



# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Telefax : 020 2545 4008 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

**PROF. M. N. NAVALE**  
M.E. (ELECT.) MIE., MBA.  
FOUNDER PRESIDENT

**DR. (MRS.) SUNANDA M. NAVALE**  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

STES / Personnel / 2011/105

Date: 01/06/2011

## CIRCULAR

**Subject: - Format of Bond to be submitted by the Employee proceeding on Study Leave (Leave Without Pay).**

Leave without Pay (Study leave) is granted to the Employees to undergo further study and acquire higher qualification to improve their career. It is in fact encouragement given to the employees with the expectation that Society should get benefit of his acquired knowledge after his return from study leave. To get this benefit Society has decided to obtain Bond from the employees proceeding on long study leave.

A format of the Bond for this purpose is prepared and enclosed herewith.

- Bond (in the prescribed format) on stamp paper of Rs. 100/-, dully filled in all respects along with signature of two sureties of at least equal status, shall be submitted by the employee, before proceeding on study leave.
- Employee proceeding on study leave for more than three months shall have to submit Bond in the prescribed format.
- Head of the Institute shall not relieve the employee on study leave unless the Bond is obtained from him.
- If an employee on study leave for less than three months, wants to extend leave beyond three months, he will have to submit such Bond. No extension of study leave shall be granted to him unless Bond duly completed in all respect is submitted.
- According to the condition in the bond, employee shall have to serve Sinhgad Technical Education Society at least for three years after return from study leave.
- If employee fails to rejoin the duty after expiry of study leave or could not complete successfully the Course, then amount spent by the Society, for the substitute arrangement made in his place during period of his leave and other expenses incurred by the society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.

P.T.O/-



Directors / Principals of all Institutes/ Colleges are hereby instructed to follow above instructions scrupulously and preserve 'Bond' in original in their safe custody till Employee Complete Bond period as per agreement after his return to the duty.

(Prof. M.N. Navale)  
President

Encl.: Format of Bond

1. All Directors, Sinhgad Technical Education Society.
2. Directors / Principals of All Institutes / Colleges / Polytechnics.
3. Dean, Smt. Kashibai Navale Medical College & General Hospital, Narhe.
4. Chief Executive Officers of all Campus.
5. Select file.

Copy to:

1. Founder Secretary, Sinhgad Technical Education Society.
2. Senior Assistant to President.

SINHGAD TECHNICAL EDUCATION SOCIETY.

**Bond to be submitted by the employee who has been granted Leave Without Pay /  
study leave in India or abroad**

I the undersigned ..... resident of .....  
in the District of ..... at present employed as ..... in the  
Department/Office of ..... (hereinafter called "the obligor") do hereby  
severally bind myself to pay to the Sinhgad Technical Education Society, Pune on demand the  
sum as will be decided by the Management together with interest thereon from the date of  
demand at Prevailing Bank rates for the time being in force on loans or, if the payment is made  
in a country other than India the equivalent of the said amount ANDTOGETHER with all costs  
between attorney and client and all charges and expenses that shall or may have been incurred by  
the Sinhgad Technical Education Society, Pune (hereinafter called Society).

WHEREAS the Leave without Pay for . . . . . years/months/days has been granted to me  
for a period . . . / . . . /20 . . . . . to . . . / . . . /20 . . . . . in order to enable me to study at . . . . .

AND WHEREAS the Society has to make substitute arrangement to perform the duties  
during the period of my absence due to Leave Without Pay; (Study Leave) for the above said  
period.

AND WHEREAS for the better protection of the Society the obligor has agreed to  
execute this bond with two sureties with such condition as hereunder written;

**Signed and delivered by the obligor  
above- named Mr./Mrs.**

Date ;

Signed in the presence of . .

Witnesses            1

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