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| **COMSATS UNIVERSITY ISLAMABAD**  **Lahore Campus**: Defence Road, Off Raiwind Road, Lahore  UAN: +92-42-111-001-007 Ext: 810, 866  **2018-05-16-PHOTO-00000280.jpgHuman Resources Section**  **Request form for the issuance of No Objection / Experience Certificate** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employee’s Information | | | | | | | | | | | |
| Name | | |  | | | | | | Designation | |  |
| Department/ Section | | |  | | | | | | Date of joining | |  |
| **Type of NoC** | | | | | **Type of Experience Certificate** | | | | | **Specify the time period NoC is required for** (if applicable) | |
| Study |  | Visa Application | |  | Personal record |  | Bank purpose |  | |  | |
| Job |  | Passport Renewal | |  | Relieved from service |  | Job |  | |
| Travel |  | Other (specify below) | |  | Visa Application |  | Study |  | | **Signature** | |
| **Purpose:** | | | | | | | | | | | |
| Recommendations of Head of the Department/ Section  Recommended  Not Recommended (please give reasons in case of not recommended) | | | | | | | | | | | |
| **As per rules** | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Signature | Designation | Date |  | | | | | | | | | | | | |
| **HR- Recommendations/ Observations** | | | | | | | | | | | |
| Verified and ok to award  Recommended to be held for  Not recommended | | | | | | | | | | | |
| It is Satisfied to award this NoC/ EC as per rules and his/ her entitlements  Not recommended | | | | | | | | | | | |
| Signature Designation Date | | | | | | | | | | | |
| **Approved (as recommended)**  **Not Approved**  (Director / Authorized Officer) | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Signature | Designation | Date |  | | | | | | | | | | | | |
| **Guide lines:**   * Please attach the detail along with invitation/ relevant documents if NoC/ Experience letter is required for travel to attend conference/ seminar etc and mention if any specific details need to be mentioned related to employment at CU. * Employees are requested to apply well before the deadline of submitting the NoC/ Experience letter as minimum 05 (five) working days are required to process the applications. * In case non-faculty employees are applying for NoC for study please fulfill the requirements mentioned at the backside of this form. | | | | | | | | | | | |

**CHECKLIST:**

(Ensure that you have attached the following documents in case of request of NoC for study)

* Evidence of Enrollment/Admission.
* Document to prove direct relevance of the degree to career/job.
* Evidence of evening degree program.
* Undertaking on stamp paper endorsing that the current degree program will not effect tasks/jobs assigned by CU and that I will not apply for transfer from current posting for at least 5 years.

**Please note that NoC is not the financial approval on the part of CU**