

APPLICATION FOR SEEKING PERMISSION TO

STUDY CORRESPONDANCE COURSE

1. Name of Applicant with Designation :
2. Present Station :
3. Date of joining in the Board :
4. Date of joining at present station :
5. Nature of duties :
6. Whether study in a correspondence Course/part time course/private study :
7. Name of the Course :
8. Date of commencement of course :
9. Duration of course :
10. If it is a part time course, name and place of station where the course is conducted :
11. Distance of the institute from the work place :
12. Whether the study is without detrimental to his work :
13. Whether the individual accepts the conditions that admission to the course will not be guarantee against transfer if it become necessary in the middle of the course :

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

SIGNATURE OF THE SUPERIOR

STATION :

DATE :

TAMILNADU ELECTRICITY BOARD

UNDERTAKING

I

.....  
..... certify the following.

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 TNEB 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, disciplinary proceeding will be initiated against me.

SIGNATURE OF THE APPLICANT

STATION :

DATE :