

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 – 500 001.

Dear Sir,

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

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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, 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 : Hyderabad.

Yours faithfully,

Date :

Specific Remarks / Recommendations of the Branch / Office:

Date :

Signature with Stamp.

Specific Remarks / Recommendations of the ZM :

1.

2. Leave position of the employee / Officer as on the 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