in the Non-Governmental Organisation (NGO) shall not be in conflict with the interest of CADC.
5. The NGO shall be of Non-political, charitable, social, cultural or educational in nature.
6. The employee(s) shall not use his official position r resources for the benefit of the organisation.
7. The employee(s) shall maintain absolute integrity and devotion to duty as per Rule 3 of the CCS (Conduct) Rules, 1964 and shall not bring disrepute to Government.
8. The No Objection Certificate shall be valid for a period of 1 (one) year from the date of issue and is liable to be withdrawn if any of the above conditions are violated. The NOC shall be issued with the approval of the competent authority.

(—)
(PRONIT BIKASH CHAKMA)
Executive Secretary
Chakma Autonomous District Council
Kamalanagar

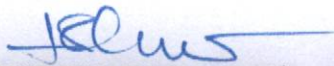
Memo No.A.12033/1/2026-2027/CADC(G)/510

Dated: Kamalanagar
the 18th August, 2026.

Copy to:

1. The PS to Hon'ble CEM/Chairman, CADC for information.

2. The Pas to All Ems/Dy. Chairman/Adv. To CEM/Dy.Chief Whip/President, DSEB for information.
3. All Heads of Departments for information.
- ✓ 4. The I&PRO with a request to upload the OM in the CADC website dor wide dissemination.
5. File Copy/Guard File.


(PRONIT BIKASH CHAKMA)

Executive Secretary
Chakma Autonomous District Council
Kamalanagar

FORM OF NO OBJECTION CERTIFICATE

This is to certify that Shri/Miss/Smt. _____ (Designation)
working in _____ (Department). CADC has applied for permission
to associate himself/herself with the following Non-Governmental Organisation:

1. Name of NGO : _____
2. Registration No. : _____
3. Registered Address : _____
4. Objective of NGO : _____

After due consideration and in accordance with Rule 15 of the Central Civil Service
(Conduct) Rules, 1964, this office has NO OBJECTION to Shri/Smt _____
_____ rendering voluntary service to the above NGO(S) subject to the
following conditions:-

1. The voluntary work shall be performed strictly outside office hours and shall not interfere with official duties and responsibilities.
2. No remuneration, honorarium, salary or any other monetary benefits shall be accepted from the NGO.
3. The official shall not use his/her official position, designation or government resources for the purpose of the NGO.
4. The NGO shall be of non-political, charitable, social, cultural or educational nature and its objective shall not be in conflict with the Government policies.
5. The official shall maintain absolute integrity and devotion to duty as per Rule 3 of the CCS (Conduct) Rules, 1964 and shall not bring disrepute to Government.
6. The NOC shall be valid for a period of 1 (one) year from the date of issue and is liable to be withdrawn if any of the above conditions are violated. The NOC shall be issued with the approval of the competent authority.