

**CERTIFICATE OF “RECOMMENDATION” AND “NO OBJECTION” FROM THE REGISTRAR  
OF THE UNIVERSITY / PRINCIPAL / TEACHER-IN-CHARGE / OFFICER-IN-CHARGE / HEAD  
OF THE INSTITUTION**

*This is to Certify that the Applicant Mr./Ms./Mrs. ....,  
Office Assistant / Sr. Office Assistant / Jr. Assistant / Sr. Assistant / Jr. Superintendent / Sr.  
Superintendent / Section Officer / Any other ..... is a  
Probationary / Temporary / Permanent / Full-time Contractual / Full-time Ad-hoc / Part-time  
employee in this Institution and is serving for ..... years. I do hereby recommend his/her  
application for (name of the course/programme) .....  
to be conducted by the UGC-Human Resource Development Centre, The University of Burdwan. If  
selected, he/ she will be released on time to participate in the above course/programme.  
The number of days he/she will attend the course/programme shall be treated as on-duty leave and  
he/she will ensure data pack on his/her own.*

Date:

Signature/Scanned Signature

Place:

Registrar of the University/Principal/  
Teacher-in-charge/Officer-in-Charge/  
Head of the institution  
(With seal)