

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.

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)