

Please forward you applications for NOC **through your guide** to hrd@igib.res.in. Please refer to the following format for NOC application.

NOC for Travel VISA

Subject Line: NOC application letter for VISA

Dear Sir,

I am(Name).(ID.No.....), working in the project titled (Project name/Project code) since....(Date...../.../....)under the guidance of Dr..(Name of PI..). My research work titled ".....(title of the conference paper/poster)....." ,(Accession Number.....) have been selected for presentation at the(Conference name)..... to be held from(date.../../... to date..../.../...) in(Name of place where conference is conducted).... I have been granted...(Name of travel award...).. which will cover the cost of travel for the conference. I request you to kindly issue an NOC certificate in Institute letter head for my VISA application for the same at the earliest. The details to be included in the NOC certificate are as follows:

Name:

Passport Number:

Purpose of the trip:

Duration of stay: **From (date) to (date)**

Travel dates:

I have attached the following documents for your reference with this e-mail:

1. OM for my employment at IGIB
2. Conference acceptance letter
3. Travel award
4. Copy of passport

Thank you

Yours sincerely,

Name

Designation

ID.No.

NOC For Job Application

Subject Line: NOC application letter for job application

Dear Sir,

I am(Name),(ID.No.....), working in the project titled (Project name/Project code) since....(Date...../..../....)under the guidance of Dr..(Name of Pl.). I am applying for the post of(Post name).....against the advertisement number datedadvertised by(Name of institution)..... I request you to kindly issue an NOC certificate at the earliest as it is a requirement to apply for the same.

I have attached the following documents for your reference with this e-mail:

1. OM for my employment at IGIB
2. Copy of the advertisement.

Thank you

Yours sincerely,

Name

Designation

ID.No.

Issue of Experience letter

Sub Line: Request for issuance of experience letter

Dear Sir,

I(Name),(ID.No.....), have been working as a.....(Designation)in the project titled (Project name/Project code) from....(Date...../..../....) till(Date...../..../....) under the guidance of Dr..(Name of Pl.). I (*have tendered my resignation/ transfer letter*) / *My tenure at CSIR IGIB expires*) on(Date...../..../....) and have completed and submitted my no dues form. It was a pleasure to work at IGIB that aided my career aspirations. I request that you issue my experience certificate for the work I did during my employment at the earliest date possible.

I have attached the following document(s) for your reference with this e-mail:

1. (*Relevant OMs regarding your employment at IGIB*)
2. Copy of no dues form

Thank you

Yours sincerely,

Name

Designation

ID.No.

OR

Sub: Request for Issuance of Experience Certificate

Respected Sir,

I, *Name .., (employee I.D Number)* am writing to you to request the issuance of my experience certificate, which I need to submit *(purpose)*..... .I have been working as... *(designation)*....under the guidance of Dr. *(Name of PI)*.....from*date to.....date*....I have enclosed my OM for your reference. Kindly do the needful and issue my experience certificate at the earliest possible date.

I have attached the following document(s) for your reference with this e-mail:

1. *(Relevant OMs regarding your employment at IGIB)*

Thank You

Yours sincerely,

Signature

NAME.