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|  **COMSATS UNIVERSITY ISLAMABAD****Lahore Campus**: Defence Road, Off Raiwind Road, LahoreUAN: +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** |
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| Signature |  Designation |  Date |  |

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| **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) |
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| Signature |  Designation | Date |  |

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| **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.
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**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**