



# **THE UNIVERSITY OF HARIPUR**

## **Policy for Issuance of No Objection Certificate (NOC) to UOH Employees (Teaching and Non-Teaching Staff) for further Studies**

1. Employees appointed on contract/Adhoc/engaged on fixed pay or temporarily hired shall not be eligible to apply for NOC for further studies.
2. Employees appointed on regular basis during probation cannot apply for NOC until and unless their probation period is successfully completed.
3. After the completion of probation, an employee can apply for NOC through proper channel (on a prescribed Pro forma) clearly mentioning the relevancy of his/her study with his/her current designation/ job along with recommendations of the concerned Chairperson, Dean or Section Head, as the case may be, clearly mentioning the interest of the University.
4. The concerned Chairperson, Dean / Section Head will ensure and report in black and white that whether a replacement or substitute will be required for such employee or not.
5. The employee seeking NOC for studies will submit an affidavit in writing that his/her studies will not affect his/her efficiency and would not create any hindrance in timely execution of his <sup>her</sup> services otherwise the NOC so obtained/issued will be cancelled.
6. In pursuance of Para 5, The concerned Chairperson/ Head will be responsible for monitoring the performance of such employee and in that, a performance report shall be submitted to registrar office on quarterly basis.
7. An employee after acquiring NOC shall be considered debarred to apply/ request for transfer to any other department or section, however, the Competent Authority reserves the right to transfer such employee in the best interest of the University.
8. Those employees who are already pursuing their studies in the University of Haripur, at the time of their regular appointment and are on probation, shall be treated as an exception to this policy and such cases shall be decided on discretion of the Competent Authority.
9. The Competent Authority shall reserve the right to accept or reject any application for issuance of such NOC.



**No Objection Certificate (NOC) Pro forma for Studies  
For UOH Employees (Teaching and Non-Teaching Staff)**

Name:	
Designation:	
Department/ Section:	
Date of joining as regular employee:	
Date of completion of probation:	
Current qualification	
Qualification requirement for promotion to next cadre	
Applying NOC for admission in; Program:	
Semester:	
Describe relevancy of studies with your current designation/job?	
Any benefit to The University?	
Date of application submission:	

**Recommendations of Chairperson / Section Head**

<input type="checkbox"/> Recommended	<input type="checkbox"/> Non Recommended
<input type="checkbox"/> Substitute/Replacement is Required	<input type="checkbox"/> Substitute/Replacement is Not Required

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Recommendations of the Concerned Dean / Registrar**

<input type="checkbox"/> Recommended	<input type="checkbox"/> Non Recommended
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Signature: \_\_\_\_\_

Date: \_\_\_\_\_