

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) PUNJAB & U.T
CHANDIGARH

PROFORMA OF UNDERTAKING TO BE OBTAINED FROM
OFFICERS/OFFICIALS WHO WANT TO PURSUE HIGHER STUDIES

I undertake to:-

- i) not to take leave for preparing for the examination.
- ii) to discharge my duties efficiently without being detracted by my studies/examination.
- iii) to go on inspection/OAD duty whenever called for to do so.
- iv) not to have any claim of any sort if the permission granted to me is withdrawn at any time without assigning any reasons.

Signature of the Applicant

Applicant's Name:

Designation :

Section :

It is certified that:-

- i) the officer / official abided by the conditions on which the permission was granted to him / her in the past and there was no complaint about his/her neglecting the official duties by taking frequent leave etc. , so as to be able to prosecute the studies; and
- ii) his/her work and conduct in the office has been satisfactory.

Audit Officer/ Sr. Audit Officer