

Undertaking Letter

From:

Shri/Smt./Ms.
 Employee No.
 Designation
 Scale.....
 Posting - Branch/Office.....
 Regional Office.....FGMO
 Passport No.

To:

The AGM/DGM/GM,
 Human Resources Department,
 RO/ZO/CO
 Location

Subject: Sanction of Leave for going abroad

I hereby solemnly undertake as under:

- 1) I have applied for leave from to (specify period of leave) in HRMS Package for trip to
- 2) I have clearly stated the period of leave proposed to be taken along with purpose of Trip/place of visit abroad.
- 3) Leave for visiting abroad be sanctioned to me in consultation with the concerned RO...../ZO...../CO..... (Department).
(Strike out whichever is not applicable).
- 4) I will not extend my leave under any circumstances or on any reason.
- 5) My address and contact no. during the leave period shall be as given below:

6) Details of the Trip

Period of Leave	Name of foreign countries to be visited	Whether NOC for Visa applied for or no visa required or visa on arrival	Purpose of Trip	Estimated expenditure (travel, boarding, lodging, visa, misc etc.)	Whether Sponsored or self-financed	If Sponsored- Name of the Sponsor with reasons of sponsorship Or If self-financed- source of funds

- 7) In case of any failure to return on duty, the Bank shall be entitled to recover all outstanding loans/advances against me, as and when due from Gratuity or any other terminal benefits, which may be payable to me by the Bank.
- 8) I agree to abide by other conditions as per Staff Circular No. 7762 dated 30.08.2022 and leave rules of the Bank.

Yours faithfully,

[Signatures of the Employee]

Place:

Date:

