

FORM OF APPLICATION

For obtaining 'NO OBJECTION CERTIFICATE' for Passport/Visa
(Or for renewal of old one)

To

The Registrar
Dibrugarh University
Dibrugarh-786004

Sir,

With due respect, I would like to apply for Passport/Visa and in this regard, I request you to provide me a No Objection Certificate and my particulars are mentioned as below:

1.	Name of the applicant: (in BLOCK letters)		
	a. Employee ID:	b. Date of Joining	
2.	Father's/Husband's Name:		
3.	Residential Address: Mobile no.:		
4.	a. Designation:	b. Permanent/Contractual <i>etc.</i>	
5.	Department/Centre/Branch/Section/Institute:		
6.	Address of Communication: Phone No.		
7.	Name and address for next kin in India		
8.	Purpose for which certificate is required: (For obtaining fresh Passport or renewal of old one)		
9.	Dependent family member of the applicant (provide details if necessary)		
In case of Teachers/Non-Teaching staffs for Visa only:			
10.	Whether admissible leave if required, has been sanctioned?		
	If so, the authority granting such leave :		
	Whether any financial implication is involved?		

I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

Date:

Place:

.....
Signature of the applicant

Designation:

Department:

Declaration by the Head of the Department/Centre/Institute or Controlling Officer of Section/Branch

I do hereby forward the application submitted by
Dr./Sri/Smti.....Designation.....
..... for
favour of issuing No Objection Certificate in his/her favour. The particulars as given by the application are
true. The issue of his/her certificate shall not purport to have any financial bearing/implications on this
University. The applicant is a

[Please tick the appropriate box]

- Permanent employee of this University**
- Re-employed employee of this University**
- Contractual employee of this University**
- Student of this University**
- Research Scholar of this University**

Date:

Place:

Seal:

.....
(Signature of the Head of the
Teaching/Administrative Deptt.)

Requisite documents to be furnished:-

For Passport-Applicants

1. Three (3) passport size recent colour photographs

For Visa Applicants

1. Photocopy of letter of invitations

For Office Use Only

Approve/Not Approve

Registrar
Dibrugarh University

Registrar

As approved, a NOC in the prescribed format is put up for your signature please.

Section Officer
Establishment Br.-‘A’/ ‘B’
Dibrugarh University

Signed:
Registrar
D.U.

-:Kindly use both sides of the paper for printing the application:-