## PROCEDURE :

- 1. Any eligible employee may apply for Voluntary retirement under this scheme to the Competent Authority.
- 2. For the purpose of determining the age and length of service of retiring employee, the records as per the service records available in the company will be final.
- 3. The application received at the Colliery / Unit shall be received on a prescribed form for which a formal receipt will be given by the Colliery / Unit.
- 4. On receipt of the application, the Controlling Officer will recommend to the competent authority, with reasons to be recorded in writing the acceptance or rejection, as the case may be, the request for voluntary retirement.
- 5. On receipt of approval from competent authority, the approval/ rejection shall be communicated to the concerned employee in a format for submission of further documents stated therein.
- 6. The accepted application for Voluntary retirement will be processed by the VRS Cell located at following:-

Colliery / Units	::	Area Office.
Hqs. Offices	::	Company Hqs.
	****	

## CHECK LIST FOR PROCESSING AN APPLICATION UNDER <u>VOLUNTARY RETIREMENT SCHEME</u>

1.	Name of the Employee	:
2.	Employee No. / Identity No.	:
3.	Designation	:
4.	Date of joining the Company	:
	Date of birth as per the Company's relevant record Normal date of superannuation	:
7.	Date of Application	:
	Whether the employee will have at least 6 months service from the date of receiving the Application under VRS	:
9.	Number of years of service already	:
	put in	
10	. Balance of Service still left.	:

11. Attendance particulars of last 12 : months

Month	Actual Attendance	Leave	Unauthorized Absence
•••••		•••••	
		•••••	

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- 12. Whether the Employee shall have : been subject to disciplinary proceeding for unauthorized absent mentioned above
- 13. Is there any other disciplinary action : pending against the employee
- 14. If answer to Q. 12 or 13 are yes : disallowed the application
- 15. Whether the applicant falls in : the category of essential or shortage group

It is certified that the particulars given above are correct.

(Personnel Manager of the Colliery / Unit) (Agent/Dy. CME of the Colliery / Unit)

Recommended for acceptance.

(General Manager of the Area / Unit )