

**SURETY**

I \_\_\_\_\_ s/o \_\_\_\_\_  
working as permanent \_\_\_\_\_ hereby stand  
surety for all Govt. dues which may be found outstanding  
against \_\_\_\_\_ s/o \_\_\_\_\_ who  
is working as \_\_\_\_\_ from the date he wants to go  
abroad.

Date:

Signature \_\_\_\_\_

Name in full  
(BLOCK LETTERS) \_\_\_\_\_

Designation \_\_\_\_\_

Staff No. \_\_\_\_\_

Office \_\_\_\_\_

Certified that Shri \_\_\_\_\_ s/o \_\_\_\_\_  
is permanent employee of this office and he/she signed the above  
document in my presence.

Signature \_\_\_\_\_

Name of Officer \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_

**UNDERTAKING**

I \_\_\_\_\_ (Staff No. \_\_\_\_\_)

working as \_\_\_\_\_ hereby undertake that I will not overstay abroad unauthorizedly in excess of the leave granted to me. I further undertake that I will not tender resignation / negotiate for any employment etc. while my stay abroad. In case of any deviation of the rules or violation of the undertaking given, I shall be liable for disciplinary action in accordance with the rules of the Government of India.

Signature \_\_\_\_\_

Name in full \_\_\_\_\_

**Date:**

**Office** \_\_\_\_\_