

APPLICATION FOR VOLUNTARY RETIREMENT  
( IN TERMS OF GOMS NO. 147 FIN DT 11.5.1982)

- 1.NAME OF EMPLOYEE& POST& OFFICE : -----  
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- 2 DATE OF BIRTH: : -----
- 3.DATE OF JOINING IN SERVICE: : -----
4. TOTAL SERVICE COMPLETED AS ON \_\_\_\_\_ : \_\_\_\_\_ YRS \_\_\_\_\_ MONTHS \_\_\_\_\_ DAYS  
( Apply of Volunteer Retirement Dated )
5. TOTAL **EXTRAORDINARY LEAVES** AVAILED : ..... DAYS  
( Upto Date of Apply of Volunteer Retirement ) ( \_\_\_\_\_ YRS \_\_\_\_\_ MONTHS \_\_\_\_\_ DAYS)
5. NET COUNTABLE SERVICE EXCLUDING **EOL'S** : \_\_\_\_\_YRS \_\_\_\_\_MONTHS \_\_\_\_\_ DAYS  
( Upto Date of Apply of Volunteer Retirement )
6. WHETHER COMPLETED 20YRS OF SERVICE EXCLUDING LEAVE PERIOD IN ALL CADERS : YES / NO
- 7 ANY CHARGES PENDING WITH DEPARTMENT : YES / NO
8. ANY LOANS PENDING WITH DEPARTMENT : YES / NO
9. WHETHER THE EMPLOYEE IS FIT IN PHYSICALLY AND MENTALLY WHILE TAKING THIS DECISION : YES / NO
10. WHETHER ORIGINAL CERTICATES OF EDUCATIONAL QUALIFICATIONS ENCLOSED FOR CANCELLATION FOR FOR FURTHER EMPLOYMENT? : YES / NO
11. DATE ON WHICH THE EMPLOYEE WISHES TO RETIRE ON VOLUNTARY RETIREMENT : DATE : \_\_\_\_\_
12. REASON FOR VOLUNTARY RETIREMENT : .....

STATION:

DATE:

SIGNATURE OF EMPLOYEE

IT IS CERTIFIED THAT THE ABOVE INFORMATION VERIFIED WITH SERVICE REGISTER OF APPLICANT& OFFICE AND FOUND CORRECT. CERFIED THAT HE IS PHYSICALLY & MENTALLY FIT WHILE SIGNING IN PRESENCE OF ME. FORWARDED FOR FURTHER ACTION ALONG WITH SERVICE REGISTER& ORIGINAL CERTIFICATES OF EDUCATIONAL QUALIFICATION. HE IS ELEGIBLE FOR VOLUNATARY RETIREMENT ON \_\_\_\_\_ AS PER NORMS IN VOGUE.

STATION

DATE:

HEAD OF OFFICE.