

LWP Undertaking Form

Education

I, Roshan K, intend to avail Leave Without Pay from 08-Jul-2019 to 01-May-2020 for Higher Studies.

I have gone through the Leave without Pay Policy of TCS and voluntarily accept and agree to abide by the terms and conditions mentioned therein.

I will not take up any part time or full time employment for remuneration or otherwise, for any reason whatsoever during the LWP period.

I am submitting documentary proof of my education i.e. Admission Letter here with the leave application.

I will report at my base branch HR latest by 02-May-2020 and will not extend the same without justifiable circumstances. In case I need to extend the leave, the same will be informed to appropriate authorities at least a fortnight before my current leave end date. I will also submit necessary documents in support of the completion of the course.

I irrevocably state that, if I resign from TCS while on leave or fail to report for duties on the aforesaid date without prior intimation and permission then TCS has all rights to treat the absence as Unauthorized Absence and recover the appropriate damages/losses due to my absence. In such scenario, TCS would also be free not to count the period of my LWP as continuous service for the purpose of payment of gratuity and may consider the day immediately preceding the LWP start date as my end date of employment for all purposes including for calculation of dues and retrials. TCS can also initiate appropriate disciplinary action against me for my unauthorized absence without any further notice to me.



Signature of Employee
April 12, 2019
Roshan K
762309