**UNDERTAKING**

............................................................................................................................................................................................................ hereby undertake to abide by the following conditions.

1. Admission to the course will not be a guarantee against transfer, if it becomes

 necessary in the middle of course.

2. My admission in the course will be without detriment to the official work and I will work

 late hours also, if required.

3. The entire cost towards the course will be of my own and TANGEDCO will not be

 responsible for my expenditure there fore.

4. Certified that the permission granted to undergo to course is valid only as long as I

 continue in the same station. On transfer to other port in same station or transferred

 to other station permission granted will be automatically be revoked.

5. Certified that I will not be absent regularly during prescribed duty hours on the plan

 that I will attend the work outside the duty hours.

6. If I continue the course even after such transfer without getting permission in the

 transferred station disciplinary proceeding will be initiated against me.

SIGNATURE OF THE APPLICANT

STATION:

DATE:

**APPLICATION FOR SEEKING PERMISSION TO STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Name of the applicant with designation | : |  |
| 2. | Present Station | : |  |
| 3. | Date of joining at present station | : |  |
| 4. | Nature of Duties | : |  |
| 5. | Whether study in correspondenceCourse/Private study/Part time course | : |  |
| 6. | Nature of course | : |  |
| 7. | Date of commencement of course | : |  |
| 8. | Duration of course | : |  |
| 9. | If it is part time course name and place of station where the course is conducted | : |  |
| 10. | Distance of the Institution from the work station | : |  |
| 11. | Whether the study is without detrimental to his work | : |  |
| 12. | Whether the individual accepts that the admissions to the course will not be a guarantee against transfer if it becomes in the middle of the course  | : |  |
| 13. | Reason for not obtaining prior Permission in case already joined the course | : |  |

Date :

Place :

 SIGNATURE OF THE APPLICANT

 **RECOMMENDATION OF THE IMMEDIATE SUPERIOR**

 I recommend that the permission may be accorded, since the study of the individual through correspondence course/part time course/private study or similar course is without detrimental to official duties.

STATION :

 SIGNATURE OF THE SUPERIOR

DATE :