



COMSATS UNIVERSITY ISLAMABAD

Lahore Campus: Defence Road, Off Raiwind Road, Lahore

UAN: +92-42-111-001-007 Ext: 810, 866

HUMAN RESOURCES SECTION

Request form for the issuance of No Objection / Experience Certificate

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	<input type="checkbox"/>	Visa application	<input type="checkbox"/>	Personal record	<input type="checkbox"/>	Bank purpose	<input type="checkbox"/>
Job	<input type="checkbox"/>	Passport renewal	<input type="checkbox"/>	Relieved from service	<input type="checkbox"/>	Job	<input type="checkbox"/>
Travel	<input type="checkbox"/>	Other (specify below)	<input type="checkbox"/>	Visa application	<input type="checkbox"/>	Study	<input type="checkbox"/>
Purpose:							
Recommendations of Head of the Department/ Section <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended (please give reasons in case of not recommended)							
<input type="checkbox"/> As per rules							
Signature		Designation			Date		
HR- Recommendations/ Observations							
<input type="checkbox"/> Verified and ok to award. <input type="checkbox"/> Recommended to be held for: <input type="checkbox"/> Not recommended for:							
<input type="checkbox"/> It is satisfied to award the NoC/ EC as per rules and his/ her entitlements on his/ her expense. <input type="checkbox"/> Not recommended for:							
Signature		Designation			Date		
<input type="checkbox"/> Approved (as recommended) (Director / Authorized Officer)				<input type="checkbox"/> Not Approved			
Signature		Designation			Date		
Guide lines:							
<ul style="list-style-type: none">• 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