

Permission for Pursuing Higher Studies:

If an employee desires to pursue higher studies after joining the bank, the permission may be granted to him / her (during probation also) to pursue higher studies, after ensuring that the working hours of the employee in the bank is not in conflict with the working hours of the educational institution that he / she joins and he / she gets sufficient marginal time to report to the office in time.

If an employee pursues higher studies without prior permission of the bank, he / she will not be entitled for any benefit in lieu of having passed the said examination. Besides this, the employee will also be liable for disciplinary action in terms of Bank's guidelines.

An employee seeking permission for pursuing further studies should make a request to the bank and give the necessary undertaking.

(Ref. – HRD Division Circular No. 125 dated 4.1.2003)

APPLICATION FOR PERMISSION FOR PURSUING HIGHER STUDIES

The Circle Head,
Punjab National Bank,
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Dear Sir,

Reg.:- PERMISSION FOR PURSUING HIGHER STUDIES

Please grant me permission to join (Nature of class) in the local college Name of College/University) which will be held from hours to hours (to which effect a certificate from the Principal/Head of the college/Institution is attached)/ through Distance Learning (Name of University) which do not conflict with my working hours in the Bank. I further undertake that this permission, if allowed, will not bind the Bank to keep me in (Station) for the period of my studies nor I will claim any special consideration for leave. The Bank will have absolute discretion to transfer me at any time out of station and will also deal with my leave application according to the existing rules. I also undertake that I shall neither come late nor leave the Bank before the scheduled office hours on any day without permission and if required to put in overtime to complete my work, I shall have no objection.

I undertake that the University/ Board from which I will pursue my studies is affiliated/ recognized by Govt. of India/ UGC/AICTE.

Yours faithfully,

Signature of employee:
Name:
Place of Posting:
Date: