

**Application for sabbatical leave under
Bank of India sabbatical leave scheme for female employees.**

To,

(Competent Authority)

Dear Sir,

In terms of the Bank of India Sabbatical Leave Scheme for Female Employees (Branch Circular No.106/____ dated _____), I request you to sanction me Sabbatical Leave for _____ months/years for the period from _____ to _____.

Full Name of the Applicant	
Category	Officer/Clerk/Sub-staff
Provident Fund No.	
In case of Officer - Designation	
Grade/Scale & Pers.No.	
Present Posting	_____ Branch / _____ Zone _____ Dept., Head Office.
Permanent address	
	Tele.No. _____ Mobile No. _____ Email ID _____
Address for communication	
Date of Joining	
Date of Confirmation	
Purpose for which leave is applied for	
Details of sabbatical leave, if any, availed in the past – If yes	From _____ to _____

I declare that I have read the Scheme and understood the terms and conditions governing the Scheme. I undertake to abide by the terms and conditions of the Scheme. I also declare that there is no disciplinary action contemplated/initiated/ pending against me.

Yours faithfully,

Date : _____

(Signature)

Name :

**UNDERTAKING FOR LEAVE UNDER
BANK OF INDIA SABBATICAL LEAVE SCHEME FOR FEMALE EMPLOYEES.**

To,

ANNEXURE-III

(Competent Authority)

Dear Sir,

In terms of the Bank of India Sabbatical Leave Scheme for Female Employees circulated vide Branch Circular No. 106/ dated 04.2012, I have applied for Sabbatical Leave for a period of _____ months/years from _____ to _____.

2. I hereby undertake –

- a) Not to take up/involve in any employment/vocation/business/profession during the period of Sabbatical leave sanctioned to me;
- b) To ensure to make timely repayment of instalments/interest in respect of all loans/facilities availed by me from the Bank as per its schedule;
- c) To make me available to Bank for any Departmental Enquiry, Investigation/Court Case etc. in respect of serious irregularities, if any, which may come to light subsequently. On account of my failure to do so, I am aware that I would be liable for appropriate action as deemed fit by the Bank;
- d) To obtain Bank's prior permission to go abroad, for any reason;
- e) To inform the Bank about any change in my address for correspondence during the period of Sabbatical Leave;
- f) As I am availing Sabbatical Leave of more than 18 months, I will vacate the accommodation provided to me by the Bank prior to proceeding on leave and handover peaceful possession of it to the Bank/landlord, as the case may be.
- g) If the leave is less than 18 months and if I am allowed to retain the accommodation provided to me by the Bank, I shall pay the actual leased rent to the landlord and in case of Bank's accommodation, I shall pay to the Bank the rent at commercial rate as applicable to the centre where I am posted.
- h) I shall report to my parent Branch/Office or at any other branch/office advised by the Bank immediately after expiry of Sabbatical leave sanctioned to me.
- i) In case I fail to report for duties upon expiry of the sanctioned Sabbatical leave, commercial rate of interest may be charged (as applicable to the general public) on all the advance/loan facilities granted to me.

3. I have noted for compliance the terms and conditions of the above Branch Circular and also which are not specifically mentioned hereinabove.

Yours faithfully,

Date :

(Signature)

Name :

Branch/Office :

Designation : Officer/Clerk/Sub-staff