GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL: NOWGONG POLYTECHNIC: NAGAON: ASSAM
Email: now_poly@yahoo.com

NOTICE

All teaching and non-teaching staff of this institute are hereby informed that, under **Rule 13 of the Assam Civil Services (Conduct) Rules, 1965**, no Government servant shall, while in service, join or attend any educational institution, or appear at any examination of a recognised Board or University, for acquiring any academic or professional qualification, without the **prior permission of the competent / appointing authority**.

Accordingly, all staff members are directed to strictly comply with the following:

1. Any staff member intending to pursue a course of study (regular, distance, open or online mode) shall apply for permission / No Objection Certificate **through proper channel**, well in advance of applying for admission, registration or examination.
2. The application shall state the name of the course, the institution / university, the mode of study, the duration, and the schedule of classes and examinations.
3. No staff member shall take admission or appear in any examination until permission is formally communicated in writing by the competent authority.
4. The applicant shall furnish an undertaking that the course will not affect official duties. Leave required for classes or examinations shall be applied for separately under the relevant leave rules, including the Assam Study Leave Rules, 1963, where applicable.
5. All Heads of Department and Section-in-charges shall bring this notice to the attention of every staff member under them and ensure compliance.

Sd/-
(Ramen Kumar Bharali)
Principal (i/c)
Nowgong Polytechnic, Nagaon

Memo No. NP(Esstt.)/Misc-6/26/4025-27 Dated Nagaon, the 23-11-2026

Copy to:

1. The Director of Technical Education, Assam, Kahilipara, Guwahati-19, for favour of kind information.
2. The Notice Board / Institute website.
3. Circulation among all the staff of Nowgong Polytechnic.
4. Office file.

RBharali

(Ramen Kumar Bharali)
Principal (i/c)
Nowgong Polytechnic, Nagaon