



APPLICATION FOR SABBATICAL LEAVE
(To be submitted in triplicate)

From :

To
The General Manager(HR)
H.R.Department
Andhra Bank
Head Office
Saifabad, Hyderabad - 500 001

Sir,

Sub : Request for sanction of Sabbatical Leave

I request you to sanction me Sabbatical Leave of _____ days from _____ to _____ . In this connection, I submit the following information :-

1. Date of joining the bank :
2. Address for communication during Sabbatical leave period :
3. Purpose for Sabbatical leave :
4. Total EOL availed so far :
5. Details of loans and advances outstanding as on date :

Nature of Loan	Amt. outstanding (₹)	Total of instalments / interest that will fall due during the leave period (₹)
i) Housing Loan		
ii) Addl. Housing Loan		
iii) Vehicle Loan		
iv) Clean Overdraft		

6. Non operative SB A/c. No. :

7. Total amount deposited towards
instalment and interest that will
be due during the leave period :

8. I confirm that there are no loans /advances outstanding in my name except what is mentioned above in Point no.5.

Further, I declare as follows :

a) I shall report for duty immediately on expiry of leave sanctioned without requesting for further extension under any circumstances. Further, I understand that failure to report for duty will attract disciplinary action / removal from bank's service.

b) I declare that there are no pending Disciplinary Cases / Prosecution Proceedings against me.

c) I declare that the proposed leave is not for taking upon any employment / business / profession, elsewhere.

d) I hereby confirm that I have gone through Head Office Cir. No. _____, Ref. no. _____, dated _____ and understood the contents thereof.

Place :

Yours faithfully,

Date :

()

Specific Remarks / Recommendations of the branch / office

Date :

Signature with stamp

Specific Remarks / Recommendations of the Zonal Manager

Date :

Signature with stamp