



Further, I hereby give undertaking that:

1. I will get my leave sanctioned well in advance.
2. I will not serve anywhere during my stay abroad OR take any kind of remunerative assignment during leave period.
3. I will resume duties on expiry of leave granted to me.
4. I will not seek permission for extension of leave.
5. I will execute the bond as per O.202 (16), if visiting on immigration visa.
6. I am going on immigration visa but as my age is 55 years & above OR Service period in university is above 30 years, **I am exempted to execute the bond as per O.202 (16(b)).**
7. I will give Bank Guarantee equivalent to 2 months salary (if visiting abroad on Immigration visa).
8. I will submit copy of Passport.
9. I will submit copy of Visa before proceeding abroad.

**Signature of Applicant**

Remarks of the Head of the Department:

**Signature & Stamp of  
the Head of the Department**

**Signature & Stamp of  
the Dean/Principal/Head of the Institution**

**NOTE: The salary of employee during visit to abroad (on Immigration visa) will be paid only at the time of his/her rejoining the University.**