

...On Letter Head of Issuing Organization....

To whomsoever it may concern

Shri/Smt..... .Designation...working in office
.....has applied for BSNL residential Staff Quarters (Type-....) at
..... /..... /....., Mumbai on rent basis under renting out Policy (CROP-2020).

It is requested that the residential quarters of BSNL may please be allotted to him. We **undertake** that in case of default of payment by above employee, the entire outstanding amount of rent as well as any other liability in respect of the residential staff quarters allotted to him shall be paid by(competent authority of paying the salary/ Organization Name)..... on behalf of said employee.

Further this is certified that I am competent authority to issue this certificate on behalf of
(Organization name).

Place
Date

Sign of Employer with Seal
(Name of organization)
Email:
Mobile No:
Address