

PROFORMA OF APPLICATION-CUM-UNDERTAKING LETTER
(To be submitted in triplicate)

From: _____

To
The General Manager (P)
Andhra Bank
Personnel Department
Head Office
Saifabad, Hyderabad-500 004

Dear Sir,

Sub: Request for sanction of _____ Leave to go abroad.

I request you to sanction _____ leave of _____ days from _____ to _____ for proceeding abroad. In this connection, I submit the following information:

1. Date of joining in the Bank :
2. Details of NOC obtained
(ie., Ref. Lr. No. & Date) :
3. Place of visit :
4. Purpose of visit :
5. Address during the leave period :
6. Details of Loans and Advances
outstanding as on date :
7. Details of passport (a copy of the
same is enclosed) :

Further, I hereby undertake as follows:

1. 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 comply with the above will attract disciplinary action / removal from bank's service.
2. I hereby declare that there are no pending Personnel / Vigilance Cases / Proceedings against me.
3. I undertake that the proposed visit to _____ is not in the nature of employment / business/higher studies.
4. I undertake that, in case I fail to report for duty / in case my declaration is found to be false, the Bank may advise the Passport / Visa Issuing Authorities at _____ to withdraw / impound the Passport / Visa issued to me.
5. I hereby confirm that I have gone through Head Office Cir. No. 396, Ref. No. 3/50, dt. 02.03.1993 and undertake to abide by the guidelines issued therein.

Submitted for favourable consideration.

Station : _____
Date: _____



Yours faithfully

14/06/1

19/33

Specific Remarks / Recommendations of the Branch / Office:

Signature with Stamp

Date: _____

Specific Remarks / Recommendations of the ZM :

1.

2. Leave position of the employee / Officer as on date is as under:

Privilege Leave at credit	:
Last Credit given on	:
Leave availed after last credit	:
Sick Leave eligibility	:
Sick Leave availed so far	:
EOL availed so far	:
Unauthorised Absence	:

Date: _____

Signature with Stamp



14/0/62

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Sec.No.4531