



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

[An Institute of National Importance under Ministry of Education, Govt. of India]

Sector 1, Rourkela, Sundergarh Dist., Odisha 769 008

ESTABLISHMENT OFFICE

NITR/XX / 2026 / M /

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FTS

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Form ES / 17

Form for: Request for Miscellaneous Certificates

1. Name		2. EC	
3. Designation		4. Pay Level	
5. Dept.		6. DOJ.	

Request Category

<input type="checkbox"/>	A.	Fresh application for Passport Annexure "A", & "H" (for employees – kindly enclose one [01] Passport size Photograph)	<input type="checkbox"/>	B.	Renewal application for Passport Annexure "G" & "H" (for employees – kindly enclose one [01] Passport size Photograph)
<input type="checkbox"/>	C.	BH Registration (enclose filled Form 60 as per MoRTH format)	<input type="checkbox"/>	D.	Certificate (Service Particulars) for Employees on various purposes (except ES-09)
<input type="checkbox"/>	E.	NOC for Visa (Employee and / or Dependents on Personal Tour) – Reference to Clause 31(b) of Institute Leave Rules.	<input type="checkbox"/>	F.	Certificate (Address Proof) for Employees / dependents issue / update of details with Govt. Authorities (e.g. Passport / Gas / PAN / Aadhaar / Bank Passbook etc.)

For (D.), (E.) & (F.) – Kindly fill in the details below as applicable for employee / dependents

Employee / Dependent Name	DoB	Relationship with Employee	Passport No.	Country of Visit	Duration	Purpose

Signature of Employee

Forwarded by HoD

To: Asst. / Dy. / Jt. Registrar (ES)

<input type="checkbox"/>	Verified Particulars	<input type="checkbox"/>	Returned for compliance (overleaf)	<input type="checkbox"/>	Recommended	<input type="checkbox"/>	Returned for compliance (overleaf)
Dealing Seat (ES)				Asst. / Dy. / Jt. Registrar (ES)			
<input type="checkbox"/>	Approved / Recommended	<input type="checkbox"/>	Returned for compliance (overleaf)	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Returned for compliance (overleaf)
				Director			
Registrar				<i>Applications with Option 'E', approval of Director is mandatory.</i>			
To:	Prof.	Original Certificate issued.					
CC:	Personal File					Dealing Seat (ES)	

NB:

1. The details may kindly be kept precise.
2. Kindly enclose a copy of the Passport (first & last page).
3. For (E.) & (F.); kindly fill appropriate columns & the remaining may be left as -NA- (default value).