

RECOMMENDATION FROM THE PRINCIPAL/HEAD OF THE DEPARTMENT

I recommend Dr./Mr./Ms.

(Designation)..... (Institution).....

.....for the Orientation Programme/Subject Refresher Course in

..... He/She will be relieved on time to participate in the above course at UGC Human Resource Development Centre, if selected. Certified that this College

is affiliated to University for the last five years. Also certified that the details of courses attended by him/her were verified and found correct.

Date: _____

Signature of the Principal/Head
With Official Seal

Note: Kindly note that in addition to sending this recommendation along with your application, you must produce a relieving certificate from your Head of the Department/Principal of your institution at the time of registration for course. Without the relieving letter you will not be permitted to join the course. This certificate is not a substitute relieving letter.

In short, two documents are needed:

- 1) Recommendation along with the application form.
- 2) Relieving letter at the time of joining the course.