

The Zonal Manager, _____ Zone,

The Asst. General Manager,, HR Deptt.

Forwarded through: The Manager/ _____ branch

The Deptt. Head/ _____ deptt.

Zonal Office/Head Office

Dear Sir,

Request for permission for visiting

Abroad on Immigration Visa/Tourist Visa

I am desirous of visiting _____ (Name of the Place & Country to be visited) under _____ Visa from _____ to _____ (period of visit).

2. I, hereby undertake to abide by the following conditions:

i. I will intimate the Bank sufficiently in advance, the date of my departure from India and the proposed period of stay abroad.

ii. I will furnish additional/sufficient security so that the total security available to the Bank, including the amount of my contribution to Provident Fund Account covers the balance outstanding in my Housing Loan Account and all other loans availed of by me from the Bank, including other outstanding dues, if any, to the Bank.

iii. I will not also seek any extension of leave from abroad and if I overstay my sanctioned leave, such absence shall be treated as "Unauthorised Absence" and the Bank shall be free to initiate appropriate disciplinary action a deemed fit for such "Unauthorised Absence". The Bank shall also be free to settle any terminal benefits and adjust the same towards the outstanding dues including loans and advances in my names;

iv. If I leave India without the written permission of the Bank, my absence will be treated as "Unauthorised Absence" and the Bank shall be free to initiate appropriate disciplinary action as deemed fit for such "Unauthorised Absence";

v. I intend to return to India after my tour and will not emigrate permanently; and

vi. The details of my outstanding loans with the Bank are as under and the loans are maintained at _____ Branch/Office.

Nature of loan	Outstanding	Nature of loan	Outstanding
I _____	_____	iv. _____	_____
li _____	_____	v. _____	_____
lii _____	_____	vi. _____	_____

PF No. _____

Signature : _____

Place :

Name:

Date:

Designation:

Grade/Scale:

Department/Branch: