

HRM  **Manual**

**APPLICATION FOR VOLUNTARY RETIREMENT SCHEME
(THROUGH PROPER CHANNEL)**

To

Sub:- Application for Voluntary Retirement under Scheme notified vide Circular No..... Dated.....

Sir,

1. With reference to Circular no.....dated..... on the above subject. I hereby opt for release under the Voluntary Retirement Scheme.
2. I agree with the terms & conditions as contained in the aforesaid circular.
3. I may kindly be relieved by in accordance with the above Scheme and the various benefits as provided therein may be paid to me on the date of release. My particulars as on date are as under:

Name	
Employee No.	
Father's/Husband name	
Date of Birth	
Date of joining the Corporation	
Total service in the Corporation in Completed years	
Designation	
Scale of Pay	
Basic Pay	
DA	
Declared Home Town	
Details of Family Members residing with me (along with date of birth)	
1.	
2.	
3.	
4.	
Present Posting	
After retirement I wish to settle at :	

Thanking You

Yours faithfully

()
Name & Signature of the employee.

Date:

Name, Designation, Addresses and Signatures of two Witnesses:

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1.
2.

Certified that I have neither applied nor I have the intention to apply for employment in any Public Sector Enterprise/Governemtn Organization after Voluntary Retirement.

(.....)
Name & Designation of the employee.

Date:

FOR OFFICIAL USE

The Application of Sh./Smt/Km..... for release under Voluntary Retirement Scheme has been verified. The application of Sh./Smt./Km..... may be accepted/may not be accepted for reasons specified on a separate sheet.*

Date

(Name/Designation and
Signature of Head of the
Department)

* strike out whichever is not applicable.

Forwarded for acceptance through

Head of the Deptt.

Application of Sh./Smt./Km. for release under VRS
accepted/not accepted.*

CMD/Head of the project.

Date :

* strike out whichever is not applicable.