



# UNIVERSITY OF CALCUTTA

## Form of Application

For obtaining NO OBJECTION CERTIFICATE for Passport/Visa

(Or for renewal of an old one)

To  
The Registrar,  
University of Calcutta,  
87/1, College Street,  
Kolkata – 700073.

1.	Name of the Applicant: ( IN BLOCK LETTERS )		
	Calcutta University Employee No.:	6. Date of Joining	DD / MM / YYYY
2.	Father's/Husband's Name:		
3.	Residential Address:		
	Mobile No.:	Phone No.(R):	
4.	Designation:		
5.	Department/Office/Class:		
7.	a) Address for Communication:		
	Mobile No.:	Phone No.(R):	
	b) Name and Address for next kin in India:		
8.	Purpose for which certificate is required (For obtaining fresh Passport or renewal of an old one):		
	Or for Visa to visit: Place:	Country:	Period:
9.	State whether employed permanently /re-employed on adhoc /temporary basis/Student or Research Scholar:		
10.	Dependent family member of the applicant (add details if required) :		
11.	Identity Card Number (issued by university)		
In case of Teachers / Non- Teaching Staffs applying for Visa only:-			
12.	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 :

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Full Signature of the Applicant

Designation:

Department:

Declaration By The Head Of The Department

I do hereby forward this application of .....  
.....  
..... (address), for favor of issuing No Objection Certificate in his/ her favor. The particulars as given by the application are true. Admissible leave has been sanctioned. The issue of his/ her certificate shall not purport to have any financial bearing/ implications on the university. The applicant is a

[Please ✓ in appropriate box]

- Permanent employee of this University
- Re-employed employee of this University
- Ad-hoc employee of this University
- Temporary employee of this University
- Student of this University
- Research scholar of this University

Date :

Place :

Seal :

.....  
(Signature of the Head of the Teaching/ Administrative Dept./ Secretary to the Faculty Council for P.G. Studies concerned )

**Requisite documents to be furnished:-**

***For Passport—Applicants***

1. Three (3) passport size recent colour photographs

***For Visa Applicants***

1. Photocopy of the letter of invitation
2. Photocopy of the letter granting leave

*For Office Use Only*

**ISSUE**

**Verified by**

Signature if Jr./Sr. Assistant

Signature of Jr./Sr. Superintendent

**Registrar**

**University of Calcutta**