

CHECK LIST FOR THE VOLUNTARY RETIREMENT CASES

Page No. 01

Sl. No.	Details of Requirement	Page No.
01	Notice served by the employee with Date and Diary Number	
02	No. of years of Completed Service from the date of appointment to till date	
03	Certificate from the HOS that all entries have been verified from the Service Book including the period of Notice (in anticipation)	
04	Nomination Forms i.e. DCRG, GPF & CGEGIS pasted in the Service Book	
05	Spouce Information pasted in the Service Book	
06	Family Details pasted in the Service Book	
07	Leave Account checked & found correct (w.e.f. 01/09/2008 HPL is to be credited instead of E.L. in case of teaching staff)	
08	Service Verification chart in chronological order with page no. and Vol. of Service Book	
09	No Dues Certificate duly signed by DDO and HOS	
10	Service Book duly completed in all respects including signatures and stamp on the entries made in the Service Book	
11	Leave Account and Regularization of Absence, if any	
12	Entry regarding Appointment in the Service Book	
13	Entry and Certificate regarding EOL, if any	
14	Vigilance Clearance up to District Level up to PGTs and up to DOV Level for Gazetted Officers	
15	Date of Issue of Vigilance Clearance Certificate	
16	Certificate to the effect that employee is eligible for Voluntary Retirement	
17	Certificate regarding Counting of Past Service, if any	
18	Condonation of interruption of Service by the Competent Authority, if any	
19	Entry regarding payment of Leave Salary and Pension contribution, if any, under the signature of PAO	
20	Undertaking from the official /officer that he/she will not avail any kind of EOL during his/her notice period duly counter signed by the EO/HOS	
21	Certificate from the HOS concerned that the employee has completed 30/20 years of regular service, mentioning period clearly	
22	No Penalty Certificate, if imposed the copy of the same is required	
23	Dies Non period details, if any	
24	Certificate from the HOS that the official was never placed under suspension	
25	If suspended, the copy of suspension order	
26	If revoked, the copy of revocation order	
27	Whether the suspension period has been regularized	

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Page No. 02

Sl. No.	Details of Requirement	Page No.
28	If yes, the copy of the Competent Authority regularizing the suspension period	
29	Undertaking from the official that No Court Case is pending against him/her	
30	Certificate from the HOS concerned that No Court Case is pending against the official concerned	
31	Certificate from the DEO concerned that No Court Case is pending against the official concerned	

Signature of Employee : _____

Name of Employee : _____

Mobile Number : _____

Signature of HOS : _____

Name of HOS : _____

Mobile Number : _____