

Annexure

PROFORMA FOR FORWARDING VRS CASES

Sl. No.	Details	
1.	Name & Designation of the Officer seeking VRS	
2.	Date of birth	
3.	Date of application/notice	
4.	Intended date of VRS	
5.	Rule under which VRS is sought	
6.	Reason given by the Officer	
7.	Whether the officer has requested for curtailment of notice period, if yes, reasons thereof	
8.	Certified length of qualifying service of the officer	
9.	Whether any dues are pending against the officer (<i>Pl. enclose 'No due certificate'</i>)	
10.	Copy of vigilance clearance given by the Vigilance Section, O/o CGA	

Signature of HoO /PAO/Sr. Accounts Officer