

CHECK LIST FOR PROCESSING THE APPLICATION FOR VOLUNATRY RETIREMENT

1. Name of K.V. : _____
2. Name & Designation of Employee : _____
3. Date of Birth & Age : _____
4. Date of Joining in KVS : _____
5. GPF/CPF A/c. No. : _____
6. If CPF Optee, whether he/she completed 30yrs of service or attained the age of 50/55yrs. (50yrs in case of Group A & B, 55yrs. in case of Group C & D employee) : _____
7. Whether 3 months Notice given, if not Sought for curtailment of notice period : Yes / No
From _____ to _____
8. Date of submission of application for Voluntary retirement to the controlling Authority : _____
9. Non Qualifying Period viz. EOL on Pvt. Affairs, period of dies-non, Suspension period followed by major Penalty etc. with full details (Details should be given in separate sheet) : _____
10. Date on which the employee requires to be relieved from the services of KVS : _____
11. Total Length of Service (4 – 10) : _____
12. Total Qualifying service (11 – 9) : _____
13. Any disciplinary case is pending or Contemplated against him/her : _____
14. Whether the Service Register & Personal File are properly updated, Please confirm. : _____

CERTIFICATE

Certified that the above details are verified by me personally from the Service Book and

Personal file of Sh./Smt. _____ of this vidyalaya and found correct.

Handwritten signature and date in green ink, including a large 'A' and the date '24/8'.