

**FORMAT FOR SEEKING APPROVAL OF DOPT FOR VOLUNTARY RETIREMENT  
OF US AND ABOVE LEVEL OFFICERS OF CSS**

1. Name:
2. Present post held :
3. Date of birth :
4. Date of entry into Govt. service :
5. Age at the time of joining service: Year, Month, Days
6. Date of attaining the age of 50 years ( FR 56(K) )
7. Qualifying service rendered as on date            Year, Month, Days (Rule 48 and 48A of CSS (Pension Rules)
8. Rule under which notice given for VR: (indicate - FR 56 (k); Rule 48 of CSS (Pension) Rules; Rule 48A of CSS (Pension) Rules)
9. Whether the notice is covered by the Rule :
10. Date on which notice given for VR
11. Whether request made for curtailment of period of notice; if so the period of curtailment sought
12. Reasons for seeking curtailment in notice period

Signature of the officer

Date:

<b><u>For Department/Ministry concerned</u></b>
13. Vigilance status of the officer : Clear / Not clear
14. Whether under suspension
15. Whether currently or in the preceding one year has been:
(i) On assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other aid programmes;
(ii) Posted abroad in foreign based offices of the Ministries/ Departments
(iii) On a specific contract assignment to a foreign Government
16. Whether the notice for VR is covered by the Rule and indicate the rule:
17. (i) Whether curtailment of notice period is recommended or not (ii) Reasons for (i) above
18. Whether notice of VR approved by Secretary
19. Remarks if any
20. The following documents are enclosed: (i) Vigilance clearance given by AVD.I of DoPT; and (ii) copy of approval of Secretary of the Department for the proposal.

(Signature)\*

Name :

Designation & Seal :

Date :

\* (This should be signed by officer in-charge of Administration in Ministry / Department/ Organization where the officer is working)