

Schedule 25: Letter of Undertaking for Special Leave

I,bearing EMP ID No.....serving as.....in theof the NHDC, hereby accept to avail special leave for a periodmonths with effect from.....(dd/mm/yy) and I hereby undertake to:

- 1. Use the special leave only for reasons mentioned in my application
- 2. Not engage in any other activity
- 3. Abide by all relevant rules and regulations; and laws of the country
- 4. Accept any administrative actions if I fail to abide by this undertaking.

I, hereby do confirm that I have been briefed on all rules governing my special leave and I have understood them, including the implications and consequences of violating them.

(Affix Legal Stamp)
Name and Signature

Place:

Date:

Witness:

Name:

CID No:

Permanent Address:

Contact Address and Number:

(Caution: This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications)